



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – January 22, 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:

• 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
• 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.
• Website: www.co.jefferson.wa.us Follow the links under “Quick links,” “Videos of Meetings,” and click on “Today.” This option will allow you to watch the meeting live-streaming, with no participation.
• 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. KD thanked law enforcement and first responders in regards to the death of an infant that occurred over the weekend.

9:01 a.m. **PUBLIC COMMENT PERIOD – ALL TOPICS**

[09:04:25 AM \(00:02:38\)](#) Comment
[09:06:58 AM \(00:05:11\)](#) Comment
[09:09:08 AM \(00:07:20\)](#) Comment
[09:11:55 AM \(00:10:07\)](#) Comment
[09:14:15 AM \(00:12:27\)](#) Comment
[09:15:53 AM \(00:14:05\)](#) Comment
[09:19:31 AM \(00:17:44\)](#) Comment
[09:20:09 AM \(00:18:21\)](#) Comment
[09:21:24 AM \(00:19:37\)](#) Comment
[09:24:04 AM \(00:22:16\)](#) Comment
[09:27:04 AM \(00:25:17\)](#) Comment
[09:29:46 AM \(00:27:58\)](#) Comment
[09:31:57 AM \(00:30:10\)](#) 12 Comments. Response to comments.

[09:50:16 AM \(00:48:28\)](#) Proclamation

No set time **PROCLAMATION** re: Parks and Recreation Volunteer Appreciation



Matt Tyler, Parks and Recreation Manager

MT was present 4,809 hours donated last year by volunteers; including caretakers, camp hosts, adopt-a - park people, Quimper trails, and coaches and others, \$152,926 in donations received. He thanked the Commissioners for considering the proclamation.

[09:52:04 AM \(00:50:17\)](#) The Commissioners read aloud the proclamation. [Commissioner Brotherton](#) moved to approve the proclamation as read. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

[09:54:22 AM \(00:52:35\)](#) Jon Cooke Parks and Recreation Advisory Board Chair, Vern Bessey PRAB member thanked the Board for the proclamation. The Commissioners thanked the volunteers for their hard work and efforts.

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. 07-24** re: Revising a Policy for Consideration of Fee Waiver Requests Associated with County Government Functions
2. **RESOLUTION NO. 08-24** re: Water Utility Coordinating Committee Appointments
3. **CALL FOR BIDS re:** Naylor's Creek Culvert Replacements at West Valley Road and Gibbs Lake Road, County Project No. 18020592; Public Works

4. **INTERAGENCY AGREEMENT re:** Independent Financial Feasibility Review Prior to the Formation of a Public Facilities District; In the Amount of \$11,000; County Administrator; Washington State Department of Commerce
 
5. **AGREEMENT re:** Affordable Housing/Homeless Housing; Peter's Place; In the Amount of \$23,449.49; County Administrator; Bayside Housing
 
6. **AGREEMENT re:** Affordable Housing/Homeless Housing; Tiny Village; In the Amount of \$100,000; County Administrator; Bayside Housing
 
7. **AGREEMENT re:** Affordable Housing/Homeless Housing; Woodley Place; In the Amount of \$212,150.42; County Administrator; Bayside Housing
 
8. **AGREEMENT re:** Affordable Housing/Homeless Housing; Housing Shelter; In the Amount of \$127,000; County Administrator; Dove House
 
9. **AGREEMENT re:** Affordable Housing/Homeless Housing; Critical Home Repairs; In the Amount of \$70,000; County Administrator; Habitat for Humanity
 
10. **AGREEMENT re:** Affordable Housing/Homeless Housing; Winter Welcoming Shelter; In the Amount of \$8,000; County Administrator; Jefferson Interfaith Action Coalition
 
11. **AGREEMENT re:** Affordable Housing/Homeless Housing; Haines Street Cottages; In the Amount of \$70,000; County Administrator; Olympic Community Action Programs (OlyCAP)
 
12. **AGREEMENT re:** Affordable Housing/Homeless Housing; Emergency Shelter; In the Amount of \$126,000; County Administrator; Olympic Community Action Program (OlyCAP)
 
13. **AGREEMENT re:** Affordable Housing/Homeless Housing; Youth and Adult Housing; In the Amount of \$149,270; County Administrator; Owl 360
 
14. **AGREEMENT re:** Maintenance and Support Agreement; In the Amount of \$5,615; District Court; Justice AV Solutions
 
15. **AGREEMENT, Amendment No. 4 re:** Chimacum Confluence Project Phase I and II Environmental Site Assessment; Additional amount of \$2,600 for a total of \$50,586.30; Public Health; Evren Northwest, Inc.
 
16. **AGREEMENT re:** Interagency #K8323; Jefferson County Accessible Community Advisory Committee (ACAC); In the Amount of \$13,750; Public Health; Washington State Employment Security Department
 
17. **MOTION TO AFFIRM re:** 2024 Affordable Housing and Homeless Housing Recommendation from the Housing Fund Board – Unallocated Funds
 
18. **REQUEST re:** Approval of Addition of a Full-Time Equivalent (FTE) Position for the

Information Technology Office; In the Amount of up to \$100,000



19. **Payment of Jefferson County Payroll Warrants** Dated January 19, 2024 Totaling \$95,722.41



20. **Payment of Jefferson County Vouchers/Warrants** Dated December 27, 2023 Totaling \$2,525,314.23, Dated January 16, 2024 Totaling \$43,295.00, and Jury Dated December 28, 2023 Totaling \$5,125



[10:04:55 AM \(01:03:08\)](#) GB moved to approve the Consent Agenda as presented. HE seconded the motion, unanimous.

REGULAR AGENDA:

[10:05:56 AM \(01:04:08\)](#) Recess

[10:16:54 AM \(01:04:18\)](#) Reconvene

10:15 a.m. **DISCUSSION with POTENTIAL ACTION** re: Reconvening the Growth Management Steering Committee



Josh Peters, DCD Director

Josh Peters and Emma Bolin (City of PT) present. The City would like three members to serve on the committee. This will be a non-voting, advisory committee. The Board discussed potentially adding more members to include Brinnon and Chimacum LAMIRD representatives.

[10:40:43 AM \(01:28:08\)](#) Commissioner Eisenhower moved to approve **RESOLUTION NO. 09-24** re: Re-establishing a Multi-Jurisdiction Growth Management Steering Committee for the Purpose of advising the Board of County Commissioners on the Growth Management Act (GMA) planning activities, including but not limited to Population Projections and Population and Employment Allocation, and amending Countywide planning policies; Amending Resolution 107-91, Resolution 128-92, and Resolution 40-99, and amending Section 1 to including three representatives of the Port Townsend City Council.

[10:43:47 AM \(01:31:11\)](#) Commissioner Brotherton seconded the motion. He asked for the Board to consider adding a Brinnon LAMIRD member due to anticipated growth. After discussion, Commissioner Eisenhower agreed to a friendly amendment of adding one representative of the Brinnon LAMIRD to the Steering Committee. Commissioner Brotherton accepted the friendly amendment. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

10:30 a.m.

WORKSHOP re: Implementation Status of Tyler's Enterprise Permit and Licensing (EPL) Suite, Formerly Known as EnerGov



Mark McCauley, County Administrator

Josh Peters, DCD Director

Pinky Mingo, Environmental Health & Water Quality Director

Cherie Moulin, EnerGov Project Manager

County Administrator Mark McCauley introduced the team for the EPL (Formerly known as EnerGov): Scott Carpenter, Erin Martin, Phil Cecere, Cherie Moulin, Josh Peters, Apple Martine, and Pinky Mingo.

Cherie provided the presentation which covered accomplishments, challenges, CSS portal and next steps. Next steps include: 1) Assess moving to hosted environments (2/3 of Tyler clients are hosted, resolve staffing stability, bandwidth and application management issues); 2) Augment configuration efforts with outside consultants; and 3) Simplify the environment by standardizing integration with 3rd party applications, move off Laserfiche onto Tyler Content Manager, and solicit solution for online RME and DIY septic. The Board participated in discussion with staff about the implementation process.

[11:44:32 AM \(02:31:57\)](#) Recess

[11:51:56 AM \(02:32:07\)](#) Reconvene

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

[12:17:45 PM \(02:57:57\)](#) Recess

[01:32:20 PM \(02:58:23\)](#) Reconvene

AFTERNOON SESSION

1:30 to 2:00 p.m.

EXECUTIVE SESSION with the County Administrator, Chief Civil Deputy Prosecuting Attorney re: Potential Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i)

**DISCUSSION, POTENTIAL ACTION with PUBLIC COMMENT re:
TOPIC OF THE EXECUTIVE SESSION**

[01:32:37 PM \(02:58:40\)](#) Executive Session 1:30pm to 2:00 p.m.

[02:03:24 PM \(02:59:30\)](#) End of Executive Session

2:00 p.m.

WORKSHOP re: 2024 Human Resources Workplan



Sarah Melancon, Human Resources Director

[02:04:39 PM \(03:00:45\)](#) HR Director Melancon provided a presentation on the 2024 Human Resources Workplan which includes: recruit and training new Human Resources Analyst II, initiate and complete

Collective Bargaining (5 contracts), initiate and implement Strategic Plan, complete updates to Personnel Administration Manual, Exempt employee comparable pay analysis and increase mental health awareness.

[02:14:03 PM \(03:10:09\)](#) Discussion regarding Mental Health training amongst County employees. After discussion, HR Director Melancon stated she will incorporate a subcommittee to address this issue, into her 2024 Workplan.

2:30 p.m.

DISCUSSION re: DNR Natural Climate Solutions Jefferson County Allocation Updated Forestry Map: <https://arcg.is/1mvTKX>



Heidi Eisenhour, Commissioner District No. 2

DNR staff present: Sarah Ogden, Assistant Deputy Supervisor for State Uplands Duane Emmons, and Olympic Region Manager Bill Wells. DNR sent notice to the County on December 18, 2023 that they completed the preliminary identification of the lands to be included in the 2,000 acres of structurally complex, carbon dense forestland to be set aside, directed by the Legislature's Natural Climate Solutions proviso. They indicated that Jefferson County has 952 acres that have been identified as candidates to be transferred out of trust status, after replacement of land has been identified.

[02:34:31 PM \(03:30:37\)](#) DE provided presentation which explained the process and next steps. DNR would have to buy land to keep the trust whole, then they can move up to 2,000 acres out of trust status. Remaining land would be dedicated to encumbered land counties.

[02:46:54 PM \(03:43:00\)](#) DNR staff answered questions posed by the Commissioners.

[03:06:07 PM \(04:02:13\)](#) Discussion about proposed acreages. **MOTION:** After discussion, Commissioner Eisenhour moved to authorize herself to draft a Letter of Concurrence to DNR for the set aside of the Dabob Bay acreage proposed by DNR; 671 acres in total, and two parcels at Mount Walker, and the two parcels at Notch Pass, with a paragraph referring to giving DNR our concurrence, with their negotiation with Clallam County to use the Notch Pass acreage for protection around Lake Sutherland and Clallam County, which the Commissioners over there have been working on. (check video for exact motion). Commissioner Brotherton seconded the motion.

[03:08:58 PM \(04:05:04\)](#) Chair Dean opened the floor to allow for public comment. The following individuals provided comments:

[03:09:17 PM \(04:05:23\)](#) Comment

[03:12:30 PM \(04:08:36\)](#) Comment

[03:15:08 PM \(04:11:14\)](#) Comment

[03:17:15 PM \(04:13:21\)](#) Response to comments. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote. Chair Dean will sign the letter.

[03:19:37 PM \(04:15:43\)](#) Recess

[03:32:03 PM \(04:15:59\)](#) Reconvene

3:30 p.m.

CONTINUED DELIBERATIONS re: Shoreline Master Program Hearing



Josh Peters, DCD Director

JP – stated this is a continuation of the SMP process. Lisa Grueter (SP) from BERK Consulting and Amy Summe from S&W.

Lisa at BERK consulting provided presentation. She reviewed environment designations for upland shoreline and aquatic shoreline designations, permit options for geoduck aquaculture, review of tracked changes to the Planning Commission recommendations, and review of counties that require CUP for new geoduck farming (Kitsap, Clallam and Mason).

The 5 permit options for geoduck aquaculture were outlined as follows:

1. Planning Commission Recommendation: Standard CUP for Priority Aquatic or Aquatic (New) or Natural designations and otherwise Discretionary CUP. This is a mix of standard and discretionary CUPs for new, conversion, or expansions depending on shoreline environment designation
2. Same as #1, EXCEP treat expansions like new geoduck operations.
3. Modify #1 to change Standards and Discretionary CUP in use matrix.
 - Modify CUP on use table/text to make a Standard CUP where Aquatic or Priority Aquatic designations abut Shoreline Residential, Conservancy, or Natural Shoreline Designations. That would only leave shoreline reaches with Aquatic or Priority Aquatic abutting High Intensity as having a Discretionary CUP.
 - Modify CUP on use table/text to make a Standard CUP where Aquatic or Priority Aquatic designations abut Shoreline Residential or Natural Shoreline Environment Designations.
4. Set Standards CUP process threshold criteria for geoduck aquaculture:
 - Any new geoduck operation in any Shoreline Environment Designation.
 - Any conversion or expansion in Priority Aquatic and Natural, and any conversion or expansion abutting Natural or Shoreline Residential Shoreline Environment Designations.
 - In the Aquatic Shoreline Environment Designation, when the expansion or conversion would exceed 25% (current aquaculture threshold) or X acres in any 10-year period.
5. Treat all geoduck aquaculture with Standard CUP.

[04:06:42 PM \(04:50:38\)](#) Deliberations ensued. The Commissioners discussed their preferences and deliberated on the options.

[04:36:45 PM \(05:20:42\)](#) Recap on preferences, closing remarks.

SMP Deliberations to be continued on February 5, 2023 at 1:30 p.m.

ADDITIONAL DISCUSSION ITEMS

NOTICE OF ADJOURNMENT 4:45 p.m.

COMMISSIONERS MEETING SCHEDULE The Week of January 22, 2024
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Agenda: January 22, 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, January 22, 2024

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

Tuesday, January 23, 2024

8:30 a.m. Finance Committee - Kate

1:30 p.m. Jefferson County Community Wildfire Protection Plan: Advisory Group – (Virtual) Greg, Heidi

4:00 p.m. Jefferson Community Foundation – Heidi

Wednesday, January 24, 2024

8:00 a.m. Public Health Lobby Day in Olympia - Heidi

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

Thursday, January 25, 2024

10:30 a.m. Public Health Site Visit – Heidi

3:00 p.m. Solid Waste Advisory Committee – Heidi

5:30 p.m. Washington Environmental Council - Heidi

Friday, January 26, 2024

9:30 a.m. Housing Fund Board Special Meeting – (Hybrid) Greg

10:00 a.m. Strait Ecosystem Recovery Network Quarterly Meeting – (Hybrid) Heidi

12:00 p.m. 2024 Legislative Virtual Updates – (Virtual) Heidi

12:30 p.m. KPTZ – Heidi

2:30 p.m. Washington Conservation Action – (Virtual) 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. The 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 – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – Boards & Committees or click on the Calendar tab on the home page of the website.

COMMISSIONERS MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request
