



# AGENDA

## Regular Meeting

### Intergovernmental Collaborative Group

Jefferson County Board of County Commissioners, Port Townsend City Council, Port of Port Townsend, and Jefferson County Public Utility District #1

**Thursday, November 17, 2022 at 5:00 p.m.**

**HYBRID MEETING: Virtual and in-person at 355 Hudson St. Port Townsend, WA 98368**

You can join this meeting by using the following methods:

<ul style="list-style-type: none"> <li>• <b>Zoom Meeting:</b> <a href="https://zoom.us/j/94250777040">https://zoom.us/j/94250777040</a> This option will allow you to join the meeting live. Participation will be up to the Chair and/or Clerk of the meeting.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Audio-only:</b> Dial: 1-253-215-8782 and use Webinar ID: 942-5077-7040# This option will allow you to listen to the meeting live. Participation will be up to the Chair and/or Clerk of the meeting. Access for the hearing impaired and others can be accommodated using Washington Relay Service at 1-800-833-6384.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Website:</b> To view meeting documents go to <a href="http://www.co.jefferson.wa.us">www.co.jefferson.wa.us</a> Follow the links under “Quick links,” “Videos of Meetings,” and click on “Today.”</li> </ul>
<ul style="list-style-type: none"> <li>• <b>In-Person:</b> You are welcome to join the meeting in-person</li> </ul>

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 emailing [carolyn@co.jefferson.wa.us](mailto:carolyn@co.jefferson.wa.us) to report any issues.

Agenda items are listed on our website at: [www.co.jefferson.wa.us](http://www.co.jefferson.wa.us) Follow the links under “Quick links,” “Videos of Meetings,” and click on “Recorded,” “Streaming Live,” or “Upcoming” to find this meeting and view agenda items.

**SUBMITTING PUBLIC COMMENTS FOR THIS ICG MEETING:** During social distancing for the COVID-19 pandemic, citizens can submit public comments remotely by email regarding items listed below. Elected officials and staff will have an opportunity to read and consider your comments before the meeting.

Email your comments by **12:00 p.m. the day before the meeting, using this dedicated email address:** [ICG@co.jefferson.wa.us](mailto:ICG@co.jefferson.wa.us)

To view public comments received use the following link/web address:

<https://www.co.jefferson.wa.us/1491/Intergovernmental-Collaborative-Group-IC>

- I. **Welcome (5 min)**  
Call to order & framing by Rotating Chair Port President Pam Petranek
- II. **Public Comment Period (10 min)**
- III. **Review & Approve Special Meeting Minutes from August 18, 2022**
- IV. **Infrastructure Priorities of Regional Significance**  
Jurisdiction updates since the last Regular ICG Meeting (May 19, 2022), followed by discussion

**V. Housing**

Jurisdiction updates since the last Special ICG Meeting (August 18, 2022), followed by discussion

**VI. ICG Priorities for 2023**

Brainstorm and discussion areas of opportunity and focus

**VII. General Jurisdiction Reports**

- Jefferson County
- Port of Port Townsend
- Jefferson County PUD #1
- City of Port Townsend

**VIII. Discussion re: Draft ICG Resolution re: Establishing a Multi-Governmental Process for Collaborating on Issues of Mutual Importance**

Setting 2023 Meeting dates and discussion re: potential extension, modification and/or reform of the ICG. Each jurisdiction to bring finalized draft resolution to their agency for adoption at a later date – or set a Special Joint ICG meeting in 2022.

**IX. Next Steps, Future Agenda Items**

**X. Adjourn**



## MINUTES

### Special Meeting of the Intergovernmental Collaborative Group (ICG)

Thursday, August 18, 2022 at 5:00 p.m.

“Under the Tent” at 22<sup>nd</sup> and San Juan Avenue, Port Townsend (2135 San Juan Ave) WA

**WELCOME AND CALL TO ORDER:** Rotating Chair/City of Port Townsend Mayor David Faber called the Intergovernmental Collaborative Group (ICG) to order at 5:08 p.m. He stated the intention of the meeting is to help address the dire housing situation created by current laws and policies.

#### **Jefferson County Board of Commissioners:**

Chair Heidi Eisenhour, Commissioner Greg Brotherton and Commissioner Kate Dean.

Staff present: County Administrator Mark McCauley, Department of Community Development Director Brent Butler and Planning Manager Josh Peters

#### **Port Townsend City Council:**

Mayor/Councilmember David Faber, Councilmember Monica MickHager, Councilmember Amy Howard, Councilmember Ben Thomas, Councilmember Owen Rowe, Councilmember Aislinn Diamanti and Councilmember Libby Wennstrom

Staff present: City Manager John Mauro, Planning, Community Development Director Emma Bolin and Building Official David Nakagawara

#### **Jefferson County Public Utility District (PUD) No. 1:**

Commissioner Dan Toepper and Commissioner Jeff Randall.

Staff present: PUD General Manager Kevin Streett and Broadband and Communications Director Will O'Donnell

#### **Port of Port Townsend Board of Commissioners and staff:**

Commissioner Carol Hasse

Staff present: Executive Director Eron Berg

In addition to Elected officials, staff and public, there were various individuals in attendance that were representatives of local housing agencies and Planning Commissions.

**AGENCY REMARKS:** The following individuals at Jefferson County, the City of Port Townsend, the Port of Port Townsend and the PUD provided the following comments:

#### **Jefferson County:**

Commissioner Brotherton commented on the following:

- The Housing Fund Board (HFB) will be finalizing a Request for Proposals (RFP) for Affordable Housing and Homeless Housing funds
- The HFB recently awarded the second grant from 1590 funds
- The Port Hadlock Sewer Project is in its final phase
- Concerns about the unintended consequences regarding housing issues

#### **PUD:**

Commissioner Randall commented on the following:

- He hasn't seen this kind of collaboration to solve problems in 25 years
- Housing issues have a lot of external problems

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- The PUD is infrastructure-driven and they will be operating the Port Hadlock Sewer when complete
  - PUD is providing broadband, water and electricity to Jefferson County residents
  - Employers, including the PUD, have a hard time obtaining applicants due to housing

Port of Port Townsend:

Commissioner Carol Hasse commented on the following:

- She is happy for this kind of collaboration on something of this importance
- The Port of Port Townsend is mandated to create economic development
- Addressing the housing crisis is beneficial to the Port carrying out their mandates

City of Port Townsend:

Rotating Chair Faber presented a 2022 Municipal Excellence Award which was awarded by the Association of Washington Cities to the ICG for coming together to tackle local issues. Councilmember Howard noted that there is no other collaborative group like the ICG in Washington State.

**CONVERSATIONS FOR THE CAUSE:** City Manager John Mauro thanked everyone for participating in this meeting, with the main goal to tackle our housing issues together. He explained that the next portion of the meeting will be to split up into groups to brainstorm housing strategies.

**REPORTING BACK:** Housing Solutions staff members read off various housing ideas which covered research, removing barriers, engagement, setting a foundation and tactical wins, and outcomes.

**REFLECTIONS AND CLOSING THOUGHTS FROM ELECTED BODIES:** The following individuals at Jefferson County, the City of Port Townsend, the Port of Port Townsend and the PUD provided the following comments:

City of Port Townsend:

Councilmember Rowe:

- Importance of engaging those in need of support
- Approach housing issues in an equitable way

Councilmember Wennstrom:

- Would like to see partnering with employers

Councilmember Howard:

- Would like to see meetings more fun and keep the community engaged

Councilmember Thomas:

- Look into declaring a State of Emergency regarding housing

Rotating Chair Faber:

- Review unintended consequences surrounding housing
- Two books about housing: 1) Fixer Upper – How to Repair America’s Broken Housing System; and 2) Golden Gates re: Challenges of housing in San Francisco

Jefferson County:

Commissioner Brotherton:

- Boarding houses
- Redistribution of wealth
- Community outreach and holding meetings where the homeless are

Commissioner Eisenhour:

- Providing the basic foundational support for homeless individuals
- All of us are neighbors
- Encouraging more conversations and diversity

Commissioner Dean:

- Jefferson County is tasked with protecting working and wilderness lands
- Cautions that loosening of codes may conflict with protecting the environment
- Encouraged working together with environmental groups and Tribes in this process

**PUD:**

Commissioner Randall:

- There are limitations on what the City and County can do under the Growth Management Act (GMA), so we should focus on what we can control
- Encourages hiring a professional housing person that all agencies can fund jointly

Commissioner Toepper:

- Work on the short-term goals
- Proposed working together on less restrictions on water, or we may lose the ability to have the quantity we need

**Port of Port Townsend:**

Commissioner Hasse:

- Proposes a united effort between the agencies to address the state on taxing individuals with two or more homes
- Encourages funding and permitting of net-zero homes, and potentially providing land for these homes to be placed

**CLOSING REMARKS AND ADJOURNMENT:** Housing Solutions Network (HSN) Director Liz Revord provided information on upcoming events and goals for the HSN:

- ADU meeting will be held on September 29, 2022 at 5:00 p.m.
- Reviewing deed restrictions
- Fall Sanitation Education Series
- Economic Development Council Team Jefferson will be providing a Workforce Report
- Researching the creation and funding of a Director for Affordable Housing Strategy
- Housing *is* healthcare

Rotating Chair Faber thanked everyone for attending the meeting and adjourned at 6:56 p.m. until the next regular meeting or special meeting as properly noticed.

***APPROVED AND SIGNED*** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Carolyn Gallaway  
Jefferson County Clerk of the Board



Jefferson County Resolution No.  
City of Port Townsend Resolution No.  
Port of Port Townsend Resolution No.  
Jefferson County Public Utility District Resolution No.

**A JOINT RESOLUTION OF JEFFERSON COUNTY, THE CITY OF PORT TOWNSEND, THE PORT OF PORT TOWNSEND AND JEFFERSON COUNTY PUBLIC UTILITY DISTRICT #1, ESTABLISHING A MULTI-GOVERNMENTAL PROCESS FOR COLLABORATING ON ISSUES OF MUTUAL IMPORTANCE**

**WHEREAS**, the community of Jefferson County faces a myriad of issues that are interrelated and broadly involve community organizations, individuals, businesses, non-profits and governmental entities; and

**WHEREAS**, Jefferson County is a political subdivision of the State of Washington formed in 1852 to provide general purpose governmental services throughout Jefferson County; and

**WHEREAS**, the City of Port Townsend is a code city, incorporated in 1860, to provide general purpose governmental services within the city's limits; and

**WHEREAS**, the Port of Port Townsend is a countywide special purpose district formed in 1924 to own and operate facilities including maritime, aviation, commercial and industrial facilities and is specifically charged with a mission of broad economic development throughout Jefferson County; and

**WHEREAS**, Jefferson County Public Utility District Number 1 is a countywide special purpose district formed in 1939 to restore ownership of key public utilities to the people and currently owns and operates water, sewer, electric and fiber optic utilities; and

**WHEREAS**, the four entities have broad authority under state law to collaborate, including under RCW 39.34; and

**WHEREAS**, the four entities joined forces to work together with the community in 2020 to develop a COVID-19 Recovery & Resiliency Plan and continued that work through 2021 and 2022 with a focus on an economic development framework; and

**WHEREAS**, that experience was positive and demonstrated broad value in providing a regularly scheduled opportunity for the four entities' governing bodies to meet collectively for the purpose of collaborating; and

**WHEREAS**, the Intergovernmental Coordinating Group, City of Port Townsend, Jefferson County, Port of Port Townsend and Jefferson County PUD No. 1 were recognized at the 2021 annual International City/County Manager Association (ICMA) conference with the Strategic Leadership & Governance Award; and

**WHEREAS**, Jefferson County, the City of Port Townsend, the Port of Port Townsend and the Jefferson County PUD desire to maintain a formal process of intergovernmental collaboration to address significant issues of mutual interest;

**NOW, THEREFORE, BE IT RESOLVED** by the Jefferson County Board of Commissioners, City Council of the City of Port Townsend, the Port of Port Townsend and Jefferson County PUD as follows:

**Section 1. Intergovernmental Collaborative Group (ICG).** The collective governing bodies of Jefferson County, the City of Port Townsend, the Port of Port Townsend and Jefferson County PUD, when meeting jointly for the purposes outlined in this resolution shall form the ICG. The express purpose of the ICG is to provide the forum within which community leaders from the County, City, Port and PUD may collaborate on significant issues of mutual importance. Those topics may include, but are not limited to, housing, economic development, infrastructure, including broadband, climate change, behavioral health and food security. Additionally, the ICG will monitor and support the implementation of the COVID-19 Recovery & Resiliency Plan. The ICG may express shared opinions and positions of the four bodies, and advocate for the same. The ICG may not expend any money, own any property, or obligate any of the four entities in any way.

**Section 2. Process.** All meetings of the ICG will be subject to the Open Public Meetings Act, final actions will be taken by consensus, which is a majority of each of the governing bodies, a quorum is a majority of each of the four entities' elected officials, meeting procedures will be established by the group, and the duty of chairing the meeting will rotate among the entities' presiding officers, in order of formation.

**Section 3. Meetings.** The ICG Regular Meeting Calendar will be held on the 3<sup>rd</sup> Thursday of February, May, September and November of every year at 5:00 p.m.

In addition to the regular meetings, it is the desire of the parties to establish a schedule of "Community Conversations series" special meetings that include invited guests to provide relevant information to the ICG for the purpose of invigorating the discussion among the community and its elected leaders.

Special meetings may be called in accordance with RCW 42.30.080 by agreement of the ICG at a properly noticed meeting, or by joint agreement of the presiding officers of the four entities.

The principal location and website for ICG notices is that of Jefferson County. Jefferson County maintains primary records to facilitate the management of the same records by the four agencies. The main website reflecting workplan and related documents is at [www.jeffcotgether.net](http://www.jeffcotgether.net) which is managed by PUD staff.

**Section 4.** The last meeting of the ICG shall be completed no later than December 31, 2023 at which time the entities may extend, modify and/or reform the ICG. The chairperson of that final meeting is authorized to approve the minutes from that meeting.

[APPROVAL SIGNATURES OF EACH JURISDICTION ARE ON FOLLOWING PAGES]

**Jefferson County Resolution No.**

**JEFFERSON COUNTY, WASHINGTON**

***APPROVED AND SIGNED*** this \_\_\_\_ day of November, 2022.

SEAL:

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway  
Clerk of the Board

Heidi Eisenhour, Member

**City of Port Townsend Resolution No.**

**CITY OF PORT TOWNSEND, WASHINGTON**

**ADOPTED** by the City Council of Port Townsend, Washington, at a special meeting thereof, held this \_\_\_\_\_ day of November, 2022.

\_\_\_\_\_  
David Faber  
Mayor

*Attest:*

*Approved as to form:*

\_\_\_\_\_  
Alyssa Rodrigues  
City Clerk

\_\_\_\_\_  
Heidi Greenwood  
City Attorney

**Port of Port Townsend Resolution No.**

**PORT OF PORT TOWNSEND**

**ATTEST:**

\_\_\_\_\_  
Pam Petranek, District 1 Commissioner

\_\_\_\_\_  
Carol Hasse, District 2 Commissioners

\_\_\_\_\_  
Pete Hanke, District 2 Commissioners

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Port Attorney

**Jefferson County Public Utility District Resolution No.**

**PUBLIC UTILITY DISTRICT NO. 1  
OF  
JEFFERSON COUNTY**

\_\_\_\_\_  
Kenneth Collins, President

\_\_\_\_\_  
Jeff Randall, Vice President

ATTEST:

\_\_\_\_\_  
Dan Toepper, Secretary