



DRAFT

MINUTES

Regular Meeting – November 7, 2022, 9:00 a.m.

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

CALL TO ORDER: Chair Heidi Eisenhour and Commissioner Greg Brotherton were present in-person and Commissioner Kate Dean was present virtually. Chair Eisenhour called the meeting to order at the appointed time.

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

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: The Commissioners discussed some of the Consent Agenda items during response to Public Comment Period. Commissioner Brotherton moved to approve the items on the Consent Agenda as presented, with a correction to a typo in Consent Agenda Item No. 6 (changed "decreased amount" to "increased amount"). Commissioner Dean seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Setting 2023 Ad Valorem Tax Levies; Hearing Scheduled for Monday, November 21, 2022 at 10:30 a.m. in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA
2. **HEARING NOTICE** re: Proposed 2023-2028 Six-Year Transportation Improvement Program (TIP); Hearing Scheduled for Monday, November 21, 2022 at 11:00 a.m. in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA
3. **RESOLUTION NO. 51-22** re: In the Matter of Closure of a Segment of Undie Road, County Road No. 150009; Jefferson County Public Works
4. **AGREEMENT, Supplement No. 4** re: Final Design for Port Hadlock Sewer Project; No Change in Dollar Amount, Time Extension Only; Jefferson County Public Works; Tetra Tech
5. **AGREEMENT, Change Order No. 4** re: JUMP! Project, All-Inclusive Playground at HJ Carroll Park; Additional Amount of \$711.14 for a Total Project Amount of \$770,836.41; Jefferson County Public Works; Interwest Construction, Inc.
6. **AGREEMENT, Amendment No. 8** re: 2022-2024 Consolidated Contracts; *Increased* Amount of \$9,413 for a Total of \$4,113,924; Jefferson County Public Health Services; Washington State Department of Health (DoH)
7. **AGREEMENT, Interlocal Amendment No. 4** re: Financial Support to School-Based Health Clinics at Port Townsend High School, Chimacum High School and Quilcene High School; Additional Amount of \$3,377 for a Project Total of \$70,913 and Time Extension; Jefferson County Public Health; Public Hospital District No. 2 (Jefferson Healthcare)
8. **AGREEMENT, Amendment No. 6** re: Dosewallips R Powerline Acquisition Project to Develop Design of Salmon Habitat Restoration; Additional Amount of \$217,945 for a Project

- Total of \$589,119; Jefferson County Public Health; Washington State Recreation and Conservation Office (RCO)
9. **AGREEMENT** re: Behavioral Health Consortium Coordination Management; In the Amount of \$126,000; Jefferson County Public Health; Lori Fleming
 10. **AGREEMENT** re: Jail Control Room Flooring Replacement; In the Amount of \$9,264.11; Jefferson County Central Services, Facilities Department; Division 9 Flooring
 11. **MEMORANDUM OF UNDERSTANDING (MOU), Amendment No. 1** re: First Step Family Support Center; No Dollar Amount, Exchange of Services Only; Jefferson County Public Health; First Step Family Support Center
 12. **MOTION** re: Approve Community Wellness Project's Request for 25% Reduction in Temporary Food Service Fees; Jefferson County Environmental Public Health
 13. **LETTER OF SUPPORT** re: Herb Beck Marina Grant Application for Quilcene Facility; Port of Port Townsend
 14. **ADVISORY BOARD RESIGNATION** re: Conservation Futures Citizen Oversight Committee; Open Interest-Food Security Representative, David Seabrook
 15. **ADVISORY BOARD RESIGNATION** re: Jefferson County Marine Resources Committee (MRC); District No. 1 Alternate, Liz Hoenig
 16. **ADVISORY BOARD APPOINTMENT** re: Public Infrastructure Fund (PIF) Board; Four (4) Year Term to Expire November 7, 2026; Citizen - District No. 2 Representative, Scott Rogers
 17. **MINUTES** re: Regular Meeting of October 24, 2022
 18. **Payment of Jefferson County Vouchers/Warrants** Dated October 24, 2022 Totaling \$715,947.52 (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.)

Commissioner Dean provided information on the Jefferson County Solid Waste Facility hours of operation.

ADDITIONAL BUSINESS: Emergency Declaration re: Recent Windstorm Event:

Commissioners thanked the PUD and Jefferson County road crews for working throughout the weekend to restore power to Jefferson County residents. Emergency Management Director Willie Bence explained the need for the emergency declaration. Chair Eisenhour and Commissioner Brotherton read aloud the proposed resolution. Commissioner Brotherton moved to approve **RESOLUTION NO. 52-22** re: Declaration of Emergency Windstorm Event, as read. Commissioner Dean seconded the motion. Chair Eisenhour called for public comments on the motion and one comment was received. She called for a vote on the motion. The motion carried by a unanimous vote.

PROCLAMATION re: Proclaiming the Week of November 7-13, 2022, Observance of Richard Wojt: The Commissioners considered a proclamation that would honor past Commissioner Richard Wojt and include lowering of the Courthouse flag to half-staff. Chair Eisenhour and Commissioner Brotherton read aloud the proclamation. Commissioner Brotherton moved to approve the proclamation as read. Commissioner Dean seconded the motion which carried by a unanimous vote. Members of Mr. Wojt's family were present to receive the signed proclamation.

PROCLAMATION re: Proclaiming the Week of November 7-13, 2022 as Operation Greenlight: County Administrator Mark McCauley stated that he is a 22-year Veteran and happy to announce that the proposed proclamation honors Veterans from all services. Chair Eisenhour and

Commissioner Brotherton read aloud the proclamation. Commissioner Brotherton moved to approve the proclamation. Commissioner Dean seconded the motion. She noted that it is important to acknowledge the funding support that Jefferson County provides to local Veterans. Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote. The Courthouse and clocktower will be illuminated with green to honor Veterans.

PROCLAMATION re: Proclaiming November 15, 2022 as America Recycles Day:

Public Works Director Monte Reinders was present to discuss the importance of recycling. He also noted that reducing the amount of plastic items purchased will help out immensely, and when recycling is done right, it is an important part of the way our County manages waste. After discussion, Chair Eisenhower and Commissioner Brotherton read aloud the proclamation. Commissioner Brotherton moved to approve the proclamation. Commissioner Dean seconded the motion which carried by a unanimous vote.

PROCLAMATION re: Proclaiming the Month of November 2022 as Family

Caregiver Month: Developmental Disability and Behavioral Health Coordinator Anna McEnery was present to provide statistics regarding family caregiving. Intellectual Developmental Disabilities Advisory Board member Kelly Matlock was present to speak about caregiving in her own personal life and thanked Coordinator McEnery for all her work. Chair Eisenhower and Commissioner Brotherton read aloud the proclamation. Commissioner Brotherton moved to approve the proclamation. Commissioner Dean seconded the motion. Commissioner Brotherton stated that he appreciated having Ms. Matlock present to talk about caregiving and the inspiration she found as a caregiver. Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

PRESENTATION re: North Olympic Peninsula (NOP) Procurement Technical Assistance Center (PTAC) Program Support with Clallam County: Clallam County Economic Development Council (EDC) Executive Director Colleen McAleer was present. She provided a presentation explaining the program and how it serves small businesses in Clallam and Jefferson Counties and five Tribes on the North Olympic Peninsula. She also reviewed their funding request as outlined below:

- \$192,000 total annual program cost
- \$145,000 annually from Department of Defense
- Funding support:
 - \$10,000 from City of Sequim
 - \$10,000 from City of Port Angeles
 - Applying \$10,000 of .09 funds from Clallam County
 - Pulling \$5,000 from EDC reserves
 - Requesting \$10,000 from Jefferson County
- Future years – Washington State Department of Commerce proposed support

Commissioner Dean noted that she serves on EDC Team Jefferson Board and she is in favor of supporting the \$10,000 funding request. County Administrator Mark McCauley stated that if funding is approved, it would be paid out of Non-Departmental. Commissioner Brotherton moved that the Board of County Commissioners support the NOP PTAC ask for \$10,000 for the 2023 year from the Non-Departmental Fund, and the County Administrator will bring an agreement to the Board at a later date.

Commissioner Dean seconded the motion. Chair Eisenhower called for public comments, no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

PRESENTATION re: Healthier Together Community Health and Wellness Center

Planning: Commissioner Dean provided introduction of the proposed project and stated she will be recommending that Jefferson County fund the feasibility work. City of Port Townsend Manager John Mauro was present and stated that this is the optimal time for conversation. He stated that City of Port Townsend Director of Parks and Recreation Strategy Carrie Hite is doing a remarkable job of bringing everyone to the table and they are lucky to have someone of her caliber taking on this project.

Director Hite was present to give a presentation on the proposed project that will include a community pool. Commissioner Dean stated that the County is in a good position to hire a firm that can make this plan a reality. She added that she is in favor of the County considering funding \$100,000 towards this effort. Director Hite stated that the actual cost of the feasibility portion of this project is around \$200,000. County Administrator Mark McCauley stated that funding of this item is part of the American Rescue Plan Act (ARPA) discussion taking place during the afternoon session.

County Administrator Mark McCauley asked if this is the first of multiple funding requests for Jefferson County? Director Hite responded that this will be a phased approach and they are looking at private funding sources and grants, and that does not necessarily mean that they plan to request more funding from Jefferson County.

The meeting was recessed at 11:17 a.m. and reconvened at 11:25 a.m. with all three Commissioners present.

PRESENTATION re: Shoreline Management Program Update, Contract

Amendment, and Lot of Record Implementation and Support: County Administrator Mark McCauley stated that Department of Community Development (DCD) has been working hard to keep up with work demands, and that even though the Board of County Commissioners approved additional DCD staffing to cope with the workload, the department is still struggling. DCD Director Brent Butler and DCD Deputy Director Josh Peters were present to give a presentation on their current tasks. They reviewed the Statement of Issue as follows:

- 1) Current Planning Permits – permit volume continues to be high
- 2) Shoreline Master Program (SMP) – Comments due September 30, 2022
- 3) Lot of Record implementation – Enacted October 3, 2022
- 4) Other – staffing, etc.

Director Butler and Deputy Director Peters reviewed their recommendations for support:

Recommendation 1

- Approve DCD to return to BERK for discussion re: contract amendment and
- Return to the BOCC for approval of the amount necessary for BERK to complete the SMP update or
- Authorize the County Administrator to approve a contract amendment up to a certain amount and
- Consider returning the Shoreline Users Guide grant

Recommendation 2

- Retain on-call consultant support for current planning (\$75,000 for six months)
- Consider recruiting additional Term-limited planners

Recommendation 3

- Consider scheduling a joint session with the Planning Commission to discuss the range of projects under their purview listed in the July 11, 2022 Agenda Request
 - Planning Commission agreed on 2023 Workplan priorities (November 2, 2022)

During the presentation, Commissioner Dean excused herself for the remainder of the meeting to attend a Riparian Mapping Workshop in Olympia.

Chair Eisenhower called for public comments and one comment was received. County Administrator McCauley will work with DCD and bring forward a contract amendment, and/or a supplemental budget appropriation for the Board to review at a later date.

The meeting was recessed at 12:15 p.m. and reconvened at 1:30 p.m. with Chair Eisenhower and Commissioner Brotherton present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Chair Eisenhower announced that the Executive Session will be held from 1:32 p.m. to 2:02 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: County Administrator, Chief Civil Deputy Prosecuting Attorney, Department of Community Development (DCD) Director, DCD Code Compliance Coordinator, and Environmental Public Health Water Quality Manager. The Board resumed the regular meeting at 2:03 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:04 p.m. to 2:15 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:15 p.m. Chair Eisenhower stated they plan on taking-action.

Commissioner Brotherton stated that this is in regards to the solid waste violation remediation and clean up done by Prosecutor's Office, DCD and Environmental Health. He moved to authorize the County Administrator to sign any negotiation that is agreed upon for the next 2 weeks, to negotiate the amounts of Settlement with the Sexton Family re: Glendale Farm and other properties they own. Chair Eisenhower seconded the motion. She then called for public comments on the motion. Hearing no comments, she called for a vote on the motion. The motion carried.

Chair Eisenhower noted that these properties have had a long history in this community and there have been fires that have happened there over the years. She is thankful to the Sexton family for all the cleanup they have done. She also thanked County staff for all their work on this violation remediation.

WORKSHOP re: American Rescue Plan Act (ARPA): County Administrator Mark McCauley reviewed the ARPA spreadsheet with the Board and incorporated edits as discussed. Chair Eisenhower called for public comments, none were received. The Commissioners stated they would like to fund the \$100,000 feasibility study for the Port Townsend Health and Wellness Center.

The meeting was recessed at 2:52 p.m. and reconvened at 2:59 p.m. with Chair Eisenhower and Commissioner Brotherton present.

WORKSHOP re: Identification of Parcels in East Jefferson County for Inclusion in Department of Natural Resources (DNR) Carbon Phase II Project: DNR Senior Policy Advisor Csenka Faborini-Csorba, DNR Assistant Region Manager Drew Rosanbalm, and DNR Straits District Manager Brian Turner were present for discussion. Advisor Faborini-Csorba provided a presentation on DNR's Carbon Project: Phase II Parcels and Engagement Plan. She reviewed key terms, carbon project overview, selection of candidate parcels, consultation, engagement and outreach, Jefferson County parcels, carbon credit calculations and revenue, next steps and final thoughts. After the presentation, DNR staff answered questions posed by the Board.

Chair Eisenhower called for public comments and 16 comments were received. DNR staff answered questions from the public until it was time to adjourn to the meeting.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:32 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