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MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – May 20, 2024, 9:00 a.m.

Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Acting Chair Commissioner Greg Brotherton and Commissioner Heidi Eisenhour participated in the meeting. Acting Chair Brotherton called the meeting to order at the appointed time. Chair Kate Dean joined the meeting at 9:06 a.m. and resumed Chairing duties.

PUBLIC COMMENT PERIOD: Acting Chair Brotherton called for public comments, and seven comments were received. The Commissioners and Department of Community Development Director Josh Peters addressed the comments. After discussion, Chairing duties were assumed by Chair Dean.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton moved to approve the Consent Agenda as presented. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

1. **AGREEMENT, Supplemental No. 6** re: Professional Services for Civil Engineering Services for Quilcene Complete Streets Project; Grant Funded; Jefferson County Public Works; SCJ Alliance
2. **AGREEMENT** re: Professional Services; Two Trout Creek Culvert Replacement; Oil City Road MP 0.5, Project No. 18021180; In the Amount of $16,310; Jefferson County Public Works; Clark Land Office
3. **AGREEMENT, Amendment No. 1** re: Noxious Weed Control; In an Additional Amount of $6,000 for a Total of $42,203; Washington State Parks and Recreation Commission
4. **ADVISORY BOARD RESIGNATIONS (2)** re: Jefferson County Veterans Advisory Board: 1) Paul Cahill; and 2) Cindy Okinczyc
5. **Payment of District Court Jury Fees** for the Month of April 2024, Totaling $1,229.43
6. **Payment of Jefferson County Warrants** Dated May 3, 2024 Totaling $169,784.97, and Dated May 20, 2024 Totaling $104,837.10
7. **Payment of Jefferson County Vouchers/Warrants** Dated May 13, 2024 Totaling $1,391,051.84, and Dated May 20, 2024 Totaling $1,002,322.38

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

The meeting was recessed at 10:36 a.m. and reconvened at 10:45 a.m. with all three Commissioners present.

DISCUSSION re: Point No Point Treaty Council Letter Regarding the Trust Land Transfer Program: The Department of Natural Resources (DNR) is reviewing an application made by Jefferson County. On May 13, 2024 the County received a letter from the Point No Point Treaty Council regarding concerns that the Port Gamble S'Klallam and Jamestown S'Klallam Tribes were not given sufficient notice to consider the implications of the transfer of public lands. They requested that the County engage with local Tribes before proposing transfers under the Trust Land Transfer (TLT) Program. The Commissioners and County Administrator discussed the process.

After discussion, it was agreed upon that Commissioner Eisenhour will contact DNR for more information and Chair Dean will draft a letter to the Tribes and include the following points: apologizing for the oversight, the County is willing and happy to engage at a staff level or Government to Government level, with whatever instrument is used - Treaty rights will be upheld, indicate that Tribes were emphasized in the TLT process, and the County wishes to get this right and is committed to collaboration.

Commissioner Eisenhour moved that Chair Dean draft a letter to the Point No Point Treaty Council covering the items outlined in conversation, for the Chair to sign. Commissioner Brotherton seconded the motion. Chair Dean opened the floor to allow for public comments, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator reviewed upcoming meetings and discussed miscellaneous topics. Commissioner Eisenhour noted that the Jefferson County Little League requested that the County donate $2,500 to aid them in preparing their fields and facilities for hosting a majors baseball tournament for the Washington District 2 Little League conference. Other requests were also made, such as brush maintenance along Elkins Road and Chimacum Road, and borrowing traffic cones and parking signage. Discussion followed regarding addressing requests like this. The Commissioners agreed that they would like a community partnership request program, to address future funding requests like this. This item was tabled until the next meeting on Tuesday, May 28, 2024.

The meeting was recessed at 11:34 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

WORKSHOP re: Department of Community Development Permit Process: Department of Community Development (DCD) Director Josh Peters provided a presentation on DCD tasks which include: permit center, land use, building code compliance and Office of the Fire Marshal. He provided a history of the department which included staffing, projects and backlogs from 2020 to March 2024.

Director Peters reviewed office hours, work schedules, building permit queue, average permit review timelines, occupational burnout, customer assistance and other items DCD is working on. He and staff answered questions posed by the Board.

Chair Dean opened the floor to allow for public comments, and six comments were received. The Commissioners and DCD staff responded to comments.

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WORKSHOP re: Status of Jefferson County's Assumption of Management Responsibility for the Shelter at the American Legion: Commissioner Brotherton explained the situation at the American Legion, and the potential for the County to assume management of the Emergency Shelter. County Administrator Mark McCauley, Finance Manager Judy Shepherd, HR Director Sarah Melancon were present for discussion

Commissioner Brotherton reviewed funds available out of Fund 149 and proposed Shelter Budget. Manager Shepherd and Director Melancon answered questions posed by the Board.

Chair Dean noted that there is a risk to running the shelter, and there is also a risk to not running the shelter. After discussion, Chair Dean opened the floor to allow for public comments, and two comments were received. County Administrator McCauley stated that this will be an ongoing agenda item.

ADDITIONAL BUSINESS: Letter of Support re: Comprehensive Plan Grant: Chair Dean explained that the Department of Commerce is offering grants for community-based organizations, and only one such organization has approached the County for a letter of support for a Community Wellness Project Grant Application. She noted that she does not believe that approving the letter of support excludes the County from supporting other applicants. The proponents of the application stated they would like to bring more voices to the table around the Comprehensive Plan Update and helping the County address the perspectives and needs of the most vulnerable population. Chair Dean edited the letter during the meeting based on suggestions from the Commissioners.

Commissioner Brotherton moved to approve signing the letter, as the Board of County Commissioners, to support the Community Wellness Project. Chair Dean seconded the motion and opened the floor to allow for public comments, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 4:07 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member