DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – November 12, 2024, 9:00 a.m.

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

CALL TO ORDER: Chair Kate Dean, Commissioner Greg Brotherton and Commissioner Heidi Eisenhour participated in the meeting. Chair Dean called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Dean called for public comments, and five comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Assistant Public Works Director Eric Kuzma was present to review items on the Consent Agenda submitted by Public Works. Clerk Gallaway noted that she made a correction to the Special Meeting Minutes with LTAC, "testimony" is changed to "public comment." Commissioner Eisenhour moved to approve the Consent Agenda, with the edit to Consent Agenda Item No. 11 re: LTAC Minutes. Commissioner seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 59-1112-24R** re: In the Matter of Imposing Emergency Load Limits on County Roads
2. **AWARD of CONTRACT** re: Phase 4 – Stage 2 re: On-site grinder pump installation for the Port Hadlock UGA; In the Amount of $1,056,937.29; Public Works; Earthwork Solutions, LLC
3. **AGREEMENT** re: JUMP! Playground Construction – Phase 2; In the Amount of $351,384.72; Public Works; KCDA; Great Western Recreation
4. **AGREEMENT** re: Public Infrastructure Fund – Lawrence Street Complete Streets Project; In the Amount of $160,591; County Administrator; City of Port Townsend
5. **AGREEMENT** re: Public Infrastructure Fund – Jefferson County International Airport Eco-Industrial Park Project; In the Amount of $486,641; County Administrator; Port of Port Townsend
6. **AGREEMENT** re: Public Infrastructure Fund – Quilcene Complete Streets Project; In the Amount of $202,767; County Administrator; Jefferson County
7. **AGREEMENT, Amendment No. 1** re: Hoh River Resiliency – Lindner Creek; Change of Scope, no change in cost; Public Health; Washington State Recreation and Conservation office
8. **AGREEMENT, Amendment No. 2** re: Self-Determination and Self-Advocacy Services; In an Additional Amount of $8,070.28 for a total of $20,277; Public Health; People First of Washington State

9. **APPROVAL OF THE CONTINUATION OF THE JEFFERSON COUNTY PUBLIC OFFICIAL POSITION SCHEDULE BOND No. 52BSBH126;** Issued by Harford Fire Insurance Company for the Treasurer, Clerk, Sheriff, Auditor, Prosecuting Attorney, Engineer, Commissioners #1, #2, and #3, Judge and Assessor
10. **EXERCISE of OPTION** re: Contract for Hearing Examiner Services; In the Amount of $25,000; County Administrator; Gary N. McClean
11. **APPROVAL OF MINUTES:** Regular Meeting Minutes of November 4, 2024 and Special Meeting Minutes of November 8, 2024 (Joint LTAC)
12. **APPROVAL OF PAYROLL WARRANTS:** Dated November 5, 2024 and Totaling $101,020.33; and Dated November 5, 2024 and Totaling $2,612,920.43

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended, and miscellaneous topics.

ADDITIONAL BUSINESS: EXECUTIVE SESSION: An Executive Session was scheduled from 10:12 a.m. to 10:30 a.m. Chair Dean announced that the Executive Session will be held from 10:12 a.m. to 10:30 a.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: Chief Civil Deputy Prosecuting Attorney. The Board concluded the Executive Session and resumed the regular meeting at 10:30 a.m. There was no proposed action, and therefore no public comment taken on this topic.

HEARING re: Adoption of the 2025-2030 Six-Year Transportation Improvement Program (TIP): Public Works Director Monte Reinders and Assistant Public Works Director Eric Kuzma were present for the hearing. County Administrator Mark McCauley shared a map of the proposed projects in Jefferson County.

Chair Dean opened the floor to allow for public testimony. The following individuals provided testimony: Linda Herzog – Quilcene, Craig Durgan – Port Ludlow, Amanda Christofferson – Port Townsend, Tom Thiersch – Jefferson County, Jean Ball – Quilcene, and Shellie Yarnell – Brinnon. Hearing no further testimony, she closed the public hearing.

Staff responded to comments and concerns raised during public testimony. After deliberation, Commissioner Brotherton moved to approve **RESOLUTION NO. 60-1112-24R** re: Jefferson County's Adoption of the 2025-2030 Six-Year Transportation Improvement Program (TIP), as presented today. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

The meeting was recessed at 11:15 a.m. and reconvened at 11:20 with all three Commissioners present.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator continued discussing recent meetings they attended, reviewed upcoming meetings, and KPTZ radio schedule.

The meeting was recessed at 11:47 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

CONTINUED DISCUSSION re: Repealing Resolution No. 42-03 and Adding a Resolution Adopting Code Compliance Rules of Procedure Pursuant to Chapter 19.05.020(1) JCC: Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker, Deputy Civil Prosecuting Attorney Ariel Speser, Environmental Health & Water Quality Manager Pinky Mingo, DCD Code Compliance Specialist Becca Maurer, and Code Compliance Coordinator Nicki Akins were present to continue discussion regarding the draft resolution on Code Compliance Rules of Procedure. Initial discussion was held on November 4, 2024.

DPA Speser reviewed the following topics: historical context of code compliance legislation, comparison - July 2003 Resolution to current proposal, "Why Code Compliance Rules of Procedure?," and who will benefit from this update - everyone. The presentation outlined steps to build a successful code compliance program and staff answered questions posed by the Board.

After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 61-1112-24R** re: Repealing Resolution No. 42-03 and Adding a Resolution Adopting Code Compliance Rules of Procedure Pursuant to Chapter 19.05.020(1) JCC. Commissioner Eisenhour seconded the motion. Chair Dean opened the floor to allow for public comments, and two comments were received. After further discussion, she called for a vote on the motion. The motion carried by a unanimous vote.

ADDITIONAL BUSINESS: EXECUTIVE SESSION - CONTINUED: An Executive Session was originally added to the agenda to take place from 10:12 a.m. to 10:30 a.m. Chair Dean noted that they did not finish discussion during that Executive Session, so she announced that they will continue that Executive Session from 2:06 p.m. to 2:26 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: Chief Civil Deputy Prosecuting Attorney. The Board concluded the Executive Session and resumed the regular meeting at 2:26 p.m. There was no proposed action, and therefore no public comment taken on this topic.

WORKSHOP re: County Compliance with Permit Process Requirements in SB5290: DCD Director Josh Peters and Principal Planner Mo-chi Lindblad, and Permit Center Coordinator Erin Martin. Director Peters provided a summary of SB5290, and noted that components of the bill will take effect January 1, 2025, which will require new permit review timelines and annual reporting requirements. The main objectives of the bill will increase timeliness and predictability of local project review, and establish grant and technical assistance programs.

Director Peters explained that in response to SB5290, they have a proposed ordinance with Unified Development Code (UDC) changes, and a proposed resolution that addresses key components of compliance. Additionally, they plan to continually make adjustments to application process, review protocols, enhance permit tracking/reporting in conjunction with EPL software system, and SB5290 compliance actions consistent with 2019 Board resolution on regulatory reform – and corresponding Comprehensive Plan policies.

Director Peters reviewed upcoming timelines, noting a hearing date of December 16, 2024. Staff answered questions posed by the Board. The Commissioners noted their support of the timeline. Chair Dean opened the floor to allow for public comments, and one comment was received.

WORKSHOP re: Update on Pending Solid Waste Recycling Program Revisions: Solid Waste Manager Al Cairns was present to provide information on changes to the County's recycling program. He noted that there is no longer a market for recycled glass, with the largest collector closing its doors in September, 2024. Currently, Public Works is spending $10,000 to send their glass to a regional landfill. Per the Solid Waste Management Plan, materials accepted are at the discretion of the Public Works Director. Through the first week of December, they will start pulling glass collection bins from their five drop box sites, and are working to send notice to the public.

There will be another workshop in late December or early January.

EXECUTIVE SESSION: An Executive Session was scheduled from 3:30 p.m. to 4:00 p.m. Chair Dean announced that the Executive Session will be held from 3:35 p.m. to 4:10 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, Chief Civil Deputy Prosecuting Attorney, Civil Deputy Prosecuting Attorney, Department of Community Development (DCD) Director, Associate Planner and Contract Planner. The Board resumed the regular meeting at 4:10 p.m. Chair Dean announced that the Board will be extending the Executive Session from 4:11 p.m. to 4:25 p.m. The Board concluded the Executive Session and resumed the regular meeting at 4:25 p.m.

Chair Dean provided a brief summary of the Point No Point Treaty Council (PTPTC) letter received on August 15, 2024 regarding the Pleasant Harbor Master Planned Resort (MPR). Commissioner Eisenhour moved to authorize sending a letter to the PNPTC for all BOCC signatures, after editing and further review by the Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker and Chair Dean. Commissioner Brotherton seconded the motion. Chair Dean called for public comments, and two comments were received.

As the comments were in regards to not having more of a background of the situation, Chief Civil DPA Hunsucker provided a review of the PNPTC letter received August 15, 2024 and noted that the County is formulating a response to that letter. Chair Dean added that the Tribes have specific concerns and that the County is responding with some history, and our position and understanding of where we are with the process, and what that process entails. She stated that the County will share the letter with the public, once completed. She called for a vote on the motion. The motion carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 4:34 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