



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, June 24, 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 – Services – Laserfiche Web Portal (username and password is: public)– Board of County 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:

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

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 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** KD called to order. GB and HE present. He noted she has a letter to walk on during the meeting.
9:01 a.m. **PUBLIC COMMENT PERIOD** – ALL TOPICS

[09:02:10 AM \(00:01:40\)](#) Comment
[09:06:26 AM \(00:05:56\)](#) Comment
[09:12:14 AM \(00:11:43\)](#) Response to comments
[09:18:01 AM \(00:17:30\)](#) Comment
[09:20:26 AM \(00:19:55\)](#) Comment
[09:22:13 AM \(00:21:42\)](#) Response to comments

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. **RESOLUTION NO. 34-0624-24R** re: Temporary Closure of West Valley Road at M.P. 2.6; County Road No. 514109
 
2. **RESOLUTION NO. 35-0624-24R** re: Applying for Fish Barrier Removal Board (FBRB) Grant Funding for the Center Road MP 3.23 Fish Barrier Removal RCO Project #23-1792
 
3. **CERTIFICATION** re: Certifications and Agreements for Signature by BOCC, Requirement of the Congressionally Directed Spending (CDS) for the Early Learning and Family Support Center
 
4. **AGREEMENT** re: Jefferson County Fairground Operations, In the Amount of \$100,000; County Administrator, Jefferson County Fair Association
 
5. **AGREEMENT** re: Animal Shelter Improvements; In the Amount of \$40,665.60; Central Services; West Sound Company General Contractors
 
6. **APPROVAL OF MINUTES:** Regular Meeting Minutes of June 17, 2024
 
7. **APPROVAL OF PAYROLL WARRANTS:** Dated June 5, 2024 totaling \$171,482.07 and Dated June 20, 2024 and Totaling \$104,675.58
   
8. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated June 24, 2024 and Totaling \$821,684.49
 

[09:27:51 AM \(00:27:20\)](#) Commissioner Eisenhower moved to approve the Consent Agenda as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

REGULAR AGENDA:

No set time **DISCUSSION and POTENTIAL ACTION** re: Bayside Housing and Services Budget Proposal for Operating the Shelter at the American Legion    


Greg Brotherton, District No. 3

Mark McCauley, County Administrator

Commissioner Brotherton provided an updated on the Emergency Shelter. The American legion approved MOU and lease, he will pick up signed copies tomorrow, and Wednesday is the Customer Assistance Meeting (CAM) with the City of Port Townsend. He also reviewed the current Bayside Housing and Services Proposed Shelter budget. Also present was Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker and Finance Manager Judy Shepherd, who participated in discussion.

Commissioner Brotherton noted that he will bring back the Professional Services Agreement (PSA) after the lunch recess for approval. Chief DPA Hunsucker reviewed the legal issues they have worked through as they move forward with this process.

[09:39:32 AM \(00:39:01\)](#) GB – will bring back the PSA after the lunch recess for approval. Hunsucker reviewed the legal issues.

9:45 a.m. **HEARING** re: Applications for Conservation Futures Funding in 2024

The files below were too large to post. Follow the pathway to get to hearing materials here:

www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public)– Board of County Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – Month of the meeting – Day of the meeting

Part 1  

Part 2  

Part 3   (←Draft resolutions)

Map  

Tami Pokorny, Natural Resources Program Coordinator

Natural Resources Program Coordinator Tami Pokorny introduced County and representatives of local agencies who were present for the hearing. She briefly reviewed the proposed projects, and noted that although all projects are worthy, the Deerfoot Forest project did not score well overall and the Conservation Futures Citizens Oversight Committee (CFCOC) recommended not funding that project at this time.

[09:50:31 AM \(00:50:01\)](#) Chair Dean opened the public hearing. The following individuals provided testimony:

[09:51:14 AM \(00:50:44\)](#) Sarah Spaeth – Port Townsend

[09:52:51 AM \(00:52:21\)](#) Peter Bahls

[09:54:03 AM \(00:53:33\)](#) Chair Dean closed the hearing. Deliberations ensued.

[09:57:07 AM \(00:56:36\)](#) After deliberations, Commissioner Eisenhour moved to approve **RESOLUTION NO. 36-0624-24R** re: Dedication of Conservation Futures Funds to the Tarboo Wildlife Preserve – West Slope Forest Addition Project, as Authorized by and in Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Open Spaces. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

[09:57:41 AM \(00:57:11\)](#) Commissioner Eisenhour moved to approve **RESOLUTION NO. 37-0624-24R re:** Dedication of Conservation Futures Funds to the Humbleberry Farm Project as Authorized by and in Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Open Spaces. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

No set time **LETTER OF SUPPORT** re: Dabob Bay Department of Natural Resources
Natural Area Expansion Hearing and Letter of Support  

Heidi Eisenhour, Commissioner District 2

Commissioner Eisenhour stated that she recently attended a meeting at the Coyle Community Center, which was well attended with around 50 individuals in support of the Dabob Bay Natural Area Expansion, with a few individuals voicing concerns. She explained the process leading up to the proposed letter of support.

[10:05:30 AM \(01:05:00\)](#) Chair Dean opened the floor to allow for public comment. The following individuals provided comments:

[10:05:56 AM \(01:05:26\)](#) Peter Bahls. He shared maps of the proposed expansion area and explained various points of interest.

[10:12:58 AM \(01:12:28\)](#) Sarah Spaeth

[10:13:15 AM \(01:12:44\)](#) After discussion, Commissioner Brotherton moved to approve signing the letter to DNR, as presented. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

ADDITIONAL BUSINESS: LETTER OF SUPPORT re: Peninsula Trails Coalition – Hall Baetz Viewpoint: Commissioner Eisenhour shared her screen to view a proposed letter of support to be sent to T-Mobile hometown Grants Program Review Committee regarding support for the Hall Baetz Viewpoint (HBV) completion at the head of Discovery Bay in Jefferson County.

[10:16:36 AM \(01:16:05\)](#) Chair Dean opened the floor to allow public comments, and no comments were received.

[10:18:52 AM \(01:18:21\)](#) Commissioner Brotherton moved to approve signing the letter of support for the HBV. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

[10:19:28 AM \(01:18:58\)](#) Recess

[10:31:16 AM \(01:19:11\)](#) Reconvene

No set time **COMMISSIONERS BRIEFING SESSION:** The Commissioners discussed recent meetings they attended, and miscellaneous topics.

11:00 a.m. **UPDATE** re: Sewer Utility Code for the Irondale and Port Hadlock Urban Growth Area Chapters 13.01 through 13.09 of the Jefferson County Code (JCC)  

Monte Reinders, Public Works Director
Samantha Harper, Wastewater Project Manager
Philip Hunsucker, Chief Civil Deputy Prosecuting Attorney

Public Works Director Monte Reinders, Wastewater Project Manager Samantha Harper, Sewer

Renaissance Public Works staff member Bob Wheeler, and Chief Civil DPA Philip Hunsucker were present and participated in discussion.

Manager Harper explained the implementation of the sewer process thus far, and noted that the next step is an update to the JCC regarding the Sewer Utility Code and Port Hadlock UGA. She provided a broad overview of the draft sewer utility code as well as the path to its ultimate adoption. Staff provided comments and answered questions posed by the Board.

Workshops or Special Meetings will be scheduled in the near future on this topic. The next discussion regarding connections and fees will be held on July 15, 2024 from 2:00 p.m. to 3:30 p.m., during the afternoon session of the Board of County Commissioners' meeting.

Manager Harper shared a section of sewer pipe to show how the pipes are connected. She explained how the low-pressure sewer system will work, and answered questions posed by the Board.

COMMISSIONERS BRIEFING SESSION: The Commissioners reviewed the KPTZ County Connections schedule. County Administrator Mark McCauley discussed recent meetings he attended and miscellaneous topics.

[11:50:18 AM \(02:38:13\)](#) Recess

[01:30:34 PM \(02:38:34\)](#) Reconvene

AFTERNOON SESSION

1:30 p.m. **UPDATE** re: State and Federal Legislative Priorities    

Kate Dean, Commissioner, District No. 1
Kelsey Hulse, Strategies 360
Stephanie Wright, Strategies 360
Paul Berendt, Strategies 360

S360 staff introduced themselves and their role: Stephanie Wright is now our Washington D.C. lobbyist, and is in Washington State part-time, Kelsey Hulse is the Vice President of Government relations, but will be leaving the company at the end of the week, and Paul Berendt is a previously retired Executive Vice President, but was brought out of retirement. Mr. Berendt will be working with Jefferson County and reviewed his history working for the County, which spanned over 13 years.

Chair Dean noted that she has gotten to know lobbyists at S360 really well over the years, and is glad her fellow Commissioners are able to get to know them better, as she will be leaving soon.

The Commissioners addressed legislative items they are interested in, and relayed that to S360 staff.

2:00 – 2:30 p.m. **CLOSED SESSION** with County Administrator and Human Resources Director; To discuss that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or

proceedings while in progress, exemption as outlined in the Open Public Meetings Act, RCW 42.30.140(4)(b)

[02:05:47 PM \(03:13:48\)](#) 2:05 p.m. to 2:30 p.m.

[02:30:53 PM \(03:14:01\)](#) End of Closed Session. No Action

2:30 p.m.

[CONTINUED DISCUSSION](#) re: Bayside Housing and Services Budget Proposal for Operating the Shelter at the American Legion

Chief Civil DPA Hunsucker was present and shared the latest draft of the Operating Agreement with the Commissioners. The Board made further edits.

[02:55:01 PM \(03:38:10\)](#) Commissioner Eisenhour moved to authorize Commissioner Brotherton to finalize and sign a PSA with Bayside Housing for management of the Shelter at the American Legion. KD seconded the motion. Chair Dean opened the floor to allow for public comments, and the following comment was received.

[02:56:30 PM \(03:39:39\)](#) Comment

[02:59:59 PM \(03:43:07\)](#) Response to comment.

[03:00:40 PM \(03:43:48\)](#) Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

No set time

[DISCUSSION](#) and **POTENTIAL ACTION** re: Settlement of the Counties Litigation against Department of Social Health Services (DSHS)  

Philip Hunsucker, Chief Civil Deputy Prosecuting Attorney

Chief Civil DPA Philip Hunsucker was present for discussion and explained that most Washington counties and the Washington State Association of Counties (WSAC) sued DSHS for not following the law regarding statutory duties related to persons evaluated for mental competency in criminal cases. WSAC and the counties achieved their litigation objection, but also face a small risk of reversal on appeal. Lawyers have agreed on an MOU that memorializes practical agreements between DSHS about working together in a way that benefits all sides.

[03:17:44 PM \(04:00:52\)](#) Commissioner Brotherton moved to authorize County Administrator Mark McCauley to sign the MOU on behalf of the County. Commissioner Eisenhour seconded the motion. Chair Dean opened the floor to allow for public comments.

[03:18:15 PM \(04:01:24\)](#) Comment

[03:20:07 PM \(04:03:16\)](#) Chair Dean closed public comment and responded to the comment. She called for a vote on the motion. The motion carried by a unanimous vote.

No set time

ADDITIONAL DISCUSSION ITEMS

- [Board and Committee Vacancies](#)  
- [Calendar Coordination](#) & miscellaneous topics
- [WSAC; voting](#) (then back to calendar coordination)
- [Legislative priorities](#); add to County Coordination meetings

ADJOURNMENT 3:55 p.m.

COMMISSIONERS MEETING SCHEDULE The Week of June 24, 2024

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

Monday, June 24, 2024

9:00 a.m. BOCC Meeting – (Hybrid) Board

Tuesday, June 25, 2024

9:30 a.m. Diversity, Equity and Inclusion Training - Kate

11:00 a.m. Shelter Coalition – (Virtual) Greg

12:30 p.m. Economic Development Council C3 Task Force - Greg

Wednesday, June 26, 2024

1:00 p.m. Washington State Association of Counties – (Hybrid) Greg, Heidi

2:30 p.m. Housing Fund Board – (Virtual) Greg

2:30 p.m. Childcare Capacity and Family Support Meeting – (Virtual) Kate

Thursday, June 27, 2024

10:00 a.m. Signature Verification Training - Kate

1:00 p.m. Jefferson County Food Bank Association – Heidi

4:30 p.m. Tri-Area Department of Community Development Bike Tour - Heidi

6:00 p.m. Healthier Together Task Force – (Hybrid) Greg

Friday, June 28, 2024

10:00 a.m. Department of Natural Resources Encumbered Lands Workgroup Meeting – (Virtual) Heidi

12:30 p.m. KPTZ - Heidi

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 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
