



MINUTES
Jefferson County Board of Commissioners
Regular Meeting Minutes – Tuesday, September 3, 2024 at 9:00 a.m.
Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Chair Kate Dean, and Commissioners Heidi Eisenhour participated in the meeting. Chair Dean called the meeting to order. Commissioner Brotherton joined the meeting at 9:12 a.m.

PUBLIC COMMENT PERIOD: Chair Dean called for public comments, and two comments were received.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Chair Dean requested further explanation on Cascade Community Connections (Consent Agenda Items No. 7 through 11). The County Administrator will reach out to Public Health and report back to the Board. Commissioner Eisenhour noted her name was misspelled On-all Plan Review and Inspection Services agreement (Consent Agenda Item No. 5). Commissioner Brotherton moved to approve the Consent Agenda as listed minus No. 7 through 11, and correct an error on Consent Agenda Item No. 5. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

1. **AGREEMENT** re: Supply of Bituminous Surface Treatment; In the Amount of \$555,067; Public Works; Bruch & Bruch Construction Inc.
2. **AGREEMENT** re: Medical Reserve Corps to Support Local Activities; In the Amount of \$10,000; Emergency Management; National Association of City and County Health Officials
3. **AGREEMENT** re: Emergency Food Response; In the Amount of \$11,683.84; Auditor’s Office; Washington State Department of Agriculture
4. **AGREEMENT** re: Permit Database Administration; In the Amount of \$15,000; DCD; Little River Enterprises
5. **AGREEMENT, Amendment No. 1** re: On-all Plan Review and Inspection Services; In the Amount of \$30,000; DCD; BHC Consultants LLC
6. **AGREEMENT, Amendment No. 1** re: Training and Consulting for Staff Supporting those with Developmental Disabilities; An additional amount of \$22,000 for a total of \$33,999.29; Public Health; Wise
7. **AGREEMENT, Amendment No. 2** re: Group Employment Services; Additional revenue of \$60,000 for a total of \$123,022.44; Public Health; Cascade Community Connections
8. **AGREEMENT, Amendment No. 2** re: Individual Supported Employment Services; A decrease of \$55,368.40 for a total of \$392,338.60; Public Health; Cascade Community Connections

9. **AGREEMENT, Amendment No. 2** re: Community Inclusion Services/Outcome Payments; An additional amount of \$10,754 for a total of \$296,230.45; Public Health; Cascade Community Connections
10. **AGREEMENT, Amendment No. 3** re: Individual Supported Employment Services; An additional amount of \$409,000 for a total of \$801,338.60; Public Health; Cascade Community Connections
11. **AGREEMENT, Amendment No. 3** re: Community Inclusion Services/Pre-Admission Screening and Resident Review (PASRR); An additional amount of \$238,476 for a total of \$534,706.45; Public Health; Cascade Community Connections
12. **AUTHORIZATION** re: Issuance of a Homeless Housing and Affordable Housing Request for Proposals (RFP) in an amount not to exceed \$1,400,000 for Fund 148 Affordable Housing, and \$165,000 for Fund 149 Homeless Housing
13. **AUTHORIZATION** re: Issuance of a Lodging Tax Fund Request for Proposals (RFP) in an amount not to exceed \$900,000
14. **APPROVAL** re: Jefferson County Electronic Funds Transfer (EFT) Policy
15. **APPROVAL OF MINUTES:** Special Meeting Minutes of August 29, 2024

UPDATE re: Review Fire Danger Level and Burn Restrictions: Fire Marshal Phil Cecere updated the board on the fire danger level being reduced from very high to high and noted that Mason County has done the same. He noted warmer weather is coming and they remain vigilant, and open fires and camp fires are still not allowed, but charcoal is okay to use at this time. He does not foresee any new changes until approximately September. He noted the community is staying in compliance and there are no issues at this time. He advised there is still no cause for the Brinnon Fire, it is still under investigation.

PROCLAMATION re: September 2024 as Olympic Peninsula Eat Local Month: The Commissioners read the proclamation aloud. Commissioner Brotherton moved to approve the proclamation; Eat Local Month as read. Commissioner Eisenhour seconded the motion. Chair Dean called for public comments and no comments were received. Chair Dean called for a vote on the motion which carried by a unanimous vote.

COMMISSIONERS BRIEFING SESSION: The Commissioners and County Administrator discussed the recent meetings they attended, and miscellaneous topics. Commissioner Brotherton noted he would like to post signage and add electricity to the Hood Canal side of the 104/SR19 roundabout to promote tourism.

MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson and Clallam County. Emergency Management Director Willie Bence gave update on the Brinnon Fire, it is 100% contained and has burned 398 acres. The fire is not fully out at this time, but it is not spreading. Drought conditions are still in effect for Jefferson County and will continue into the next couple months. It was noted that the Public Health and Emergency Management update will resume the first Mondays of the month.

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

CONTINUED DISCUSSION re: Cascade Community Connections Contracts

(Consent Agenda Items No. 7 through 11): Public Health Director Apple Martine and Developmental Disability & Behavioral Health Coordinator Anna McEnry joined the meeting to answer questions in regards to the Cascade Community Connections agreements. After discussion, Commissioner Eisenhour moved to approve Consent Agenda Items No. 7 through 11, regarding amendments to Cascade Community Connections contracts. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

COMMISSIONERS BRIEFING SESSION - Continued: The Commissioners and County Administrator continued reviewing upcoming meetings.

INTRODUCTIONS re: New Olympic Community Action Programs (OlyCAP)

Executive Director: This item was tabled to a later date.

ADDITIONAL DISCUSSION ITEMS

- Coordination Committee meeting schedule; Chair Dean with work with staff on setting a schedule

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 11:17 a.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

Adiel McKnight, CMC
Deputy Clerk of the Board

Heidi Eisenhour, Member



MINUTES

Jefferson County Board of Commissioners Regular Meeting Minutes – Monday, September 9, 2024 at 9:00 a.m.

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

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

PUBLIC COMMENT PERIOD: Chair Dean called for public comments and four comments were received. The Commissioners addressed the comments. Sheriff Joe Nole was present and also addressed public comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour moved to approve and adopt the consent agenda as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 49-0909-24R** re: In the Matter of Finding and Determination to Declare Certain Personal Property as Surplus and Authorize Trade - In
2. **AGREEMENT** re: Center Road MP 3.23 Fish Barrier Culverts Replacement Design; In the Amount of \$250,750; Public Works; Washington Recreation and Conservation Office
3. **AGREEMENT** re: Phase 4-Stage 1 On-Site Grinder Pump Installation for Port Hadlock UGA; In the Amount of \$2,589,588.87; Public Works; Strider Construction Co., Inc.
4. **AGREEMENT** re: Sensitive Fish and Wildlife Information; No Fiscal Amount; Central Services; Washington Department of Fish and Wildlife
5. **AGREEMENT** re: Program Development for School to Work Program; Fee for Service; Public Health; DSHS; Division of Vocational Rehabilitation (DVR)
6. **AGREEMENT** re: School-Based Mental Health Services; In the Amount of \$22,200; Public Health; Jessica Garcia
7. **ASSIGNMENT OF AGREEMENT** re: Peak Notice of Sale and Request for Transfer of Agreement; No Fiscal Impact; Maul Foster & Alongi (MFA)
8. **AGREEMENT, Amendment No. 1** re: Data Share – Opioid Dashboard; No cost; Public Health; Washington State Department of Health
9. **AGREEMENT, Amendment No. 2** re: Professional Services; In the Amount of \$22,200; Public Health; Andrea Knutson, Sun Path Healing, LLC
10. **AGREEMENT, Amendment No. 2** re: School – Based Mental Health Services; In the Amount \$22,200; Public Health; Cynthia Langston, LLC

11. **AGREEMENT, Amendment No. 4** re: Data Modernization; In the Amount of \$18,195 not to exceed \$152,022.79; Public Health; VillageReach
12. **AGREEMENT, Amendment No. 6** re: School-based Mental Health Services; In the Amount of \$73,438; Public Health; Jefferson Healthcare Hospital
13. **AGREEMENT, Amendment No. 21** re: Consolidated Contracts; Additional Amount of \$1,258,189 for a total of \$10,674,468; Public Health; State of Washington Department of Health
14. **ADVISORY BOARD REAPPOINTMENT** re: North Pacific Coast Marine Resource Committee; Jill Silver
15. **APPROVAL OF PAYROLL WARRANTS:** Dated September 5, 2024 and Totaling \$2,481,013.69

PROCLAMATION re: Proclaiming September 11, 2024 as National Day of Service and Remembrance: The Commissioners read aloud the proclamation. Chair Dean proposed a motion to approve the Proclamation, Proclaiming September 11, 2024, as National Day of Service and Remembrance. Commissioner Eisenhower moved the aforementioned motion. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

Sheriff Joe Nole shared his gratitude for the proclamation being approved, and outlined the planned events for Wednesday, September 11, 2024:

- 8:30 a.m. all fire stations will pull apparatus on the aprons with flags at half-mast
- 8:46 a.m. all fire stations will have a moment of silence for Flight 11 which hit Tower 1 of the World Trade Center in New York
- 8:46 a.m. The Port Townsend Bell Tower will ring 3-4-3 for the 343 firefighters that lost their lives
- 10:28 a.m. Jefferson County Courthouse Clock Tower will ring 2-9-7-7 in honor of the 2,977 lives that perished

Chief Manly thanked the Board for approving the proclamation and noted that the Brinnon firefighters will have a moment of silence at their station.

COMMISSIONERS BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, miscellaneous topics, and reviewed upcoming meetings.

INTRODUCTIONS re: New Olympic Community Action Programs (OlyCAP)
Executive Director: Commissioner Brotherton introduced new OlyCAP Executive Director Holly Morgan, who introduced herself to the Board, reviewed OlyCAP programs and answered questions.

COMMISSIONERS BRIEFING SESSION Continued: The Commissioners and County Administrator continued discussing recent meetings they attended, miscellaneous topics, and reviewed upcoming meetings.

The meeting was recessed at 10:48 a.m. and reconvened at 11:00 a.m. with all three Commissioners present.

WORKSHOP re: Realignment of Lodging Tax Advisory Committee Resources:

Commissioner Brotherton stated that he has been working on the aquatic Healthier Together Task Force (HTTF), Lodging Tax Advisory Committee (LTAC) review and has served on Tourism Coordinating Council (TCC). Commissioner Brotherton proposed adding a .5 FTE position to the county to align tourism in Jefferson County, and answered questions posed by the Board. After discussion, Commissioner Brotherton moved that the Board authorize him to sign the proposed memo to present to the TCC meeting on Tuesday, September 12, 2024. Commissioner Eisenhour seconded the motion. Chair Dean called for a recess.

The meeting was recessed at 12:20 p.m. and reconvened at 12:35 p.m. with all three Commissioners present.

WORKSHOP re: Realignment of Lodging Tax Advisory Committee Resources -

Continued: After further discussion, Commissioner Brotherton rescinded his previous motion. Commissioner Eisenhour moved to send the memo as edited today, to TCC. Commissioner Brotherton seconded the motion. Chair Dean opened the floor to allow for public comments, and two comments were received. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 1:05 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

Adiel McKnight, CMC
Deputy Clerk of the Board

Heidi Eisenhour, Member