



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – December 5, 2022

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

This is a Hybrid meeting: Virtual and In-Person Attendance

Kate Dean, District 1 | Heidi Eisenhour, District 2 – Chair | Greg Brotherton, District 3

To view Agenda items, click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2022 Weekly Agenda Items – Month of the meeting – Day of the meeting

You can join this meeting by using the following methods:

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| <ul style="list-style-type: none">• Zoom Meeting: https://zoom.us/j/93777841705
This option will allow you to join the meeting live. You will need to enter an email address. If you wish to provide public comment, click on the hand icon at the bottom of the screen to “raise your hand.” Participation will be up to the Chair and Clerk |
| <ul style="list-style-type: none">• Audio-only: Dial: 1-253-215-8782 and use Webinar ID: 937-7784-1705#
This option will allow you to listen to the meeting live. If you wish to provide public comment, press *9 to “raise your hand.” Participation will be up to the Chair and Clerk
Access for the hearing impaired and others can be accommodated using Washington Relay Service at 1-800-833-6384. |
| <ul style="list-style-type: none">• Website: www.co.jefferson.wa.us Follow the links under “Quick links,” “Videos of Meetings,” and click on “Today.” This option will allow you to watch the meeting live-streaming, with no participation. |
| <ul style="list-style-type: none">• In-Person: You are welcome to join the meeting in-person. This option may be limited as we are operating at 50% room occupancy at this time. |

In the event of technical difficulties, at least one of the methods above will be accessible to the public. Please try all methods first before calling 360-385-9100 to report any issues.

9:00 a.m. **CALL TO ORDER H.E. called to order.**

9:01 a.m. **PUBLIC COMMENT PERIOD – ALL TOPICS:** *Public Comment Periods are dedicated to listening to the public. Each person may address the Board one time during these periods. To ensure equal opportunity for the public to comment, all comments shall be limited to 2 or 3 minutes per person, depending on the volume of public in attendance. Some Agenda items may have additional Public Comment Periods – these comment periods are for listening to comments specific to that Agenda item. The Chair may add additional Public Comment Periods throughout the meeting.*

Individuals may provide Public Comment using the following methods:

- Video: Refer to meeting instructions above
- Audio-only: Refer to meeting instructions above
- Email: You may submit comments/correspondence to us at: jeffbocc@co.jefferson.wa.us up through 11:59 p.m. the day before the meeting. To view comments/correspondence received thus far, click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2022 Weekly Agenda Items – Month of the meeting – Day of the meeting

[09:01:48 AM \(00:01:52\)](#) Comment re: Shine Road
[09:05:47 AM \(00:05:51\)](#) Comment re: Shine Road
[09:08:43 AM \(00:08:47\)](#) Response to comments
[09:14:39 AM \(00:14:43\)](#) Comment re: Shine Road
[09:17:27 AM \(00:17:31\)](#) Commissioners addressed written comments received.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA:

(Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.)

1. **RESOLUTION NO. 62-22 re: HEARING NOTICE** re: 4th Quarter 2022 Budget Appropriations/Extensions; Various County Departments; Hearing Scheduled for December 19, 2022 at 10:30 a.m. in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA (HYBRID)
 
2. **RESOLUTION NO. 63-22** re: Certifying the Levies for Collection of Taxes in the Year 2023; Jefferson County Assessor's Office
 
3. **JOINT RESOLUTION NO. 64-22** re: Establishing a Multi-Governmental Process for Collaborating on Issues of Mutual Importance; Jefferson County Commissioners, City of Port Townsend, Port of Port Townsend and Jefferson County Public Utility District (PUD) No. 1; Jefferson County Clerk of the Board
 
4. **AGREEMENT** re: 2023 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$50,000; Jefferson County Parks and Recreation
 
5. **AGREEMENT, Change Order No. 5** re: Purchase and Installation of High Visibility Fencing for JUMP! Project at HJ Carroll Park; Additional Amount of \$4,680.52 for a Project Total of \$775,516.93; Jefferson County Public Works; Interwest Construction
 
6. **AGREEMENT** re: Cultural Resources Assessment and Report for Olympic Discovery Trail, Anderson Lake Connection, County Project No. 1801989; In the Amount of \$10,260; Jefferson County Public Works; Lahren Associates
 
7. **AGREEMENT** re: Remotely Operated Vehicles (ROV) Based Kelp Survey Research; In the Amount of \$24,800; Jefferson County Environmental Public Health; Seattle Aquarium
 
8. **DEED OF RIGHT** re: Salmon Recovery Purposes, Baughman Property; Parcel No. 702 242 012; Jefferson County Environmental Public Health; Washington State Recreation and Conservation Office (RCO)
 
9. **ADVISORY BOARD RESIGNATION** re: Jefferson County Parks and Recreation Advisory Board; Roger Hall
 

10. **ADVISORY BOARD REAPPOINTMENT** re: Jefferson County Parks and Recreation Advisory Board; Two (2) Year Term to Expire December 10, 2024; District No. 2 Representative, Marianne Walters
 
11. **MINUTES** re: Regular Meeting of November 28, 2022 and Special Meeting of November 30, 2022 (WORKSHOP re: Forestry)
 
12. **Payment of Jefferson County Vouchers/Warrants** Dated November 28, 2022 Totaling \$433,599.74 and Dated November 29, 2022 Totaling \$258,725.32 (Records of all claims submitted for payment along with vouchers approved by the Board of Jefferson County Commissioners are retained by the Jefferson County Auditor and Public Works Department.)
 

[09:29:49 AM \(00:29:53\)](#) GB moved to approve the Consent Agenda as presented. KD second, unanimous.

COMMISSIONERS BRIEFING SESSION: Commissioner Brotherton and Commissioner Dean discussed recent meetings they attended.

REGULAR AGENDA:

9:45 a.m. **HEARING** re: 2023 Jefferson County Mid-Biennium Review and Modification

    Mid-Biennium PowerPoint

Judy Shepherd, Finance Manager
Mark McCauley, County Administrator

[09:45:44 AM \(00:45:48\)](#) H.E. called the hearing to order. Staff presentation by MM. JS present.

[10:15:57 AM \(01:16:01\)](#) MM answered questions posed by the Board.

[10:17:49 AM \(01:17:53\)](#) H.E. opened the floor to allow for public testimony. The following individuals provided testimony:

[10:19:08 AM \(01:19:12\)](#) Steve Dittmar, Port Ludlow

[10:22:17 AM \(01:22:22\)](#) Dean Crawford, Port Ludlow

[10:23:37 AM \(01:23:41\)](#) Chair Eisenhour closed the public hearing. Deliberations ensued.

[10:28:17 AM \(01:28:22\)](#) Closing remarks, next steps. Next BOCC meeting the budget will be adopted.

10:30 a.m. **PRESENTATION** re: United Good Neighbors (UGN) Give Jefferson 2022 Workplace Giving Campaign, November 11, 2022 – December 31, 2022 for Payroll Deduction(s) in 2023



Sarah Melancon, Jefferson County Human Resources Director
Siobhan Canty, Jefferson Community Foundation President & CEO

[10:32:58 AM \(01:33:02\)](#) SM introduced SC re: UGN campaign for 2022.

[10:33:23 AM \(01:33:27\)](#) SC provided report on activities, and steps people can take to keep those efforts going.

[10:38:53 AM \(01:38:57\)](#) SM – a lot of employees that support UGN and other causes in Jefferson County.

[10:43:58 AM \(01:44:02\)](#) SM – closing remarks

10:45 – 11:45 a.m. **EXECUTIVE SESSION** with Human Resources Director; To Review the Performance of a Public Employee. No discussion of Salaries, Wages, and Other Conditions of Employment to be Generally Applied within the County; and, No Final Action on the Hiring, Setting the Salary of an Individual Employee or Class of Employees, or Discharging or Disciplining an Employee. Exemptions as outlined in the Open Public Meetings Act, RCW 42.30.110(1)(g)

[10:45:10 AM \(01:45:14\)](#) Executive Session: 10:45 a.m. to 11:45 a.m.

[11:45:25 AM \(01:46:20\)](#) End of Executive Session

COMMISSIONERS BRIEFING SESSION – Continued: Chair Eisenhower discussed recent meetings she attended, and the Board provided a recap of the BOCC Special Meeting re: Forestry Workshop and discussed miscellaneous topics.  [Forest Carbon HandOut](#)

[12:03:24 PM \(02:04:20\)](#) Recess

RECESS

(Technical difficulties – had to import the Zoom MP4 for this entire meeting. Timestamps will be off. Below are notes for the remainder of the meeting)

AFTERNOON SESSION

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 1:31 p.m. to 2:01 p.m. regarding Attorney-Client Privilege, Actual Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator and Chief Civil Deputy Prosecuting Attorney. The Board concluded the Executive Session and resumed the regular meeting at 2:01 p.m.

Commissioner Dean moved to waive any conflict of interest that Chief Civil Deputy Prosecuting Attorney Philip Hunsucker has in representing the County in the lawsuit filed by Julie St. Marie. Commissioner Brotherton seconded the motion. Chair Eisenhower called for public comment on the proposed motion, and one comment was received. The Board discussed requesting the need to call for public comments, when the public has no knowledge of the subject matter. They agreed to ask Chief Civil Deputy Attorney Hunsucker about their question later in the meeting. Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:00 p.m. to 2:15 p.m. Chair Eisenhower announced that the Executive Session will be held from 2:04 p.m. to 2:30 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

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Civil Deputy Prosecuting Attorney, Department of Community Development (DCD) Director and DCD Deputy Director. The Board concluded the Executive Session and resumed the regular meeting at 2:30 p.m.

Commissioner Dean moved to delegate authority to the County Administrator to finalize and sign on behalf of the County, tolling agreements. Commissioner Brotherton seconded the motion. Chair Eisenhour open the floor to allow for public comments, and one comment was received. Chair Eisenhour explained what a tolling agreement is. Shen then called for a vote on the motion. The motion carried by a unanimous vote.

ADDITIONAL DISCUSSION ITEMS

- Calendar Coordination
- Discussion re: Forestry Workshop next steps
- Discussion re: Call for public comments after an Executive Session: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker confirmed that the Board is required to call for public comments after an Executive Session if there is a motion made. He added that the public only needs to know what the motion is. He also reviewed in-person meeting capacities during the County's declaration of emergency in effect.
- Discussion regarding legislative agendas and the 2023 Legislative Steering Committee (LSC); Commissioner Dean would like to continue to serve on LSC
- Boards and committee assignments; to be discussed in 2023
- BOCC Chair for 2023; tentatively Greg Brotherton
- County Administrator; calendar coordination

NOTICE OF ADJOURNMENT 3:40 p.m.

COMMISSIONERS MEETING SCHEDULE			
Week of December 5, 2022			
<u>Monday – December 5, 2022</u>			
9:00 a.m. - 4:30 p.m.		BoCC Meeting	Hybrid
Noon	Board	SPECIAL MEETING re: WSAC Virtual Assembly	Virtual
<u>Tuesday – December 6, 2022</u>			
12:30 p.m.	Kate	Puget Sound Future Scenarios Advisory Group Meeting	Virtual
1:30 p.m.	Greg & Heidi	Jefferson Transit Authority Board Composition Conference	Hybrid
4:00 p.m.	Heidi	Trust Land Transfer Revitalization Meeting	Virtual
6:00 p.m.	Heidi	Jefferson County Marine Resources Committee Monthly Meeting	Virtual
<u>Wednesday – December 7, 2022</u>			
All Day	Kate	WSAC New Commissioner Training	Olympia
11:30 a.m.	Heidi	Carbon Conference	Virtual
2:00 p.m.	Heidi	Jefferson Transit Authority Finance Committee Meeting	Virtual
3:00 p.m.	Greg	Board of Health Agenda Planning Meeting	Virtual
4:00 p.m.	Heidi	Jefferson County Community Foundation Holiday Celebration	Ajax Cafe
<u>Thursday – December 8, 2022</u>			
All Day	Kate	Out of Office	

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1:00 p.m.	Heidi	Trust Land Transfer Strategy Meeting	Virtual
3:00 p.m.	Greg	Behavioral Health Consortium (BHC) Board Meeting	Virtual

Friday – December 9, 2022

8:30 a.m.	Kate	Third Riparian Habitat Roundtable Meeting	Washington Farm Bureau, Lacey
9:00 a.m.	Heidi	Strait Ecosystem Recovery Network Quarterly Meeting	Red Cedar Hall, Blyn
9:00 a.m.	Greg	Salish Behavioral Health Executive Board Meeting	Virtual
11:00 a.m.	Greg	HUD House America-Jefferson County Check-In	Virtual

THE COMMISSIONERS MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request