



**MINUTES**  
**Special Meeting**  
**Intergovernmental Collaborative Group (ICG)**  
**Wednesday, September 16, 2020 at 5:00 p.m.**  
Commissioners' Chambers  
1820 Jefferson Street, Port Townsend

**CALL TO ORDER:** Jefferson County Commissioner Greg Brotherton called the meeting to order at the appointed time. The following members and staff participated remotely and introduced themselves:

**Jefferson County Board of Commissioners and staff:** Chair Greg Brotherton, Commissioner David Sullivan, and Commissioner Kate Dean. Staff present: County Administrator Philip Morley and COVID Pandemic Response and Recovery Finance Section Chief Patty Charnas

**Port Townsend City Council and staff:** Mayor Michelle Sandoval, Councilmember Ariel Speser, Councilmember Monica Mick-Hager, Councilmember Owen Rowe, Councilmember Pamela Adams, and Councilmember David Faber. Staff present: City Manager John Mauro

**Jefferson County Public Utility District (PUD) No. 1 Board of Commissioners and staff:** Commissioner/President Dan Toepper, Commissioner Jeff Randall, and Commissioner Kenneth Collins. Staff present: PUD General Manager Kevin Streett

**Port of Port Townsend Commission and staff:** Commissioner/President Pete Hanke, Commissioner Pam Petranek, and Commissioner Bill Putney. Staff present: Executive Director Eron Berg

**ACKNOWLEDGMENT OF WRITTEN PUBLIC COMMENTS:** Commissioner Brotherton reviewed written comments received.

**APPROVAL OF MINUTES:** Commissioner Putney moved to approve the Special Meeting Minutes of June 17, 2020 as presented. Mayor Sandoval seconded the motion. The motion carried.

**PURPOSE OF MEETING:** Commissioner Brotherton and Mayor Sandoval reviewed the purpose of the Intergovernmental Collaborative Group (ICG) Special Meeting. Both the City of Port Townsend and Jefferson County received Coronavirus Relief Funds to address community issues created by COVID-19. The Intergovernmental Coordinating Committee (ICC) created six community groups which were tasked with coming up with proposals for allocating COVID funds received. The purpose today is to hear progress reports from those six community groups.

**OVERVIEW OF CORONAVIRUS RELIEF FUND AMOUNTS AND ELIGIBILITY CRITERIA:** County Administrator Morley and COVID Finance Section Chief Charnas provided an overview of the Coronavirus Relief Fund and what types of proposals would be eligible to receive funding.

**COMMUNITY GROUP AND STAFF PRESENTATIONS:** The group listened to updates from the following groups and their group presenters: **Culture and Events** – Denise Winters, **Economy and Jobs** – Economic Development Council (EDC) Team Jefferson Executive Director Brian Kuh, **Food System and Resiliency** – Dr. Annie Bartos, **Children and Family** – Jean Scarboro, **Human Services** – Bob Wheeler, **Broadband** – Karen Bennett, and **Projects in Other Sectors** – Patty Charnas.

**ELECTED OFFICIALS QUESTIONS, COMMENTS AND DISCUSSION:** Each agency provided comments and participated in discussion regarding the community group updates.

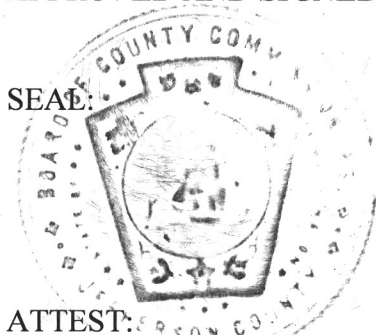
**NEXT STEPS:** The Board of County Commissioners (BOCC) will be deliberating on Monday, September 21, 2020 on the Coronavirus Relief Fund allocations to address community needs, immediate COVID needs, compliance issues with eligibility and to find alignment with City and County funds to choreograph how to mutually support the community. The City of Port Townsend will await deliberations until the BOCC makes their funding determination. County Administrator Morley provided an update on Camp Beausite and stated the County will work with Jefferson Healthcare in the event there are remaining funds.

**NOTICE OF ADJOURNMENT:** Commissioner Brotherton adjourned the meeting at 8:04 p.m. until the next regular meeting or special meeting as properly noticed.

(signature pages follow)

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**APPROVED AND SIGNED** this 27<sup>th</sup> day of October, 2020.



ATTEST:

*Carolyn Gallaway*  
Carolyn Gallaway, CMC  
Deputy Clerk of the Board

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

*Greg Brotherton*  
Greg Brotherton, Chair

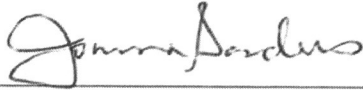
*Approved telephonically*  
David Sullivan, Member

*KD*  
Kate Dean, Member

**PORT TOWNSEND CITY COUNCIL**

**APPROVED AND SIGNED** this 18<sup>th</sup> day of December, 2020.

**Attest:**

A handwritten signature in cursive script, appearing to read "Joanna Sanders", written over a horizontal line.

Joanna Sanders, MMC  
City Clerk

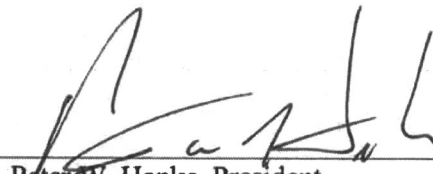
**PORT OF PORT TOWNSEND COMMISSION**

**APPROVED AND SIGNED** this 27<sup>th</sup> day of October, 2020.

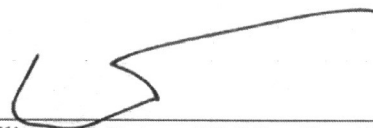
**ATTEST:**



Pamela A. Petranek, Secretary

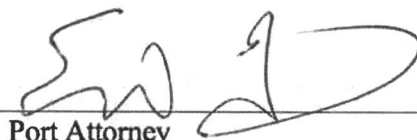


Peter W. Hanke, President



William W. Putney III, Vice President

**APPROVED AS TO FORM:**



Port Attorney

Intergovernmental Collaborative Group Special Meeting Minutes of September 16, 2020

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

**APPROVED AND SIGNED** this 12/17/2020 day of \_\_\_\_\_, 2020.

*Dan Toepper*

Dan Toepper, President

*Kenneth Collins*

Kenneth Collins, Vice President

ATTEST:

*Jeff Randall*

Jeff Randall, Secretary