



# AGENDA

## Jefferson County Board of Commissioners

**Regular Meeting – Monday, November 18, 2024 at 9:00 a.m.**

**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 - Chair | Heidi Eisenhour, District 2 | Greg Brotherton, District 3

To view Agenda items, meeting materials and comments received, click here: [www.co.jefferson.wa.us](http://www.co.jefferson.wa.us) – Services – Laserfiche Web Portal (username and password is: public)– Board of Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – Month of the meeting – Day of the meeting

### 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/93777841705">https://zoom.us/j/93777841705</a><br/>This option will allow you to join the meeting live. You will need to enter an email address. <b>If you wish to provide public comment, click on the hand icon at the bottom of the screen to “raise your hand.”</b> Participation will be up to the Chair and Clerk</li></ul>                                                                                            |
| <ul style="list-style-type: none"><li>• <b>Audio-only:</b> Dial: 1-253-215-8782 and use Webinar ID: 937-7784-1705#<br/>This option will allow you to listen to the meeting live. <b>If you wish to provide public comment, press *9 to “raise your hand.”</b> Participation will be up to the Chair and Clerk<br/>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.</li></ul> |
| <ul style="list-style-type: none"><li>• <b>In-person:</b> You are welcome to join this 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 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](mailto: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**

9:01 a.m.      **PUBLIC COMMENT PERIOD – ALL TOPICS**

No set time      **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.      **AGREEMENT** re: Public Defense Improvement; In the Amount of \$32,471.16; Auditor's Office; Washington State Office of Public Defense  
 
2.      **AGREEMENT** re: Residential Substance Abuse Treatment; In the Amount of \$158,100; Sheriff's Office; Washington State Healthcare Authority  
 
3.      **AGREEMENT, Change Order No. 3** re: Phase 3 – Low Pressure Sewer Collection System for the Port Hadlock UGA, Project No. 405-2127-0; Increase from \$5,010,977.29 to \$5,109,616.50; Public Works; Seton Construction  
 
4.      **AGREEMENT** re: Contract Planner for Pleasant Harbor Master Planned Resort (MPR); Up to \$100,000/year; Department of Community Development; OTAK, Inc.  
 
5.      **APPROVAL OF MOTION** re: 2025 Affordable Housing and Homeless Housing Funding Recommendations: 1) Dove House – Emergency DV Shelter \$145,000 (Fund 148); 2) Bayside Housing – Tiny Village Operations \$55,000 (Fund 149); 3) OWL360 – Youth & Young Adult Housing \$100,000 (Fund 149); 4) OlyCAP – Haines St. Cottages \$95,000 (Fund 148); 5) OlyCAP – Caswell Brown Village \$660,000 (Fund 148); 6) Jefferson Interfaith – Winter Welcoming Center \$10,000; (Fund 149); 7) Bayside Housing – Subsidy \$50,000 (Fund 148); 8) Habitat for Humanity – Critical Home Repairs \$45,000 (Fund 148); 9) Hugging Tree Legacy – Casa Collina \$265,000 (Fund 148); 10) Dove House – Kearney Block Hub \$30,000 (Fund 148); 11) Olympic Housing Trust – Dundee Hill \$110,000 (Fund 148); and 12) Bayside Housing – Hadlock Housing – no funds awarded  
 
6.      **APPROVAL OF MINUTES:** Regular Meeting Minutes of November 12, 2024  
 
7.      **APPROVAL OF PAYROLL WARRANTS:** Dated November 5, 2024 and Totaling \$180,983.90  
 
8.      **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated November 12, 2024 and Totaling \$1,535,272.35  
 

**REGULAR AGENDA:**

No set time      **COMMISSIONERS BRIEFING SESSION**

- 10:15 a.m.            **UPDATE** re: Washington State Department of Natural Resources (DNR) 3<sup>rd</sup> Quarter County Income Report  
- Sarah Steffen, DNR Olympic Region Manager  
Drew Rosanbalm, DNR Assistant Region Manager  
Jeff Chapman, Jefferson County Assessor  
Stacie Prada, Jefferson County Treasurer
- 10:45 a.m.            **HEARING** re: Setting of Ad Valorem Tax Levies for 2025  
- Jeff Chapman, Assessor  
Lauralee Kiesel, Assessor Technician
- 11:15 a.m.            **HEARING** re: Open Space Tax Applications for 2024  
- Josh Peters, DCD Director  
David Wayne Johnson, Associate Planner
- No set time           **RECESS**
- 1:30 p.m.            **AFTERNOON SESSION**
- 1:30 to 2:00 p.m.    **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney, Civil Deputy Prosecuting Attorney, Department of Community Development Director, Contract Planner, and Associate Planner re: Potential Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i)
- DISCUSSION, POTENTIAL ACTION with PUBLIC COMMENT re:  
TOPIC OF THE EXECUTIVE SESSION**
- 2:00 p.m.            **HEARING** re: Proposed Jefferson County Code (JCC) Title 13, which will adopt a Sewer Utility Code for the Port Hadlock Urban Growth Area, and amend JCC 2.30.080 and JCC 19.10.010  
- Monte Reinders, Public Works Director  
Samantha Harper, Wastewater Project Manager
- 3:00 p.m.            **HEARING** re: Proposed update to the Countywide Planning Policy (CPP)  
- Josh Peters, DCD Director  
Joel Peterson Associate Planner
- No set time           **WORKSHOP** re: Transmittal of Planning Commission and Staff Recommendations for the 2024 Docket and Approval of Hearing Notice    
- Josh Peters, DCD Director  
Joel Peterson, Associate Planner
-

No set time                    **ADDITIONAL DISCUSSION ITEMS**

No set time                    **ADJOURNMENT** (Adjourn by 4:30 p.m.)

|                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>COMMISSIONERS MEETING SCHEDULE</b><br/><b>The Week of November 18, 2024</b></p> |
|-------------------------------------------------------------------------------------------------------------------|

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](mailto:jeffbocc@co.jefferson.wa.us)

Monday, November 18, 2024

9:00 a.m.                    BOCC Meeting – Board  
12:00 p.m.                    Washington State Association of Counties Virtual Assembly - Heidi  
4:30 p.m.                    North Hood Canal Chamber of Commerce Board and Member Meeting – Greg  
6:30 p.m.                    Special BOCC Meeting in Brinnon - Board

Tuesday, November 19, 2024

8:00 a.m.                    Timber Counties Caucus – Heidi  
8:00 a.m.                    County Leaders Conference - Kate  
12:30 p.m.                    Community Wildfire Protection Plan Implementation AG Meeting – Heidi  
1:30 p.m.                    Jefferson Transit Authority Special Meeting/Public Hearing – Heidi, Greg  
4:00 p.m.                    Jefferson Community Foundation Board Meeting - Heidi

Wednesday, November 20, 2024

8:30 a.m.                    Budget Meeting – Heidi  
11:45 a.m.                    Maritime WA Local Government Meeting - Kate  
5:30 p.m.                    Jefferson Associated Council - Greg

Thursday, November 21, 2024

2:30 p.m.                    Board of Health Meeting – Board  
5:00 p.m.                    Intergovernmental Collaborative Group Meeting – Heidi, Greg

Friday, November 22, 2024

8:30 a.m.                    Lodging Tax Advisory Committee Joint Special Meeting - Greg  
12:30 p.m.                    Radio Show - Kate

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. 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](http://www.co.jefferson.wa.us) and click on the Calendar tab.

---

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

---

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request

---