DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – January 2, 2024, 9:00 a.m.

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

CALL TO ORDER: Chair Greg Brotherton called the meeting to order in the presence of Commissioner Kate Dean and Commissioner Heidi Eisenhour. He wished everyone a Happy New Year.

REORGANIZATION OF THE BOARD: Commissioner Eisenhour nominated Commissioner Dean to serve as Chair of the Board of County Commissioners in 2024. Chair Brotherton seconded the motion which carried by a unanimous vote.

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

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. **CALL FOR BIDS and CONTRACT PLANS** re: Center Road 2R Overlay Project, M.P. 10.34 to M.P 14.58, Project No. 1802096, County Rd No. 931507, CRAB RAP Project No. 1622-01
2. **AWARD of CONTRACT** re: Phase 2 Membrane Bioreactor Wastewater Treatment Plant for Port Hadlock UGA, County Project No. 405-2114-0, Commerce Project No. 22-96515-026; Public Works; Interwest Construction, Inc.
3. **AGREEMENT** re: Legislative Representation and Lobbying Services; $72,000 per year; County Administrator; Strategies 360
4. **AGREEMENT** re: Public Infrastructure Funding – JCIA Eco-Industrial Park; In the Amount of $350,000; County Administrator; Port of Port Townsend
5. **AGREEMENT** re: Public Infrastructure Funding – Port Hadlock Sewer Debt Service; In the Amount of $85,000 per year for 20 years; County Administrator; Jefferson County Public Works
6. **AGREEMENT** re: Public Infrastructure Funding – Glen Cove Infrastructure Feasibility and Design; In the Amount of $250,000; Jefferson County
7. **AGREEMENT** re: Therapeutic Support for Independent Living Project; In the Amount of $22,240; Juvenile Services; Owl 360
8. **AGREEMENT** re: Septic Professional Certification Testing; No cost to the County; Public Health; Washington On-Site Sewage Association (WOSSA)
9. **AGREEMENT** re: Fish Barrier Culvert Replacements at Three Sites on Upper Hoh Road and Two Sites on Oil City Road; In the Amount of $53,754; Public Works; Trout Unlimited

10. **AGREEMENT** re: Cassel Creek Bridge Cleaning on Oil City Road; In the Amount of $20,159; Public Works; Washington State Department of Transportation
11. **AGREEMENT** re: SR104/Paradise Bay Roundabout Detours; Construction work to take place between April 1, 2024 and July 30, 2024; Public Works; Washington State Department of Transportation
12. **AGREEMENT** re: Haul Road/Detour for SR104/SR19 Roundabout; Construction work to take place between April 1, 2024 and July 30, 2024; Public Works; Washington State Department of Transportation
13. **AGREEMENT** re: Nurse Family Partnership; In the Amount of $12,000; Public Health; Clallam County
14. **AGREEMENT** re: Data Sharing for Home Visiting Services; Public Health; Washington State Department of Health
15. **AGREEMENT** re: 2024 Funding Water Quality Improvement and Protection; In the Amount of $59,673; County Administrator; Jefferson County Conservation District
16. **AGREEMENT** re: Epidemiology Transition; In the Amount of $6,930; Public Health; Kitsap Public Health District
17. **AGREEMENT, Amendment No. 1** re: Services for people who experience intellectual/developmental disabilities; In the Amount of $304,353; Public Health; DSHS Developmental Disabilities Administration
18. **AGREEMENT, Amendment No.** 2 re: Public Infrastructure Fund - Sims Gateway Project and Boatyard Expansion; In the Amount of $300,000; County Administrator; Port of Port Townsend, City of Port Townsend; Jefferson County PUD No. 1
19. **AGREEMENT, Amendment No.** 4 re: Lower Big Quilcene Floodplains Acquisition; Public Health; Washington Recreation and Conservation Office
20. **ADVISORY BOARD APPOINTMENT (1)** re: Solid Waste Advisory Committee (SWAC); District 2 Citizen Representative; Don Rhoden
21. **ADVISORY BOARD REAPPOINTMENT (1)** re: Housing Fund Board; 1) 3-Year Term to Expire December 31, 2026; Peggy Webster, and **CORRECTION to REAPPOINTMENT (1)** re: Housing Fund Board; 1) 3-Year Term to Expire December 31, 2025; Viki Sonntag
22. **MOTION TO TERMINATE AGREEMENT re:** Professional Services Agreement AD-24-001; Public Health; Kitsap Public Health District
23. **Payment of Jefferson County Payroll Warrants** Dated December 20, 2023 Totaling $90,969.74
24. **Payment of Jefferson County Vouchers/Warrants** Dated December 26, 2023 Totaling $972,983.35

COMMISSIONERS BRIEFING SESSION: The Commissioners reviewed recent meetings they attended.

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson and United States. Emergency Management Director Willie Bence provided information on warming centers, emergency text alerts, and an anticipated higher rainfall for January through March, 2024.

The meeting was recessed at 10:16 a.m. and reconvened at 10:20 a.m. with all three Commissioners present.

HEARING re: Conservation Futures Funding in 2023: Natural Resources Program Coordinator Tami Pokorny introduced the Conservation Futures Citizens Oversight Committee (CFCOC) Acting Chair Ross Harbor and explained that there are three proposed resolutions that reflect the recommendation of the committee to fully fund the following projects: Lower Chimacum Creek Mainstem Acquisition Project, North Barry Snow Creek Project, and Schmidt Farm Project.

Chair Dean opened the floor to allow for public testimony, and the following individual provided testimony: Sarah Spaeth, Port Townsend. Hearing no further testimony, Chair Dean closed the public hearing.

Commissioner Eisenhour moved to approve all three resolutions, then withdrew her motion. Commissioner Brotherton moved to approve **RESOLUTION NO. 01-24** re: Dedication of Conservation Futures Funds to the Lower Chimacum Creek Mainstem Acquisition Project as Authorized by and in Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Public Open Spaces. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

Commissioner Brotherton moved to approve **RESOLUTION NO. 02-24** re: Dedication of Conservation Futures Funds to the North Barry Snow Creek Project Authorized by and in Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Public Open Spaces. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

Commissioner Brotherton moved to approve **RESOLUTION NO. 03-24** re: Dedication of Conservation Futures Funds to the Schmidt Farm Project a Authorized by and in Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Public Open Spaces. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator discussed recent meetings they attended and reviewed upcoming meetings. The Commissioners also discussed upcoming Workshops, guidance to departments and KPTZ radio topics.

The Commissioners reviewed and made edits to the Boards and Committee Assignments list. The Commissioners noted that they will make final edits and approve the list during the afternoon session.

The meeting was recessed at 11:45 a.m. and reconvened at 1:31 p.m. with all three Commissioners present.

DISCUSSION re: Contracting indebtedness; providing for the issuance, sale, and delivery of a grant anticipation note to provide funds to carry out additions to and betterments to the Wastewater Treatment Plant being constructed in the Port Hadlock area; fixing or setting parameters with respect to certain terms and covenants of the notes; appointing the County's designated representative to approve the final terms of the sale of the note; and providing for other related matters: Treasurer Stacie Prada introduced DA Davidson & Co Placement Agent Jim

Nelson and Foster Garvey PC Bond Counsel Marc Greenough. Agent Nelson provided a presentation regarding Grant Anticipation Note Financing for the Port Hadlock Wastewater Treatment Plant. Public Works Director Monte Reinders noted that even though they have grants, they will need to obtain financing while they wait for the grant funding to come in. Agent Nelson reviewed the Request for Proposals received, and their recommendation is to use Kitsap Bank.

The meeting was recessed to address technical difficulties at 1:55 p.m. and reconvened at 2:11 p.m. with all three Commissioners present.

Commissioner Eisenhour moved to approve **RESOLUTION NO. 4-24** re: Contracting indebtedness; providing for the issuance, sale, and delivery of a grant anticipation note to provide funds to carry out additions to and betterments to the Wastewater Treatment Plant being constructed in the Port Hadlock area; fixing or setting parameters with respect to certain terms and covenants of the notes; appointing the County's designated representative to approve the final terms of the sale of the note; and providing for other related matters. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:00 p.m. to 2:30 p.m. to Review the Performance of a Public Employee. No discussion of Salaries, Wages, and Other Conditions of Employment to be Generally Applied within the County; and, No Final Action on the Hiring, Setting the Salary of an Individual Employee or Class of Employees, or Discharging or Disciplining an Employee; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(g). Staff present: County Administrator and Human Resources Director. The Chair Dean noted that they will be going into Executive Session from 2:15 p.m. to 2:45 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:45 p.m.

Commissioner Eisenhour moved to extend our contract with County Administrator Mark McCauley for a year, with an option for another year extension after that. She stated she is thrilled to have him sticking with us. Commissioner Brotherton seconded the motion. Chair Dean noted the current contract expires June of this year, so it will go through June of the following year. Chair Dean opened the floor to allow for public comments. 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:

- Board and Committee Assignments – Continued: Commissioner Brotherton moved to approve the Boards and Committee Assignments as presented and discussed earlier today. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.
- Strategic Plan Implementation; discussion regarding roles in implementation

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 2:55 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

DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – January 8, 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. Chair Dean noted that the following Monday is Martin Luther King Day, and the BOCC will meet on Tuesday.

PUBLIC COMMENT PERIOD: Chair Dean called for public comments, and five comments were received. The Commissioners addressed the comments, and discussed the comments regarding the proposed Port Townsend Aquatic Center in more detail.

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. **CALL FOR BIDS** re: Publication of County Legal Notices; Bids Accepted Until Monday, March 4, 2024 at 10:15 a.m.
2. **AGREEMENT** re: 2024 Affordable Housing/Homelessness Grant Funding; Caswell-Brown Village; In the Amount of $105,000; County Administrator; OlyCAP
3. **AGREEMENT** re: Resource and Conservation Office (RCO) Local Parks Deferred Maintenance Grant; In the Amount of $82,823; Public Works; RCO
4. **AGREEMENT** re: 2024-2025 One-Time Grant Program; In the Amount of $108,000; WSU Extension; MRC; Washington State Department of Ecology
5. **AGREEMENT, Amendment No. 1** re: Gateway to Freedom; Fire Community Assistance, Referral, and Education Services (CARE) for Jefferson County; Public Health; East Jefferson Fire and Rescue (EJFR)
6. **AGREEMENT, Amendment No. 1** re: Employment Agreement; Jefferson County; Mark McCauley
7. **AGREEMENT, Amendment No. 3** re: Port Hadlock Wastewater Project; Consultant Services for Cultural Resources and Environmental Permitting Support; County Project No. 40516935; Public Works; Environmental Science Associates
8. **AGREEMENT, Amendment No. 17** re: Consolidated Contracts – Various programs; Additional Amount of $526,784 for a total of $8,075,501; Public Health; Washington State Department of Health
9. **MOTION** re: Approve Port Townsend Seventh Day Adventist Church's Request for 25% Reduction in Temporary Food Service Fees

10. **APPROVAL of MINUTES:** Regular Meeting Minutes of November 20 and 27, 2023, and Special Meetings Minutes of November 2, 2023 (Biennial Budget), November 16, 2023 (Joint ICG), November 21, 2023 (Aquatic Center Discussion), and November 28, 2023 (Joint PIF)
11. **Payment of Jury Fees:** Superior Court $3,606.25; and District Court $1,519.39
12. **Payment of Payroll Warrants:** Dated January 5, 2024 In the Amount of $2,232,395.80

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

The meeting was recessed at 10:12 a.m. and reconvened at 10:16 a.m. with all three Commissioners present.

HEARING re: Emergency Supplemental 2023 Budget Appropriation/Extension for Personnel Benefits, Insurance, Professional Services – Fund 127; Public Health: Public Health Director Apple Martine, Finance Manager Judy Shepherd and Public Health Finance Manager Jennifer Mitchell were present for the hearing and explained the need for the emergency supplemental appropriation. They noted that they have a system in place to avoid the need for an emergency appropriation in the future.

Chair Dean noted that Public Health Department has the budget for this, but the hearing is to gain permission to expend those funds. Finance Manager Shepherd stated she will be checking in with Public Health finances moving forward.

Chair Dean opened the floor to allow for public testimony. Hearing no testimony, she closed the hearing. After a short deliberation, Commissioner Brotherton moved to approve **RESOLUTION NO. 05-24.** Order: Emergency 2023 Supplemental Budget Appropriation for Fund 127 – Personnel Benefits, Insurance, Professional Services. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners reviewed upcoming meetings.

HEARING re: Proposed Shoreline Master Program (SMP) Amendments per Periodic Review: Chair Dean opened the hearing and stated that the Board is not planning on taking-action at today's meeting. Department of Community Development (DCD) Director Josh Peters explained the Shoreline Master Program (SMP) Process. He noted that it is a complex issue with a lot of moving parts and they hope to have an ordinance for adoption in February. He suggested leaving the public hearing open through February. Also present was Civil Deputy Prosecuting Attorney (DPA) Barbara Ehrlichman and consultants Lisa Grueter with Berk Consulting and Amy Summe with S&W.

Consultant Grueter provided a slideshow to cover the purpose of the hearing which included:
- State Rules
- Grant and local needs
- Review amendments to Chapter 90.58 RCW and Ecology Rules that have occurred since Jefferson County's SMP was adopted in 2014
- Identify potential areas of review to address changing local circumstances, new information or

improved data, consider potential changes to eliminate redundancies and improve clarity as well as address revisions consistent with regulatory reform (Resolution NO. 17-19)
- Consider various constraints such as the requirements of state law, staffing capacity, and resource.

She also covered SMP Periodic Review Components, condensed project timeline, key issues and next steps.

Consultant Summe provided a brief aquaculture history which included:
- Task Force Stage 2020 – changes required to address state laws/rules
- Planning Commission Stage 2021 – received, many letters and testimony, considered approaches from other counties, require standard CUP and incorporate Kitsap county regulations
- Planning Commission Stage 2023 – address ecology comments and continue evaluation per ongoing public comment.

She also reviewed aquaculture recent input, approach and noted many comments were regarding geoduck farming. Consultant Grueter continued with presentation and covered modest home provisions

After discussion with consultants and staff, Chair Dean opened the floor to allow for public testimony. Due to the volume of public in attendance, she limited public testimony to two minutes per person. The following individuals provided testimony: Lisa Carleton-Long – Port Townsend, Peter Guerrero – Port Townsend, Alex Scagliotti (Representative of Jamestown S'Klallam Tribe) – Sequim, Bruce Morris – South Puget Sound, Dave Fitzpatrick – Marrowstone Island, Bernadette Olson – Seabeck, Gordon King – Port Townsend, Louis Gitelman – Dover, NH, Erin Ewald – Shelton, Jonathan Davis – Thorndyke Bay, Jefferson County, Nels Whipple – Shelton, Kim Thompson – Olympia, Patricia Marquis – Port Ludlow, Rose Gitelman – Portland, Bruce Case – Port Ludlow, Brett Veerhusen – Seattle, Marsha Case – Port Ludlow, Sue Corbett – Port Ludlow, James Whitecamp – Port Ludlow, Anne Dutton – Jefferson County, Michael Abramson – Port Ludlow, Linda Lowe – Discovery Bay, Jefferson County, Celine Santiago – Jefferson County, Adam James – Lilliwaup, Marcia Schwendiman – Port Ludlow, Jan Wold – Port Ludlow, Steve Dittmar – Port Ludlow, Mike Patterson – Port Ludlow, and Marilyn Showalter – Port Ludlow.

Hearing no more testimony, Chair Dean noted they have reached the end of public testimony for today. She explained that the public will have the ability to provide testimony when the draft ordinance is presented.

The Commissioners started deliberations, asked questions of staff and consultants, and discussed next steps. The Commissioners requested clarification from Erin Ewald, who provided testimony earlier regarding geoduck exporting and staffing. She indicated that since China's ban several years ago, which shut down several geoduck farmers, they have worked to diversify their markets. She answered additional questions of the Board. Nels Whipple noted that there are 56 full-time employees in the geoduck department, from entry level to senior management, and they work through the northwest. He added that at the moment, 11 of their workers work in Jefferson County.

The next SMP workshop was tentatively scheduled for January 16, 2024 at 1:30 p.m. and SMP continued deliberations was tentatively scheduled for January 22, 2024 at 3:30 p.m. and February 12, 2024 – or later, will be scheduled to hear more hearing testimony on the proposed ordinance.

The meeting was recessed at 12:12 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

WORKSHOP re: Request to Reconvene the Growth Management Steering Committee (CMSC): Department of Community Development (DCD) Director Josh Peters provided the introduction and Associate Planner Joel Peterson provided the presentation of the request to reconvene the Growth Management Steering Committee (GMSC).

The GMSC will have two tasks: 1) Allocated projected population figures among urban and rural areas for planning, and 2) Review county-wide planning policies. Director Peters reviewed the Board's choices regarding membership, participation and process.

Director Peters outlined the next steps which include: Drafting a resolution that would repeal and replace any past GMSC. He added that the GMSC is advisory, and that information from the GMSC will go back to the BOCC for a decision.

After discussion, the Board concurred that they would like a smaller GMSC, and move away from having voting and non-voting members. Staff will incorporate the Boards' requests into a resolution to be approved at a later date. Chair Dean noted that these meetings will be subject to the Open Public Meetings Act (OPMA), and they will make attempts to have those meetings held around the County, to make it easier for stakeholders to participate.

BRIEFING re: Site Development Review (SDR) Milestone Report: Department of Community Development (DCD) Director Josh Peters provided the introduction. In October 2022, a one-year development moratorium expired in conjunction with adoption by ordinance of development regulations that established a new Site Development Review (SDR) program that included Legal Lot of Record (LLOR) Determination and buildability analysis as a prerequisite to applying for development permits. DCD summarized the status of the SDR Program in the form of a milestone report, which the Commissioners reviewed. Director Peters and Assistant Planner George Terry answered questions posed by the Board.

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

- Calendar Coordination – Workshop with the Solid Waste Advisory Committee (SWAC) and the Solid Waste Facility Task Force (SWFTF)
- Letter from Washington State Department of Natural Resources (DNR): The letter from DNR letter to BOCC indicated proposing protection in the Dabob Bay area and elsewhere, both in District 3, and they indicated they would like to meet with the BOCC regarding allocation of acreage.
- Calendar Coordination – continued
- **ADDITIONAL BUSINESS:** Letter of Support re: School Based Health Clinic: A request was received for a letter of support for a capital funding grant to remodel the Blue Heron Middle and Ocean School Campus in preparation for opening a school-based health center for the 2024-2025 school year. Commissioner Brotherton moved to approve collectively signing the letter of

support. Commissioner Eisenhour 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.

- 2024 BOCC Workplan; upcoming Department briefings
- Miscellaneous topics
- Proposed Workshop re: consistency in granting funds
- Community Wildfire implementation
- Updated information on the weather

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 3:24 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