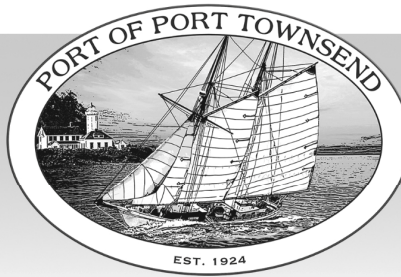


2701 Jefferson Street
P.O. Box 1180
Port Townsend, WA 98368



360-385-0656
fax:360-385-3988
info@portofpt.com

www.portofpt.com

NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that the Port Commission of the Port of Port Townsend will participate in an Intergovernmental Collaborative Group (ICG) meeting. This Special Port Commission meeting will be held in-person and virtually. You can join the meeting at the link below.

Thursday, November 21, 2024 at 5:00 PM
Hosted by the Port of Port Townsend
355 Hudson Street, Port Townsend, Wa 98368

The meeting on November 21 will include:

Welcome (5 min)
Call to order & framing by Rotating Chair Carol Hasse (Port of Port Townsend)
Public Comment Period (15 min)
Review & Approve Minutes from September 19, 2024 and October 10, 2024

DISCUSSION AND POTENTIAL ACTION RE: 2025 ICG Joint Resolution (30 min)

Agency Roundtable (15 min) Jurisdiction updates
City of Port Townsend
Jefferson County
Jefferson County Public Utility District #1
Port of Port Townsend

Next Steps, Future Agenda Items

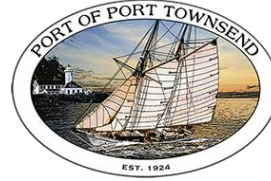
Adjourn (7:00 p.m.)

Please let Joanna Sanders (joanna@portofpt.com) or Carolyn Galloway (carolyn@co.jefferson.wa.us) know if you have any questions about this meeting.

- To join the meeting live, click on the link below and register:
Zoom Meeting: <https://zoom.us/j/94250777040>

DATED: November 19, 2024

By: 
Eron Berg, Executive Director



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 21, 2024 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"> • Zoom Meeting: https://zoom.us/j/94250777040 This option will allow you to join the meeting live. Participation will be up to the Chair and/or Clerk of the meeting.
<ul style="list-style-type: none"> • Audio-only: 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.
<ul style="list-style-type: none"> • In-Person: You are welcome to join the meeting in-person

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 to report any issues.

SUBMITTING PUBLIC COMMENTS FOR THIS ICG MEETING: 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: carolyn@co.jefferson.wa.us

To view meeting materials and any public comments received click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – Boards & Committees – Intergovernmental Collaborative Group – ICG 2024 – And then the month/date of meeting

- I. **WELCOME** (5 min)
Call to order & framing by Rotating Chair Carol Hasse
- II. **PUBLIC COMMENT PERIOD** (15 min)
- III. **APPROVAL OF MINUTES:** September 19, 2024 and October 10, 2024
- IV. **DISCUSSION and POTENTIAL ACTION re: 2025 ICG Joint Resolution** (30 min)
- V. **AGENCY ROUNDTABLE** (40 min)
Jurisdiction updates
 - City of Port Townsend
 - Jefferson County
 - Jefferson County Public Utility District #1
 - Port of Port Townsend

VI. NEXT STEPS/FUTURE AGENDA ITEMS

VII. ADJOURN (7:00 p.m.)



Jefferson County Resolution No.
City of Port Townsend Resolution No.
Port of Port Townsend Resolution No. [834-24](#)
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, the four entities continued working together in 2023 and 2024 with meetings that provided updates about projects and initiatives with shared interest as well as speakers on relevant topics; 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 Collaborative 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 Management Association (ICMA) conference with the Strategic Leadership & Governance Award as well as the 2022 Association of Washington Cities (AWC) Municipal Excellence 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. 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~~nine (9) members including at least one member of each of the four entities' elected ~~officials~~bodies, 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 Meetings will be held on the 3rd Thursday of February, May, September and November of every year at 5:00 p.m. Regular meetings will be hybrid and be held at the Port of Port Townsend Pavilion located at 355 Hudson St. Port Townsend, WA 98368.

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.jeffcotogether.net which is managed by PUD staff.~~

Section 4. Unless extended by the Parties through a new authorization, the last meeting of the ICG shall be completed no later than December 31, 202~~5~~4. The intent of the group in making this an annual discussion and decision is to ensure that the ICG remains deliberate and relevant. 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, 2024.

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, 2024.

David Faber
Mayor

Attest:

Approved as to form:

Alyssa Rodrigues
City Clerk

City Attorney

Port of Port Townsend Resolution No. [834-24](#)

PORT OF PORT TOWNSEND

ADOPTED this ____ day of November 2024, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Pete Hanke, President

Carol Hasse, Vice President

Pam Petranek, Secretary

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