DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – September 23, 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 two comments were received. The Commissioners addressed the comments.

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

1. **CALL FOR BIDS** re: Phase 4 – Stage 2 On-site Grinder Pump Installation for the Port Hadlock Urban Growth Area
2. **AGREEMENT** re: Economic Incentive Program to Encourage Energy Efficiency for Local Industry with New C-Pacer Program; In the Amount of $110,000; DCD; Washington State Department of Commerce; U.S. Department of Energy
3. **AGREEMENT** re: Stock Energy Efficient House Plans to Incentivize Residential Sector; In the Amount of $253,000; DCD; Washington State Department of Commerce; U.S. Department of Energy
4. **AGREEMENT** re: Fire Prevention Mobile; In the Amount of $6,699; DCD; Tyler Technologies
5. **AGREEMENT** re: Phase 4 – On-site Grinder Pump Design, Construction, and Engineering Support – B&R Mobile Home Park and Northwest Wooden Boat School; In the Amount of $366,300; Public Works; BHC Consultants
6. **AGREEMENT** re: Noxious Weed Control; In the Amount of $47,090; WSU Extension; Department of Ecology – Washington Conservation Corps
7. **AGREEMENT** re: HVAC Upgrade for the Jefferson County Jail, Emergency Operations Center, and JeffCOM; In the Amount of $59,100.62; Central Services; Northwest Control Contractors LLC
8. **AGREEMENT** re: Courthouse Elevator Modernization; In the Amount of $397,600.01; Central Services; Thyssen Krupp Elevator
9. **AGREEMENT** re: Emergency Vehicle Operations Course (EVOC) Training; In the Amount of $2,500/year; Sheriff's Office; Kitsap County
10. **AGREEMENT, Amendment No. 8** re: Lower Big Quilcene Floodplains Acquisition; No change in amount; Public Health; Washington Recreation and Conservation Office

11. **LETTERS of SUPPORT (2)** re: Mason County PUD No. 1's Grid Resiliency Projects: 1) Seal Rock OH to URD Line Conversion; and 2) Jorstad Substation
12. **APPROVAL OF MINUTES:** Regular Meeting Minutes of September 16, 2024 and Special Meeting Minutes of September 16, 2024 (Joint City/HTTF)
13. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated September 16, 2024 Totaling $1,893,993.05
14. **APPROVAL OF PAYROLL WARRANTS:** Dated September 5, 2024 Totaling $182,575.58

PUBLIC COMMENT PERIOD - Continued: Chair Dean called for public comments, and one comment was received. The Commissioners addressed the comment.

ADDITIONAL BUSINESS: Fire Danger Level Update: Fire Marshal Phil Cecere was present to brief the Board on the lowering of the Fire Danger Level to "Moderate." Campfires, charcoal barbecues and smokers are now allowed. After September 30, 2024, the fire level will automatically be lowered to "Low." He answered questions posed by the Board.

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

WORKSHOP re: The Production Alliance (TPA) Events Proposal: TPA Director Daniel Milholland and TPA Staff member Zach Moser were present to discuss their proposal that would partner with Jefferson County to work on shared community goals, and implementation of certain elements of the Jefferson County Strategic Plan. The Commissioners discussed the proposed events and correlating costs. County Administrator Mark McCauley will work with TPA on refining their proposal based on input from the Commissioners today, and will make a budget presentation to the Board at a later date.

CLOSED SESSION: A Closed Session was scheduled from 10:15 a.m. to 10:30 a.m. Chair Dean announced that the Closed Session will be held from 10:20 a.m. to 10:35 a.m. with the County Administrator and Human Resources Director to Plan or Adopt the Strategy or Position to be taken by the governing body during the course of Collective Bargaining, Professional Negotiations, or Grievance or Mediation Proceedings, or to Review the Proposals Made in Negotiations or Proceedings while in progress not subject to the Open Public Meetings Act under exemption RCW 42.30.140(4)(b). The Board concluded the Closed Session and resumed the regular meeting at 10:35 a.m.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners continued discussing recent meetings they attended, and miscellaneous topics.

EXECUTIVE SESSION: An Executive Session was scheduled from 10:45 a.m. to 11:15 a.m. Chair Dean announced that the Executive Session will be held 10:45 a.m. to 11:15 a.m. regarding Attorney-Client Privilege, Actual Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator and Civil Deputy Prosecuting Attorney III. The Board concluded the Executive Session and resumed the regular meeting at 11:15 a.m. There was no proposed action, and therefore no public comment taken on this topic.

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

The meeting was recessed at 11:47 a.m. and reconvened at 12:00 p.m. with all three Commissioners present. Commissioner Eisenhour excused herself from the meeting during the Quarterly Electeds' and Directors' discussion, and returned at 2:00 p.m.

QUARTERLY ELECTEDS AND DIRECTORS' COORDINATION MEETING: Chair Dean noted that the Commissioners are combining the Coordination Meeting with the BOCC meeting. The Commissioners met with Elected Officials, Department Directors and staff to discuss the following items:

- Roundtable
    - Prosecutor's Office
        - Coroner Resolution
        - New Civil Deputy starting next week
    - Asssessor's Office
        - Corrections are being mailed out
        - Levies and budgets
        - Working on better aerial maps
        - Senior threshold limits
    - Department of Community Development
        - Shoreline Master Program
        - 2024 annual amendment cycle for comp plan
        - Periodic Update
        - Water Utility Coordinating Committee (WUCC)
        - Incentivizing housing in Port Hadlock UGA
    - WSU Extension
        - New volunteers
        - Noxious Weed Board vacancy
        - Wood Boat Festival, speaker gallery
        - Streamlining operations
    - Public Health
        - All-County picnic
        - On-site septic code changes
        - Care-A-Van immunization clinics
        - Board of Health and IDDAB vacancies
        - Moving data to the cloud
        - RFP for 1/10th of 1% sales tax
    - Juvenile Services
        - Staffing reorganization
        - Juvenile rehab; issues
        - Funding for family support
        - Job readiness program
        - Legislation

- Clerk's Office
  - Minor guardianships
  - State Audit, reporting practices
- Auditor's Office
  - Absentee ballots
  - Preparing for November 5th election
  - Clean Audit
  - Virtual server for records
  - Licensing, very busy
- Judge Brandon Mack
  - New carpet
  - Training re: Restorative Justice
  - Current/upcoming trials
  - DCYF
- Treasurer's Office
  - Streamlining budget data/reports
  - Lunch and Learn
  - Federal funds rate
  - Jefferson Healthcare
- Human Resources
  - Lunch and Learn
  - Average age of Jefferson County employee is 59
  - Outreach initiative – monthly meet & greet
  - Mental Health Awareness Group, working on policy & statement
  - 26 vacancies during covid, now 5 vacancies
  - Corrections officers needed
- County Administrator
  - Strategic Plan implementation
  - Community Wildfire Protection Plan
  - Office closure BOCC; half day October 3rd and all day October 4th

The meeting was recessed at 1:18 p.m. and reconvened at 2:00 p.m. with all three Commissioners present.

BRIEFING re: 2025 Annual Road Program, Draft 2025-2030 Jefferson County 6-Year Transportation Improvement Program (TIP), and 2024 Bridge Condition Report: Public Works Director Monte Reinders and Assistant Public Works Director Eric Kuzma were present for discussion. They reviewed the TIP, and funding available for the projects. They also reviewed the 2025 Annual Road Program – and equipment purchase/replacement plan, and the 2024 Bridge Condition Report, and answered questions posed by the Board.

WORKSHOP re: State of the Road Fund and Transportation Benefit Districts (TBDs): Public Works Director Monte Reinders and Assistant Public Works Director Eric Kuzma were present for discussion. Director Reinders provided a quick background on Transportation Benefit Districts (TBD). He explained that revenues can only be used for transportation purposes, and that the Board of County Commissioners (BOCC) can function as the TBD Board, but only in unincorporated

Jefferson County. Maintenance and preservation projects are eligible to use TBD funds. TBD's can be formed to sunset, or be ongoing, and the boundary can be multi-agency or regional.

Director Reinders outlined priorities for Jefferson County which include: Pavement preservation, culvert rehabilitation and replacement, roadway pavement markings, and local match for 6-Year Transportation Improvement Program (TIP) projects.

Director Reinders recommended that the County form a TBD immediately and fund with:

- 26,384 vehicles x $20 = $57,000 (councilmanic)
- 0.1% sales tax currently about $600,000 (councilmanic)
- Total: $1,100,000 covers deficit (for now)

He reviewed other options which included adding a $40 car license, which would add an additional $500,000. The Board could also decide to not increase road levy diversion, eliminating cost allocation for Roads and ER&R, and allow Road Fund interest to accrue to the Road Fund.

Commissioner Brotherton moved to setup a hearing to consider a development of the Transportation Benefit District in unincorporated Jefferson County. Commissioner Eisenhour seconded the motion. Chair Dean opened the floor to allow for public comments, and one comment was received. After responding to the comment, Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

DISCUSSION and POTENTIAL ACTION re: Water Utility Coordinating Committee (WUCC) Appointment of Position No. 7 and a BOCC Member as Alternate for Position No. 1: Department of Community Development (DCD) Chief Strategy Officer (CSO) Brent Butler was present to address membership to the WUCC. He reviewed why the WUCC committee is important, and why a Coordinated Water System Plan (CWSP) is required, per RCW 70A.100.040. The purpose is to establish critical water supply service areas, minimum planning and design standards, orderly and efficient administration of financial assistance programs, and meet reasonable standards of quality, quantity and pressure.

CSO Butler noted a possible issue with the RFP that he sent out, and added that he will consult with Municipal Research and Services Center (MRSC), and may need to readvertise. He reviewed potential funding models to fund the CWSP.

CSO Butler explained that one qualified application was received from the President of the Basalt Beach Water Association, Jim Chase, and he recommended that the Commissioners approve his membership to Seat #7 on the WUCC. Commissioner Brotherton moved to appoint Jim Chase to the 7th seat on WUCC and to appoint Commissioner Eisenhour as the BOCC alternate in the event he cannot attend a WUCC meeting. Chair Dean seconded the motion and opened the floor to allow for public comments, with no comments received. She called for a vote on the motion. The motion carried by a unanimous vote.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator reviewed the following:

- Designation of Destination Marketing Organization (DMO); Commissioner Brotherton suggested designating the North Hood Canal Chamber of Commerce (NHHC) as the DMO for Jefferson County. After discussion, it was agreed that if the NHCCC wished to be the County's DMO, they could include a request in their Lodging Tax Advisory Committee (LTAC) RFP submittal.

ADDITIONAL BUSINESS: Board of County Commissioners' Priorities for the 2025 Lodging Tax Advisory Committee (LTAC) RFP: Commissioner Brotherton reviewed a draft memo to send to the LTAC Board Members regarding the following ranked priorities as they look at appropriate applications for the 2025 Lodging Tax revenue in Jefferson County:

- Destination development, such as supporting a Public Facilities District (PFD) to build a pool, public campground improvements, and developing the Gateway Visitor Information Center, are examples of the allowed use listed in RCW 67.28.1816 and represent our County's top priority after an extended period of de-emphasizing this type of investment
- "The marketing and operations of special events and festivals designed to attract tourists," as listed in the RCW is the County's second priority, continuing years of investment in event marketing
- Destination marketing, often called "Tourism Marketing," is the County's lowest priority for 2025 Lodging Tax funding

The memo also noted that the County does not support printing materials on paper, and digital assets should be the focus of investment in marketing or destination materials paid for with Lodging Tax revenue.

After discussion, Commissioner Eisenhour moved to send the memo to the Jefferson LTAC regarding priorities for this upcoming consideration of 2025 LTAC proposals. Commissioner Brotherton seconded the motion. Chair Dean opened the floor to allow for public comments, and one comment was 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 4:41 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