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MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – January 16, 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. She thanked the Public Works road crew, Jefferson PUD No. 1, community warming centers and those who offered towing to those in need during the cold temperatures.

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

The meeting was recessed at 9:12 a.m. due to technical difficulties and reconvened at 9:23 a.m. with all three Commissioners present.

PUBLIC COMMENT PERIOD - Continued: The Board was alerted that some individuals viewing the start of the meeting were unable to hear public comments. Chair Dean requested that the two individuals who provided public comment earlier, provide their comments again for those listening online.

Auditor Brenda Huntingford joined the meeting to provide information on the Port Ludlow Drainage District in-person election. The Auditor's Office will be the supervisor of the election, and they will handle absentee ballots. The election is February 6, 2024. Special elections for School Districts will be held on February 13, 2024.

Due to technical issues with people joining the meeting, Chair Dean allowed for an additional public comment.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: The Commissioners discussed Consent Agenda Item No. 2 regarding a Fee Waiver policy. Deputy Prosecuting Attorney Barbara Ehrlichman was present to answer questions about the policy. The Commissioners agreed during discussion to implement a cap on fee waivers, and made other edits to the proposed resolution. They ultimately agreed to pull the resolution for approval during a future meeting. Commissioner Eisenhour moved to approve the Consent Agenda, minus Item No. 2. Commissioner Brotherton seconded the motion, which carried by a unanimous vote.

1. **RESOLUTION NO. 06-24** re: Cancellation of Uncollectible Personal Property Taxes
2. **RESOLUTION NO. ___** re: (not approved) Revising a Policy for Consideration of Fee Waiver Requests Associated with County Ordinances and County Government Functions

3. **MEMORANDUM OF UNDERSTANDING** re: Solid Waste Fee Schedule; In the Amount of $9,675; Public Works; Murrey's Disposal Company, Inc. dba Olympic Disposal
4. **MEMORANDUM OF UNDERSTANDING** re: Corrections Officer Hiring Incentive between Jefferson County and Employee Gordon Tamura
5. **MEMORANDUM OF UNDERSTANDING, Amendment No. 1** re: 1/10th of 1% to Administer the Behavioral Health Sales Tax; Jefferson County; Juvenile and Family Court
6. **AGREEMENT** re: Phase 2 – MBR Wastewater Treatment Plant for Port Hadlock UGA; In the Amount of $10,020,835; Public Works; Interwest Construction, Inc
7. **AGREEMENT, Amendment No. 1** re: Mental Health Therapy Services for School District; Public Health; Olympic Educational School District (OESD) No. #114
8. **AGREEMENT, Amendment No. 1** re: Professional Services on Distribution funds of the Opioid Settlement; No Amount Change; Verbiage Change; Public Health; Discovery Behavioral Health
9. **INTERLOCAL AGREEMENT** re: Conducting an Election for the Port Ludlow Drainage District; Costs Refunded by the District; Auditor's Office; Port Ludlow Drainage District

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

BRIEFING re: Coordinated Water System Plan and Water Utility Coordinating Committee (WUCC): Department of Community Development (DCD) Chief Strategy Officer Brent Butler was present and provided a power point presentation that covered: Mission Statement, Statement of Issue, Coordinated Water System Plan (CWSP) and Water Utility Coordinating Committee (WUCC Background), Analysis - Water supply problems, uncoordinated planning, inadequate quality or unreliable service, Fiscal Impact/Cost-Benefit Analysis - Funding models and proposed approach, and staff recommendation to recruit and formally repeal and appoint members to the WUCC. Also present for discussion was Jefferson PUD No. 1 Resource Manager Bill Graham.

After discussion, Chair Dean opened the floor to allow for public comments, and one comment was received. Staff will finalize a resolution reforming the WUCC, and bring forward for approval at a later date.

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

The meeting was recessed at 11:46 a.m. and reconvened at 1:31 p.m. with all three Commissioners present.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners reviewed upcoming "County Connections" KPTZ radio segment topics, miscellaneous topics, and reviewed upcoming meetings.

WORKSHOP re: Shoreline Master Program (SMP): Department of Community Development (DCD) Director Josh Peters and BERK Consultant Lisa Grueter were present and provided an SMP update to the Board. They reviewed shoreline exemptions, shoreline environment designations, definitions of aquatic and priority aquatic, geoduck/aquaculture and aesthetics, and the Washington Sea Grant report. The Commissioners discussed amendments they would like to see in the

draft ordinance.
Staff reviewed next steps with the Board and noted tentative dates for continued deliberations on January 22, 2024 and February 12, 2024.

Civil Deputy Prosecuting Attorney Barbara Ehrlichman was asked to provide guidance regarding changes to the draft ordinance. She was asked if the proposed changes to the ordinance were substantive enough to notice a new hearing? Since the updated draft ordinance will be reviewed again by the public before adoption, she advised that there is no need for a new hearing.

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

- County Coordination Committee; agenda prep

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 3:56 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 22, 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. She thanked law enforcement and first responders in regards to the death of an infant that occurred over the weekend.

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

PROCLAMATION re: Parks and Recreation Volunteer Appreciation: Parks and Recreation Manager Matt Tyler was present and noted that 4809 hours were donated last year by volunteers; including caretakers, campgrounds hosts, adopt-a-park individuals, Quimper trails, coaches and more. The Parks program also received $152,926 in donations. He thanked the Commissioners for considering the proclamation.

The Commissioners read aloud the proclamation. Commissioner Brotherton moved to approve the proclamation as read. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

Parks and Recreation Advisory Board (PRAB) members Jon Cooke and Vern Bessey were present and thanked the Board for the proclamation. The Commissioners thanked all the volunteers for their hard work.

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. **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:** Naylors 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

The meeting was recessed at 10:05 a.m. and reconvened at 10:16 a.m. with all three Commissioners present.

DISCUSSION re: Reconvening the Growth Management Steering Committee (GMSC): Department of Community Development (DCD) Director Josh Peters and City of Port Townsend Director of Planning and Community Development Emma Bolin were present to discuss reconvening the GMSC.

After discussion, Commissioner Eisenhour 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. Commissioner Brotherton seconded the motion. He asked for the Board to consider adding a Brinnon LAMIRD member due to anticipated growth. After discussion, Commissioner Eisenhour 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.

WORKSHOP re: Implementation Status of Tyler's Enterprise Permit and Licensing (EPL) Suite, Formerly Known as EnerGov: County Administrator Mark McCauley introduced the team for the EPL: Department of Community Development (DCD) Director Josh Peters, Database Technician Scott Carpenter, Fire Marshal/Building Official Phil Cecere, Public Health Director Apple Martine, Environmental Health Director Pinky Mingo, DCD staff Erin Martin, and EPL Project Manager Cherie Moulin.

Manager Moulin provided the presentation which covered accomplishments, challenges, CSS portal and next steps which 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 third 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.

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

The meeting was recessed at 12:17 p.m. and reconvened at 1:32 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 to 2:00 p.m. Chair Dean announced that the Executive Session will be held from 1:32 to 2:00 p.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 2:03 p.m. There was no proposed action, and therefore no public comment taken on this topic.

WORKSHOP re: 2024 Human Resources Workplan: Human Resources Director Sarah Melancon provided a presentation on the 2024 Human Resources Workplan which includes: recruiting and training a new Human Resources Analyst II, initiate and complete Collective Bargaining (5 contracts), initiate and implement Strategic Plan, complete updates to the Personnel Administration Manual, Exempt employee comparable pay analysis, and increase mental health awareness.

The Board participated in discussion regarding mental health training amongst County employees. After discussion, HR Director Melancon stated she will incorporate a subcommittee to address this issue.

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DISCUSSION re: Department of Natural Resources (DNR) Natural Climate Solutions Jefferson County Allocation Updated Forestry Map: DNR Assistant Deputy Supervisor for State Uplands Duane Emmons, Olympic Region Manager Bill Wells and DNR Trust Outreach Specialist Sarah Ogden were present for the discussion. DNR sent notice to Jefferson 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.

Supervisor Emmons provided a presentation which explained the process and next steps. DNR would need to buy land to keep the trust whole, then they can move up to 2,000 acres out of trust status. The remaining land would be dedicated to encumbered land counties. DNR staff answered questions posed by the Commissioners.

After discussion, Commissioner Eisenhour moved to give authorization to 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 in Clallam County, which the Commissioners over there have been working on. Commissioner Brotherton seconded the motion.

Chair Dean opened the floor to allow for public comment, and three comments were received. After 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.

The meeting was recessed at 3:19 p.m. and reconvened at 3:32 p.m. with all three Commissioners present.

CONTINUED DELIBERATIONS re: Shoreline Master Program (SMP) Hearing: Department of Community Development (DCD) Director Josh Peters stated that the deliberations are a continuation of the SMP process. BERK consultant Lisa Grueter and S&W Consultant Amy Summe were present for discussion.

Consultant Grueter provided a 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, EXCEPT treat expansions like new geoduck operations.
3. Modify #1 to change Standards and Discretionary CUP in use matrix.

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  - 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.

The Commissioners discussed their preferences and deliberated on the options. SMP deliberations will be continued on February 5, 2023 at 1:30 p.m.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 4:45 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

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MINUTES

Special Meeting – January 19, 2024 at 11:30 a.m.
County Government Coordination Meeting

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

CALL TO ORDER: Due to Chair Kate Dean arriving later in the meeting, Commissioner Heidi Eisenhour stated she will Chair the meeting until Chair Dean arrived. Acting Chair Eisenhour called the meeting to order in the presence of Commissioner Greg Brotherton. Commissioner Dean joined the meeting at 12:13 p.m. and resumed Chairing duties.

The following Jefferson County Elected Officials and staff were present: Human Resources Director Sarah Melancon, Auditor Brenda Huntingford, Judge Mindy Walker, District Court Administrator Brian Gleason, Public Works Director Monte Reinders, Treasurer Stacie Prada, Assessor Jeff Chapman, Finance Manager Judy Shepherd, DCD Director Josh Peters, Chief Strategy Officer Brent Butler, Public Health Director Apple Martine, Sheriff Joe Nole, and Communications Specialist Wendy Davis. The Coordination Committee discussed miscellaneous topics.

PUBLIC COMMENTS: No comments were received.

STRATEGIC PLAN IMPLEMENTATION: Commissioner Eisenhour noted that County Administrator Mark McCauley has been working with Berry and Dunn regarding Strategic Plan implementation. There are three tasks moving forward: finalizing the implementation plan, assisting with progress reporting to the Board, and data dashboards. She added that the Strategic Plan outlines objectives that work well for assigning to departments.

UPDATE re: Employee Self Serve (ESS)/CONTRACTS/GRANTS in MUNIS: Finance Manager Judy Shepherd provided an update on Munis. She noted that there has been staffing challenges, and turnover issues, but hopes to get contracts and ESS running soon.

ROUNDTABLE DISCUSSION: The following individuals/departments provided updates: Assessor's Office, Auditor's Office, Sheriff's Office, Communications Specialist, Treasurer's Office, Public Works, Chief Civil Deputy Prosecuting Attorney, Human Resources, District Court, Department of Community Development, and DCD Chief Strategy Officer. The committee discussed miscellaneous topics.

Commissioner Eisenhour excused herself for the remainder of the meeting at 12:13 p.m.

FUTURE TOPICS - not discussed

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NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 12:33 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
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