



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – June 24, 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. Commissioner Eisenhour stated that she will be adding a letter of support later in the meeting.

PUBLIC COMMENT PERIOD: Chair Dean called for public comments, and four 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. **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

DISCUSSION re: Bayside Housing and Services Budget Proposal for Operating the Shelter at the American Legion: Commissioner Brotherton provided an update on the Emergency Shelter. The American Legion approved MOU and lease, and he will pick up signed copies tomorrow. Wednesday he will attend a 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 are moving forward with this process.

HEARING re: Applications for Conservation Futures Funding in 2024: 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.

Chair Dean opened the public hearing. The following individuals provided testimony: Sarah Spaeth – Port Townsend, and Peter Bahls – Port Townsend. Hearing no further testimony, Chair Dean closed the hearing. Deliberations ensued.

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.

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.

LETTER OF SUPPORT re: Dabob Bay Department of Natural Resources (DNR) Natural Area Expansion Hearing and Letter of Support: 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 only a few individuals voicing concerns. She explained the process leading up to the proposed letter of support.

Chair Dean opened the floor to allow for public comment, and two comments were received. Executive Director of the Northwest Watershed Institute Peter Bahls shared maps of the proposed expansion area and explained various points of interest during his public comment.

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.

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.

Chair Dean opened the floor to allow for public comments, and no comments were received. Commissioner Brotherton moved to approve signing the letter of support for the HBV. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:19 a.m. and reconvened at 10:31 a.m. with all three Commissioners present.

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

UPDATE re: Sewer Utility Code for the Irondale and Port Hadlock Urban Growth Area (UGA) Chapters 13.01 through 13.09 of the Jefferson County Code (JCC): Public Works Director Monte Reinders, Wastewater Project Manager Samantha Harper, Public Works Sewer "Renaissance Man" Bob Wheeler, and Chief Civil DPA Philip Hunsucker were present and participated in discussion.

Manager Harper explained the implementation of the sewer 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 - Continued: The Commissioners reviewed the KPTZ County Connections schedule. County Administrator Mark McCauley discussed recent meetings he attended and miscellaneous topics.

The meeting was recessed at 11:50 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

UPDATE re: State and Federal Legislative Priorities: Strategies 360, Inc (S360) staff introduced themselves and their roles: 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 past 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.

CLOSED SESSION: A Closed Session was scheduled from 2:00 p.m. to 2:30 p.m. Chair Dean announced that the Closed Session will be held from 2:05 p.m. to 2:30 p.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 2:30 p.m.

CONTINUED DISCUSSION re: Bayside Housing Contract: Chief Civil DPA

Hunsucker was present and shared the latest draft of the Operating Agreement with the Commissioners, and the Board made further edits. After discussion, Commissioner Eisenhower moved to authorize Commissioner Brotherton to finalize and sign a PSA with Bayside Housing for management of the Shelter at the American Legion. Chair Dean seconded the motion and opened the floor to allow for public comments. The Commissioners responded to one comment received. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

DISCUSSION re: Settlement of the Counties Litigation against Department of Social Health Services (DSHS): 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.

After discussion, Commissioner Brotherton moved to authorize County Administrator Mark McCauley to sign the MOU on behalf of the County. Commissioner Eisenhower 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.

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

- Board and Committee Vacancies
- Calendar Coordination and miscellaneous topics
- Washington State Association of Counties (WSAC); voting
- County Coordination, moving to July 22, 2024 at 12:00 p.m.; part of discussion will be regarding Legislative Priorities

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 3:55 p.m. until the next regular meeting or special meeting as properly noticed.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhower, Member



DRAFT

MINUTES

Jefferson County Board of Commissioners

Special Meeting – June 26, 1:00 p.m.

Washington State Association of Counties Membership Meeting

Hybrid: Zoom & Yakima Area Arboretum: 1401 Arboretum Drive, Yakima, WA 98901

Call to Order: Washington State Association of Counties (WSAC) staff called the Membership Meeting to order. Jefferson County Commissioner/Chair Kate Dean and Commissioner Heidi Eisenhour and many other Commissioners and County Officials across Washington State were in attendance.

Washington State Association of Counties (WSAC) Membership Meeting: WSAC Staff and representatives of Washington Counties reviewed the following:

- Approval of Agenda
- President's Message
- Executive Director Report
- Budget and Dues Overview
- 2024 Proposed Amendments to the WSAC Bylaws, consider adoption of proposed amendments
 - Commissioners Dean and Eisenhour participated in voting
- Next Steps: Preparation for September Board meeting
 - Bylaws Committee – work on Dues Structure Policies and Procedures
 - Executive Committee – work on 2025 Budget

NOTICE OF ADJOURNMENT: The meeting was adjourned at 2:55 p.m. by Washington State Association of Counties staff.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Kate Dean, Chair

ATTEST:

Heidi Eisenhour, Member

Carolyn Gallaway, CMC
Clerk of the Board

Greg Brotherton, Member



DRAFT

MINUTES

**Jefferson County Board of Commissioners
Emergency Management Shelter Agreements
Special Meeting - June 28, 2024 at 12:30 p.m.
Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)**

CALL TO ORDER: Acting Chair Commissioner Heidi Eisenhour and Commissioner Greg Brotherton participated in the meeting. Acting Chair Eisenhour called the meeting to order at the appointed time. Commissioner Kate Dean joined the meeting at 12:33 p.m.

DISCUSSION re: Bayside Housing and Services Professional Services Agreement for the Emergency Shelter located at the American Legion: Commissioner Brotherton provided an overview of why amendments were needed to the agreement. Chief Civil Deputy Prosecutor Philip Hunsucker shared the prepared amendment and recommended that the Board authorize Commissioner Brotherton to sign the agreement on behalf of Jefferson County.

After discussion, Acting Chair Eisenhour moved to approve the professional services agreement for the Emergency Shelter located at the American Legion and authorize Commissioner Brotherton to sign. Commissioner Dean seconded the motion. Acting Chair Eisenhour opened the floor for public comments, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

DISCUSSION re: MEMORANDUM OF UNDERSTANDING (MOU): Chief Civil Deputy Prosecutor Philip Hunsucker shared the amendments to the MOU and noted that Commissioner Brotherton was granted authority on June 25, 2024 to sign an MOU between Jefferson County, the American Legion, and Bayside Housing and Services. During discussions that occurred after the Commissioner meeting that day, it was learned that the American Legion did not wish to sign onto the MOU.

After discussion, Acting Chair Eisenhour moved to approve the Memorandum of Understanding regarding the Emergency Shelter located at the American Legion and further, authorize Commissioner Brotherton to sign on behalf of Jefferson County. Commissioner Dean seconded the motion. Acting Chair Eisenhour opened the floor for public comments, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

DISCUSSION re: Lease regarding the Emergency Shelter located at the American Legion: Commissioner Brotherton shared that emergency repairs have already begun.

NOTICE OF ADJOURNMENT: Acting Chair Eisenhour adjourned the meeting at 12:44 p.m.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Adiel McKnight, CMC
Deputy Clerk of the Board

Heidi Eisenhour, Member



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – July 1, 2024, 9:00 a.m.

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

CALL TO ORDER: As Chair Kate Dean attended the meeting via Zoom, she gave Chairing duties to Commissioner Heidi Eisenhour. Acting Chair Heidi Eisenhour, Commissioner Greg Brotherton and Commissioner/Chair Kate Dean participated in the meeting. Acting Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Acting Chair Eisenhour called for public comments, and five comments were received. The Commissioners addressed the comments and Acting Chair Eisenhour provided an update regarding the Food Bank.

UPDATE re: Olympic National Park (ONP) 2024 Report: ONP Superintendent Sula Jacobs provided a report and answered questions posed by the Board which included: Hurricane Ridge, septic issues were resolved and cameras are back up, some Kalaloch Cabins were removed for safety, updating utility corridor to a tsunami evacuation route, road repairs along the Hoh River on park property, trail work, improvements to South Beach Comfort station, Enchanted Valley chalet, camping reservations, and Dosewallips camping. She answered questions posed by the Board.

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

1. **HEARING NOTICE** re: 2024 Second Quarter Budget Appropriations/Extensions; Various County Departments; Hearing scheduled for Monday, July 15, 2024 at 10:00 a.m.
2. **AGREEMENT** re: Remote Registered Dietitian for WIC Program; In the Amount of \$64,200; Public Health; Adrienne R. Maxwell
3. **AGREEMENT, Amendment No. 1** re: Marine Resources Committee; Adjusting scope of work and budget; WSU Extension; Washington State Department of Ecology
4. **AGREEMENT, Amendment No. 1** re: Student Assistance to Increase Substance Use Prevention and Mental Health Support; In the Amount of \$25,450; Public Health; Quilcene School District
5. **AGREEMENT** re: Homeland Security Grant; In the Amount of \$27,539; Jefferson County Emergency Management; Washington Military Department
6. **AGREEMENT** re: Emergency Management; In the Amount of \$28,025; Jefferson County Emergency Management; Washington State Military Department

EXECUTIVE SESSION: An Executive Session was scheduled from 10:00 a.m. to 10:30 a.m. Chair Dean announced that the Executive Session will be held from 10:00 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: County Administrator and Chief Civil Deputy Prosecuting Attorney. The Board concluded the Executive Session and resumed the regular meeting at 10:31 p.m. There was no proposed action, and therefore no public comment taken on this topic.

COMMISSIONERS BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, aquatic facilities update, and miscellaneous topics.

APPROVAL/ADOPTION re: The First Ever Jefferson County Community Wildfire Protection Plan (CWPP) and Corresponding Signature Ceremony: Acting Chair Eisenhour explained the collaboration of creating the CWPP which led to the completion of the document that is ready for signature today. She invited the following individuals to provide comments: Fire Marshal Phil Cecere, East Jefferson Fire Rescue Chief Bret Black, and City of Port Townsend Director of Planning and Community Development Emma Bolin.

Commissioner Brotherton moved to approve and adopt the Community Wildfire Protection Plan and all Appendixes. Acting Chair Eisenhour seconded the motion which carried by a unanimous vote. The signing event took place.

DISCUSSION re: First Amendment to Future Staffing and Consultant Agreement: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker was present to explain the proposed amendment to the Pleasant Harbor Agreement. After discussion, Commissioner Brotherton moved to approve and sign the first amendment to the Future Staffing and Consultant Agreement for the Pleasant Harbor Master Planned Resort. Commissioner Dean seconded the motion. Acting Chair Eisenhour 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.

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

NOTICE OF ADJOURNMENT: Acting Chair Eisenhour adjourned the meeting at 11:54 a.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