



DRAFT

MINUTES

Regular Meeting – August 22, 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. She notified the public that next week is a "5th Monday" week, and therefore there is no Board of County Commissioners (BOCC) meeting that week. The next regular meeting will be held on September 6, 2022 and will be a hybrid meeting with an in-person option.

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

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton stated there has been a complaint against him regarding conflict of interest and he would like to remove Consent Agenda Item No. 10 re: Disbursement of 1590 Grant Funding for 2022; OlyCAP. He that he invited Chief Civil Deputy Prosecuting Attorney Philip Hunsucker to attend later in the meeting to discuss. The Commissioners continued commenting on other agenda items.

Commissioner Dean noted she would like a clarification in Consent Agenda Item No. 1 re: Financial Policy for assistance from the General Fund. She proposed removing the last sentence of the Purpose Statement in the policy.

After discussion, Commissioner Dean moved to approve the Consent Agenda with a minor revision to Consent Agenda Item No. 1 (Establishing a Policy for Financial Assistance from the General Fund to Assist Operations or Expenditures to Special Revenue Funds) and pulling Item No. 10 (Disbursement of 1590 Grant Funding for 2022). Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 40-22** re: Establishing a Policy for Financial Assistance from the General Fund to Assist Operations or Expenditures to Special Revenue Funds, Jefferson County Finance Manager (approved with an edit)
2. **AGREEMENT** re: Castle Hill Offices Roof Top Heat Pump HVAC Replacement; In the Amount of \$15,002.90; Jefferson County Central Services, Facilities Department; Mayda Mechanical
3. **AGREEMENT** re: Criminal Record Microfilm Conversion to Digitization, Pursuant to Blake Decision Compliance for Cases from 1971 through 1996; In the Approximate Amount of \$8,350; Jefferson County Superior Court/County Clerk; Modus Technology, Inc.
4. **AGREEMENT, Amendment No. 4** re: Provide Training and Consultation Services to Intellectual/Developmental Disabilities County Programs and to Support Employment and

- Community Inclusion Providers; Additional Amount of \$1,221.25 for a Project Total of \$27,321.25; Jefferson County Public Health; Washington Initiative for Supported Employees (WISE)
5. **AGREEMENT, Amendment No. 1** re: Provide an Anti-Racist Literacy Training in Support of the COVID-19 Communications Specialist with a Goal of Reaching Increased Vaccine-Uptake Goals; Additional Amount of \$5,000 for a Project Total of \$14,999; Jefferson County Public Health; Usawa Consulting
 6. **AGREEMENT** re: Rural Arterial Program (RAP) Final Prospectus for Paradise Bay Road, M.P. 3.743 – M.P. 6.000 Overlay Project; In the Amount of \$1,362,000; Jefferson County Public Works; Washington State, County Road Administration Board (CRAB)
 7. **AGREEMENT, Supplement No. 2** re: Legislative Liaison Services – Port Hadlock Wastewater Project, Upper Hoh Road, Project No. 405-1693-0; Additional Amount of \$50,000 for a Project Total of \$168,000 and Time Extension; Jefferson County Public Works; Strategies 360 Inc.
 8. **AGREEMENT** re: CASA/Volunteer Guardian Ad Litem; In the Amount of \$41,530; Jefferson County Juvenile & Family Services; Washington State Administrative Office of the Courts (AOC)
 9. **AGREEMENT, Amendment No. 1** re: Parents for Parents; In the Amount of \$15,000; Jefferson County Juvenile and Family Services; Children's Home Society of Washington
 10. **AGREEMENT** re: Disbursement of 1590 Grant Funding for 2022; In the Amount of \$440,000; Jefferson County Administrator; Olympic Community Action Program (OlyCAP) (Removed and approved later in the meeting)
 11. **REQUEST FOR PROPOSALS (RFP)** re: Strategic Planning Services for Jefferson County, Washington; County Administrator
 12. **LETTER OF SUPPORT** re: Department of Energy Marine Energy Grant; North Olympic Development Council (NODC) and Pacific Northwest National Lab
 13. **ADVISORY BOARD APPOINTMENT** re: Lodging Tax Advisory Committee (LTAC); Three (3) Year Term Unexpired to End July 23, 2024; Quilcene Historical Museum Representative, Kevin Wooley
 14. **MINUTES** re: Regular Meeting of August 15, 2022
 15. **Payment of Jefferson County Payroll Warrants** Dated August 19, 2022 Totaling \$66,543.68 and A/P Warrants Done by Payroll Dated August 19, 2022 Totaling \$13,815.67 (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)
 16. **Payment of Jefferson County Vouchers/Warrants** Dated August 15, 2022 Totaling \$677,749.23 (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 Eisenhour called for public comments. One comment was received.

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

PUBLIC COMMENT PERIOD - Continued: Chair Eisenhour commented on written comments received.

WEEKLY COMMUNITY UPDATE: COVID-19, Monkey Pox Virus (MPV) and Emergency Management Update: Public Health Officer Dr. Allison Berry provided information on the viruses circulating in Jefferson County. Emergency Management Director Willie Bence provided information on Omicron booster shots, future mass-vaccination clinics and the All-County picnic.

The meeting was recessed at 10:11 a.m. and reconvened at 10:17 a.m. with all three Commissioners present.

PROCLAMATION re: Employee Appreciation Week, August 22-26, 2022: The Commissioners, County Administrator and Human Resources Director all commented on the outstanding employees of Jefferson County. All three Commissioners read aloud the proclamation. Commissioner Dean moved to approve the proclamation. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:27 a.m. and reconvened at 10:33 a.m. with all three Commissioners present.

UPDATE re: Washington State Department of Natural Resources (DNR) 2nd Quarter County Income Report: DNR Regional Manager Mona Griswold, and State Lands Assistant Drew Rosanbalm were present to review the 2nd Quarter County Income Report with the Board. Assessor Jeff Chapman and Treasurer Stacie Prada joined the meeting to participate in discussion. Chair Eisenhower thanked the DNR and Board of Natural Resources staff for hosting site tours last week.

Chair Eisenhower called for public comments. No comments were received. She noted the County has received written comments regarding local timber sales.

DISCUSSION re: Disbursement of 1590 Grant Funding for 2022 (Consent Agenda Item No. 10): Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker was present to address the Board's and the public's concern regarding a potential conflict of interest involving Commissioner Brotherton serving on the OlyCAP Board, and his ability to approve OlyCAP documents as part of his role as County Commissioner. He provided a presentation that covered the following:

- Commissioners are assigned to serve on the Boards of various governmental entities or non-profits
- Assignments are made public in an open public meeting
- Commissioners receive no financial compensation from the assigned entity
- There is a list of assignments that can be viewed on the County website
- RCW 42.23.030 reviews what is prohibited
- Beneficial interest – review of definition

Chief DPA Hunsucker concluded that Commissioner Brotherton's role on the OlyCAP Board, does not conflict with his ability to approve OlyCAP contracts while serving as a Jefferson County Commissioner. After discussion, Commissioner Brotherton moved to approve Consent Agenda Item No. 10 regarding the Agreement for Disbursement of 1590 Grant Funding for 2022 in the amount of \$440,000 to OlyCAP. Commissioner Dean noted this was also recommended by the Housing Fund Board. She seconded the motion which carried by a unanimous vote.

DISCUSSION re: Enter into Lease between Jefferson County and Olympic Community Action Programs (OlyCAP) for the Caswell-Brown Village Site: Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker provided a presentation on the proposed lease agreement with OlyCAP. After discussion, the Commissioners agreed to have Chief Civil DPA Hunsucker contact OlyCAP regarding their timeline. If OlyCAP can wait until the September 6, 2022 meeting, the Board would like to review and approve the final contract. If OlyCAP needs the contract before then, they are in favor of delegating authority to the County Administrator for the agreement.

Chair Eisenhower opened the floor to allow for public comments. Three comments were received and addressed by the Board. After further discussion, the Board expressed desire to remove a proposed buffer for the Larry Scott Trail. They agreed to table discussion until the afternoon session.

The meeting was recessed at 12:20 p.m. and reconvened at 1:32 p.m. with all three Commissioners present.

WORKSHOP re: Public Works: Parks, Recreation, Open Space and Trails Comprehensive Plan: Public Works Assistant Director Eric Kuzma and Parks and Recreation Manager Matt Tyler were present for discussion on the proposed comprehensive plan and answered questions posed by the Board. Chair Eisenhower opened the floor to allow for public comments. Three comments were received.

CONTINUED DISCUSSION re: Enter Into Lease between Jefferson County and Olympic Community Action Programs (OlyCAP) for the Caswell-Brown Village Site: Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker was present to continue review of the proposed OlyCAP lease. After discussion, the Board agreed to hold a Special Meeting on Friday, August 26, 2022 at 9:00 a.m. for 30 minutes to review and take-action on the OlyCAP lease.

DISCUSSION re: Proposed 12th Temporary COVID-19 Policy Based on Emergency Response to the COVID-19 Pandemic: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker and Human Resources Director Sarah Melancon reviewed the proposed 12th Temporary COVID-19 policy based on emergency response to the COVID-19 pandemic. The Board made edits to the proposed resolution and added an additional "Whereas" section. After discussion, Chair Eisenhower opened the floor to allow for public comments. No comments were received. Commissioner Dean moved to approve **RESOLUTION NO. 41-22** re: 12th Temporary COVID-19 Policy Based on Emergency Response to the COVID-19 Pandemic, with the addition of one Whereas statement as discussed today. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

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

- Boards and Committees Vacancies
- Calendar Coordination
- NOLA update
- Legislative update; Washington State Association of Counties (WSAC) Legislative Steering Committee (LSC) workgroup summary report reviewed

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 3:20 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