



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – March 27, 2023

This is a Hybrid meeting: Virtual and In-Person Attendance at
Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA

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

To view Agenda items, meeting materials and comments received, click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – Month of the meeting – Day of the meeting

You can join this meeting by using the following methods:

• 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
• 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 can be accommodated using Washington Relay Service at 1-800-833-6384. If you need special accommodations, please contact our office 24 hours in advance.
• 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.
• 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.

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.

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.

9:00 a.m. [CALL TO ORDER](#) GB called to order, HE and KD present
9:01 a.m. [PUBLIC COMMENT PERIOD](#) – **ALL TOPICS**

No 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. 12-23** re: Temporary Road Closure on West Valley Road, MP 3.56 to MP 3.60, County Road No. 514109
 
 2. **BID AWARD re:** Designating the Official County Newspaper of Public Record for Legal Notices; In the Amount of \$13.00 per Column Inch; Port Townsend Leader
 
 3. **CALL FOR BIDS - Amendment;** Change of Date and Time for Bid Opening; Port Hadlock Wastewater Facility Phase I, Site Preparation, Earthwork and Utilities; Public Works
 
 4. **MEMORANDUM OF AGREEMENT (MOA)** re: Corrections Officer Hiring Incentive; In the Amount of \$15,000; Jefferson County Human Resources; Corrections Deputy, Justin Maher
 
 5. **INTERLOCAL AGREEMENT** re: Moderate Risk Waste Facility Located at the Boat Haven; Public Works; Port of Port Townsend
 
 6. **AGREEMENT** re: Mental Health Navigator; In the Amount of \$67,200 in 2023 and \$67,200 in 2024; Public Health; Port Townsend Police Department
 
 7. **AGREEMENT** re: EnerGov Integration; Additional Amount of \$3,700, Public Health; Tyler Technologies
 
 8. **AGREEMENT** re: Olympic Discovery Trails Trailhead/Viewpoint in the South Discovery Bay Area; In the Amount of \$20,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Peninsula Trails Coalition
 
 9. **AGREEMENT** re: Winter Welcoming Shelter; In the Amount of \$20,000 ARPA Grant Funding; Jefferson County Administrator; Jefferson Interfaith Action Coalition
 
 10. **AGREEMENT** re: Student Housing Upgrades; In the Amount of \$80,000 ARPA Grant Funding; Jefferson County Administrator; Northwest School of Wooden Boatbuilding
 
 11. **AGREEMENT** re: Dundee Hill Affordable Housing Project; In the Amount of \$80,000 ARPA Grant Funding; Jefferson County Administrator; Olympic Housing Trust
 
 12. **AGREEMENT** re: Jefferson County Scholarship Summit; In the Amount of \$20,000 ARPA Grant Funding; Jefferson County Administrator; Jefferson Community Foundation
 
 13. **AGREEMENT** re: Adult Family Home Program; In the Amount of \$24,000 ARPA Grant Funding; Jefferson County Administrator; Olympic Neighbors
 
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14. **AGREEMENT** re: Port Townsend Marine Trades Association Overhead Costs; In the Amount of \$15,000 ARPA Grant Funding; Jefferson County Administrator; Port Townsend Marine Trades Association
 
 15. **AGREEMENT** re: Brinnon Community Center Water Treatment Shed Roof Replacement; In the Amount of \$8,649.45; Central Services; N&N Construction
 
 16. **AGREEMENTS (2) re: Periodic Review of Shoreline Master Program:** 1) Amendment to Agreement to Shoreline User Guide; and 2) Agreement for Shoreline Master Program Update; Department of Community Development; Washington State Department of Ecology
   
 17. **AGREEMENT, Amendment No. 1** re: COVID-19 Vaccination Video Services; Change in Quantity and Video Length; Public Health; Whaleheart Productions
 
 18. **AGREEMENT, Amendment No. 2** re: Substance Use Prevention; Reduction of \$10,870; Public Health; Washington State Division of Behavioral Health and Recovery
 
 19. **ADVISORY BOARD REAPPOINTMENT** re: North Pacific Coast Marine Resources Committee (NPC MRC); Two (2) Year Term to Expire January 9, 2025; Economic Groups Citizen Representative, Eileen Cooney
 
 20. **ADVISORY BOARD REAPPOINTMENT** re: Conservation Futures Citizens Oversight Committee; District No. 1 Representative; Four-Year Term to Expire on January 12, 2027; Mary Biskup
 
 21. **ADVISORY BOARD APPOINTMENT(s) (2):** Housing Fund Board; 1) One-Year Term to Expire December 31, 2023; Viki Sonntag; and 2) Three-Year Unexpired Term to Expire December 31, 2024; Julia Cochrane
 
 22. **ADVISORY BOARD APPOINTMENT** re: Conservation Futures Citizens Oversight Committee; Wetlands Representative; Four-Year Term to Expire on March 27, 2027; Ryan McMackin
 
 23. **MOTION** re: Authorization to hold USDA Congressionally Directed Spending Public Information Meeting for Early Learning and Family Support Center Project
 
 24. **MINUTES** re: Regular Meeting of March 13, 2023
 
 25. **Payment of Jefferson County Payroll Warrants** Dated 03/20/2023 Totaling \$91,351.88 (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.)
 
 26. **Payment of Jefferson County Vouchers/Warrants** Dated 03/20/2023 Totaling \$393,768.32 (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.)
 
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[09:04:45 AM \(00:04:17\)](#) HE moved to approve and adopt the Consent Agenda for March 27, 2023 as presented. KD second. GB asked if there were public comments, none received. Vote on motion unanimous.

No set time

COMMISSIONERS BRIEFING SESSION

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

Commissioner Dean discussed recent meetings she attended and miscellaneous topics.

PUBLIC COMMENT PERIOD – Continued:

[09:16:58 AM \(00:16:30\)](#) Comment

[09:20:40 AM \(00:20:12\)](#) Response to Comment

COMMISSIONERS BRIEFING SESSION – Continued: Commissioner Eisenhour discussed recent meetings she attended, and miscellaneous topics. Chair Brotherton stated that on Fridays at 12:30 p.m. KPTZ will be hosting a County Connections segment at 12:30 p.m. on Fridays starting on April 14, 2023.

REGULAR AGENDA:

No set time

PROCLAMATION re: Proclaiming the Month of April as National County Government Month



The Commissioners read aloud the proclamation. HE moved to adopt the Proclamation. KD seconded the motion. The motion carried.

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

10:00 a.m.

DISCUSSION and **POTENTIAL ACTION** re: Hearing Examiner Report and Recommendations, and 2 Proposed Resolutions re: 1) Intent to Vacate a Portion of Gustavsen Road Right-of-Way; and 2) Intent to Vacate Ricky Beach Drive



Colette Kostelec, Jefferson County Public Works, Engineer III

Discussion re: Gustavsen Road

[10:08:48 AM \(01:08:19\)](#) Commissioner Dean moved to adopt the Hearing Examiner's recommendation, and expressing the Board's approval of **RESOLUTION NO. 13-23** re: Intent to Vacate a Portion of Gustavsen Road Right-of-Way, subject to petitioner meeting certain conditions. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

[10:09:37 AM \(01:09:08\)](#) Discussion re: Ricky Beach Drive

[10:23:24 AM \(01:22:55\)](#) Commissioner Eisenhour moved to approve **RESOLUTION NO 14-23** re: Intent to Vacate Ricky Beach Drive Right-of-Way, including conditions recommended to the BOCC which also include the updated language from the petitioner for Item A, underneath the 5th Whereas in the Resolution. Commissioner Dean seconded the motion. Chair Brotherton called for comments on the proposed motion. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.

[10:26:12 AM \(01:25:44\)](#) Recess

[10:34:36 AM \(01:26:04\)](#) Reconvene. KD noted that she will have upcoming conflicts on Mondays re: doctor visits for a family member.

11:30 a.m. [WORKSHOP](#) re: County Communications Strategy Planning (MOVED TO 10:43 a.m.)



Wendy Davis, Communications Specialist

WD reviewed purpose, mission, objectives, adoption of plan roles amongst BOCC, county departments and communication specialist, action plan to promote achievement of goals and objectives, media plan, and other topics. The Commissioners discussed the role of the Communications Specialist and how they'd like to see this new position progress.

[11:39:17 AM \(02:30:45\)](#) Chair Brotherton called for public comments on this topic. None were received.

COMMISSIONERS BRIEFING SESSION – Continued: KD explained she is in Washington D.C. currently to attend the National Association of Workforce Board, and she has served on the regional workforce board for about 7 years now. The trip is paid for by the regional Workforce Board. She noted the benefits of attending the conference. She reviewed upcoming meetings and miscellaneous topics.

[11:43:30 AM \(02:34:58\)](#) Legislative Update provided by KD.

[11:48:51 AM \(02:40:19\)](#) Discussion re: WSDOT re: Summer Construction Schedule. KD noted she will be excusing herself from the remainder of the meeting.

[12:05:05 PM \(02:56:33\)](#) Recess

[01:31:05 PM \(02:57:35\)](#) Reconvene. KD not present.

AFTERNOON SESSION 1:30 p.m.

1:30 p.m. [WORKSHOP](#) re: Department of Community Development 2023 Work Plan



Brent Butler, Department of Community Development (DCD) Director
Josh Peterson, Deputy Director

BB and JP present. The presentation included emerging issues, projects overview: Housing, fiscal, intergovernmental, infrastructure, ranking and prioritizing, and next steps.

2:15 p.m.

WORKSHOP re: Central Services Department 2023 Work Plan



Chris Goy, Central Services Director

CG – gave presentation and had part of his Central Services team present. Some of the items he discussed were staffing, information technology, GIS, Records management, Public Records Administrator, Fleet Services/ER&R and facilities. He answered questions posed by the Board.

2:45 p.m.

WORKSHOP re: Public Health/Environmental Public Health Department(s)
2023 Work Plan



Apple Martine, Public Health Director
Veronica Shaw, Public Health Deputy Director

AM and VS present. Some of the topics the presentation covered: Emergency to Emergence, staffing, organizational structure, workforce wellbeing, social justice commitment, outreach, and program goals and divisions.

3:15 to 3:30 p.m.

EXECUTIVE SESSION with the County Administrator, Chief Civil Deputy
Prosecuting Attorney and Environmental Health Manager re: Potential Litigation;
Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i)

[03:39:55 PM \(05:06:24\)](#) Start of Executive Session: 3:40 p.m. to 4:00 p.m.

[04:01:37 PM \(05:06:41\)](#) End of Executive Session. No proposed action and therefore no public comment.

ADDITIONAL DISCUSSION ITEMS

- Closing remarks
- Legislative Update – already discussed
- Boards & Committees Vacancies

NOTICE OF ADJOURNMENT 4:04 p.m.

COMMISSIONERS MEETING SCHEDULE

The Week of March 27, 2023

A snapshot of the meetings the Commissioners will be attending this week are notated below. If you would like to get more information on these meetings, please contact the Commissioners' Office at 360-385-9100 or send us an email at: jeffbocc@co.jefferson.wa.us

Monday, March 27, 2023

ALL DAY National Association of Workforce Boards Conference (NAWB) – Washington D.C (Kate)

09:00 a.m. to 4:30 p.m. BOCC Meeting - Hybrid (All 3)

Noon BOCC Special Meeting - WSAC Virtual Assembly (All 3)

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Tuesday, March 28, 2023

ALL DAY National Association of Workforce Boards Conference (NAWB) – Washington D.C (Kate)
11:00 a.m. Jefferson county Community Foundation (JCCF) Board Meeting – Virtual (Heidi)
Noon School to Work/Transition Planning Meeting – Virtual (Greg)

Wednesday, March 29, 2023

ALL DAY National Association of Workforce Boards Conference (NAWB) – Washington D.C (Kate)
8:30 a.m. Jefferson County Budget Committee Meeting – Virtual (Board)
10:30 a.m. Jefferson County Strategic Plan Project Team Meeting - Virtual (Heidi)
Noon Washington State Board of Health Orientation – Olympia (Kate)
2:15 p.m. JC Community Foundation Childcare Capacity/Family Support Meeting – Virtual (Kate)
6:00 p.m. Legislative Steering Committee Roundtable– Olympia (Kate)

Thursday, March 30, 2023

8:00 a.m. Legislative Steering Committee Meeting – Olympia (Kate)
1:00 p.m. Trust Land Transfer Legislative Session Touch Base – Virtual (Heidi)
1:30 p.m. Mental Health Field Response Team Meeting – Virtual (Heidi)

Friday, March 31, 2023

10:00 a.m. US Government Session re: Columbia River Basin/Snake River Hearing– Virtual (Heidi)
11:00 a.m. HUD House America-Jefferson County Check-In – Virtual (Greg)
1:00 p.m. 7th Haven Grand Opening – Port Townsend (Board)

The County has various Boards and Committees that are subject to the Open Public Meetings Act (OPMA). Agendas for those meetings will be posted to the Jefferson County website calendar 24 hours prior to the start of the meeting. The Agendas will contain information on how to provide public comment, meeting access, and meeting materials (if available).

For more information, go to: www.co.jefferson.wa.us – Services – Laserfiche Web Portal –
Board of Commissioners – Boards & Committees
or click on the Calendar tab on the home page of the website.

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

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request