



MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – December 23, 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. As this was Chair Dean's final Commissioner meeting, she thanked everyone for attending and stated that it was an honor to serve as Commissioner.

PUBLIC COMMENT PERIOD: Chair Dean called for public comments, and eight comments were received. Most of the comments received were honoring the Chair for her service to Jefferson County over the past eight years. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton noted that he may be applying for the role of County Administrator, and as such, he will need to recuse himself for voting on the Resolution amending the pay rate for Jefferson County Administrator (Consent Agenda Item No. 4). The Commissioners agreed to pull Item No. 4 from the Consent Agenda. Chair Dean moved to approve the Consent Agenda minus Item No. 4. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

1. **CALL FOR BIDS** re: Olympic Discovery Trail – Anderson Lake Connection, County Project No. 18019893; Public Works; Engineer's Estimate \$4,389,956
2. **RESOLUTION NO. 81-1223-24R** re: Adopting Jefferson County's Mental Health Awareness Policy and Guidelines
3. **RESOLUTION NO. 82-1223-24** re: Approving the equipment rental and revolving fund rental rates for the 2025 calendar year
4. **RESOLUTION NO. ____** re: Amending pay rate for Jefferson County's Administrator in Resolution No. 53-1014-24R Longevity Pay, Personal Time Off (PTO) and the 2023 Salary Schedule and Adopting the 2024, 2025 and 2026 Salary Schedules for the FLSA and Exempt Management and Professional Employees (**REMOVED FROM CONSENT AGENDA AND APPROVED SEPARATELY**)
5. **AGREEMENT AND SUBSCRIPTION AGREEMENT** re: Collective Bargaining Agreement and Trust Participation for Jefferson County Sheriff's Office Command Staff; January 1, 2025 through December 31, 2027; Teamsters Local No. 589 and Teamsters Welfare Trust
6. **AGREEMENT** re: 2025 Lodging Tax Fund – Jefferson County Farmer's Markets; In the Amount of \$24,214; County Administrator
7. **AGREEMENT** re: 2025 Lodging Tax Fund – Quilcene Historical Museum; In the Amount of \$91,500; County Administrator

8. **AGREEMENT** re: 2025 Lodging Tax Fund – Public Facilities District (PFD) Seed Funding; In the Amount of \$20,000; County Administrator
9. **AGREEMENT** re: 2025 Lodging Tax Fund – Jefferson County Parks and Recreation; In the Amount of \$50,000; County Administrator
10. **AGREEMENT** re: 2025 Lodging Tax Fund – Peninsula Trails Coalition; In the Amount of \$35,700; County Administrator
11. **AGREEMENT** re: 2025 Lodging Tax Fund – Forks Chamber of Commerce; In the Amount of \$61,297; County Administrator
12. **AGREEMENT** re: 2025 Lodging Tax Fund – Jefferson County Historical Society; In the Amount of \$84,550; County Administrator
13. **AGREEMENT** re: 2025 Lodging Tax Fund – Wooden Boat Foundation; In the Amount of \$45,000; County Administrator
14. **AGREEMENT** re: 2025 Lodging Tax Fund – Quilcene Fair & Parade Association; In the Amount of \$10,000; County Administrator
15. **AGREEMENT** re: 2025 Lodging Tax Fund – Olympic Peninsula Culinary Loop; In the Amount of \$17,100; County Administrator
16. **AGREEMENT** re: 2025 Lodging Tax Fund – Olympic Peninsula Gateway Visitor; In the Amount of \$140,500; County Administrator
17. **AGREEMENT** re: 2025 Lodging Tax Fund – Quimper Events Collective; In the Amount of \$28,500; County Administrator
18. **AGREEMENT** re: 2025 Lodging Tax Fund – North Hood Canal Chamber of Commerce; In the Amount of \$50,000; County Administrator
19. **AGREEMENT** re: 2025 Lodging Tax Fund – Olympic Peninsula Visitor Bureau dba Olympic Peninsula Tourism Council (OPTC); In the Amount of \$109,500; County Administrator
20. **AGREEMENT** re: Paper to Digital Grant Award; In the Amount of \$94,000; Department of Community Development; Washington State Department of Commerce
21. **AGREEMENT** re: Hearing Examiner Services; Not to exceed \$25,000; County Administrator; Bennu Law, Stephanie Marshall, Esq.
22. **AGREEMENT** re: Hearing Examiner Services; Not to exceed \$25,000; County Administrator; Dykes Ehrlichman Law Firm
23. **AGREEMENT** re: Jefferson County Conservation District; In the Amount of \$61.463, County Administrator; JC Conservation District
24. **AGREEMENT, Amendment No. 1** re: Laundry Voucher Program; Additional Amount of \$4,000; Public Health; Mom's Laundromat
25. **AGREEMENT, Amendment No. 2** re: Rocky Brook and Powerlines Reach Habitat Restoration Design; No additional cost; Public Health; Natural Systems Design
26. **AGREEMENT, Amendment No. 2** re: Juvenile Detention Facility; 2025 rate: \$150 day per bed, as needed; Juvenile Services; Kitsap County
27. **AGREEMENT, Amendment No. 3** re: Consultant support of landfill post-closure care; Additional time; Public Works; Aspect Consulting
28. **AGREEMENT, Change Order No. 5** re: Phase 2 – Water Reclamation Plant for the Port Hadlock UGA, Project No. 405-2114-0, Commerce Project No. 22-96515-026, Public Works; Interwest Construction
29. **POLICY** re: Pet Policy Pilot Project; Central Services
30. **APPROVAL OF MINUTES:** Regular Meeting Minutes of November 25, 2024, December 2, 9, and 16, 2024, and Special Meeting Minutes of November 21, 2024 (Joint ICG)

31. **APPROVAL OF PAYROLL WARRANTS:** Dated December 5, 2024 and totaling \$182,345.16 (Sound Health Wellness Trust)
32. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated December 16, 2024 and totaling \$2,725,272.38

DISCUSSION re: re: Amending pay rate for Jefferson County's Administrator in Resolution No. 53-1014-24R Longevity Pay, Personal Time Off (PTO) and the 2023 Salary Schedule and Adopting the 2024, 2025 and 2026 Salary Schedules for the FLSA and Exempt Management and Professional Employees (Consent Agenda Item No. 4): The Commissioners pulled the agreement from the Consent Agenda for separate approval. Human Resources Director Sarah Melancon was present and explained the need for approval of the agreement. Commissioner Eisenhour moved to approve **RESOLUTION NO. 83-1223-24R** re: Amending pay rate for Jefferson County's Administrator in Resolution No. 53-1014-24R Longevity Pay, Personal Time Off (PTO) and the 2023 Salary Schedule and Adopting the 2024, 2025 and 2026 Salary Schedules for the FLSA and Exempt Management and Professional Employees. Chair Dean seconded the motion and then called for a vote on the motion. Chair Dean and Commissioner Eisenhour voted in favor of the motion, and Commissioner Brotherton abstained. The motion carried.

ADDITIONAL BUSINESS: AGREEMENT re: Survey, demolition, and removal of buildings for Jefferson County; in the amount of \$48,948; Central Services; RSG Abatement and Demolition: County Administrator Mark McCauley explained that there is a double wide mobile home located on the Fairgrounds property that they would like to have demolished, and the contract did not make it onto the Consent Agenda in time. Commissioner Brotherton moved to approve the construction contract, as presented today. Chair Dean seconded the motion, and noted that Jefferson County owns the Fairgrounds and that the house is not inhabitable. County Administrator McCauley noted that the agenda request says general fund will pay for this, but the project will be paid out of the Risk Management Fund. Chair Dean called for public comments on the motion, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

SWEARING IN OF COMMISSIONERS: Judge Brandon Mack was present for the ceremony. He first conducted the oath for incumbent Commissioner Heidi Eisenhour, and then Commissioner-elect Heather Dudley-Nollette. Chair Dean noted that the Commissioners' will take office effective January 1, 2025, and she feels good about leaving the County in capable hands.

Past County Clerk Ruth Gordon spoke about her endorsement for Commissioner-Elect Heather Dudley-Nollette.

BRIEFING re: Draft 2024 Jefferson County Public Right-of-Way Americans with Disabilities Act (ADA) Transition Plan: Assistant Public Works Director Eric Kuzma was present to briefly review the draft ADA Public Right-of-Way Transition Plan. He said that this will come before the Board for approval in the beginning of January, 2025. The plan will identify accessibility barriers, describe methods used to remove these barriers, provide a barrier removal schedule, and identify public official responsible for plan implementation.

Assistant Director Kuzma provided an update on the Upper Hoh Road lane closure. At this time, the incident does not trigger an emergency. He added that Public Works was made aware of a possible washout along in the Quinault area as well.

HEARING re: 4th Quarter Budget Appropriations/Extensions; Various County Departments: County Administrator Mark McCauley and Finance Manager Judy Shepherd were present to provide a review of the 4th Quarter budget appropriations and extensions with the Board. After the staff presentation, Chair Dean opened the floor to allow for public testimony. Hearing no testimony, she closed the public hearing. After deliberation, Commissioner Brotherton moved to approve **RESOLUTION NO. 84-1223-24R** re: Approving the Fourth Quarter Budget Appropriations and Extensions, Various County Departments, as presented here today. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

DISCUSSION re: (2) Interfund Loan Resolutions: County Administrator Mark McCauley and Finance Manager Judy Shepherd reviewed two proposed interfund loans: 1) Interfund loan from the General Fund to the Community Development Fund; and 2) Interfund loan from the Capital Improvement Fund to the HJ Carroll Park Fund. County Administrator McCauley noted that they will know more about what the Department of Community Development (DCD) needs after the first two check runs in 2025. Finance Manager Shepherd noted that she consulted with the Treasurer regarding the interest rate for the HJ Carroll Park interfund loan.

After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 85-1223-24R** re: Providing an Interfund Loan to Community Development Fund 143 from the General Fund. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

Commissioner Brotherton moved to approve **RESOLUTION NO. 86-1223-24R** re: Providing a loan to the HJ Carroll Park Fund 304 from the Jefferson County Capital Improvement Fund 302. Commissioner Eisenhower 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.

HEARING re: An Ordinance establishing a separate office of the Coroner, and providing authority to appoint a non-lawyer Coroner in Jefferson County: Prosecutor James Kennedy was present for the hearing and explained that previously, he has been authorized to serve as the County Coroner. Due to a response to recent changes in RCW, the Coroner is not allowed to be an attorney, and the Attorney General's office stated that counties will need to come up with a new plan to create a separate Office of the Coroner.

County Administrator Mark McCauley noted that the draft ordinance establishing the Coroner's Office was included in the packet, but not the draft resolution. Civil Deputy Prosecuting Attorney (DPA) Melissa Pleimann joined the hearing and apologized for not having the resolution prepared prior to the hearing, and that Jefferson County is the only jurisdiction that is making this happen before the first of the year. As of January 1, 2025, the Prosecutor can no longer serve as Coroner. She reviewed the documents needed to form the new Office of the Coroner.

Chair Dean opened the floor to allow for public testimony. Hearing no testimony, she closed the hearing. After deliberations, Commissioner Brotherton moved to adopt **ORDINANCE NO. 12-1223-24** re: Amending Chapter 2.15 JCC in order to establish a separate Office of the Coroner and providing authority to appoint a non-lawyer coroner in Jefferson County. Commissioner Eisenhour seconded the motion which carried by a unanimous vote. The ordinance will go into effect on December 31, 2024 at 11:59 p.m.

After review of the draft resolution, Commissioner Eisenhour moved to approve **RESOLUTION NO. 87-1223-24R** re: Appointment of David Bradley as Coroner for Jefferson County. Commissioner Brotherton seconded the motion. After a brief discussion, Chair Dean opened the floor to allow for public comments on the motion, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

Civil DPA Pleimann explained the key elements of the contract between Jefferson County and David Bradley for Coroner services. Commissioner Brotherton moved to approve the contract with David Bradley, as presented today. 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.

DISCUSSION re: Refining legislative priorities for Jefferson County: Strategies 360 representative Stephanie Wright was present for discussion. The Commissioners identified top priorities that include capital, policy, and budget. Chair Dean will write up a paragraph for each of the priorities discussed, and will email to the Commissioners, for their adoption in 2025.

The meeting was recessed at 11:59 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

REVIEW: Annual review of the Lodging Tax Advisory Committee (LTAC): Chair Dean explained that statute requires that the appointing LTAC authority, which is Jefferson County, review the membership of the committee annually and make changes, as appropriate. LTAC members were given a list of Jefferson County priorities, and ultimately decided to make funding recommendations outside of what the Board of County Commissioners (BOCC) asked them to consider. She noted that LTAC members felt that since the RFP was already released, with different priorities and scoring criteria, they thought it unfair to judge the applicants based on new criteria.

Annual LTAC review process:

- Review the tenure of each LTAC member. The interest here is to ensure that new members are brought on periodically to encourage new perspectives and to prevent stagnation of thought and practice.
- Review the degree of congruence between County Commissioner priorities and recommendations made by the LTAC.
- Evaluate the effectiveness of programs funded by the LTAC.
- Evaluate current marketing methods used by agencies funded by LTAC.

The Commissioners reviewed membership of the Lodging Tax Advisory Committee.

The meeting was recessed at 2:01 p.m. and reconvened at 2:10 p.m. with all three Commissioners present.

CONTINUED REVIEW: Annual review of the Lodging Tax Advisory Committee (LTAC): The Commissioners continued discussion regarding options moving forward with the LTAC. Chair Dean stated that as a result of the annual LTAC review process, she moved that the Board write new priorities for the LTAC, and open all the positions to new application, to align with those priorities. Commissioner Brotherton seconded the motion. He will write new priorities and submit for the BOCC to review at a later date.

Chair Dean called for public comments, and three comments were received. Further discussion ensued. After discussion, Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

DISCUSSION re: Jefferson County climate adaptation and mitigation actions: Chair Dean noted that the Climate Action Committee (CAC) decided to move away from organizational goals, and requested that organizations identify climate actions that they can take. The Commissioners reviewed the climate mitigation and adaptation tasks as outlined below:

Mitigation

- Continue the conversion of the County fleet to electric vehicles where appropriate.
- Install EV chargers at County-owned facilities, including County offices and the Hwy 19/104 Olympic Gateway Visitor Center and the Port Townsend Community Center.
- Conduct energy audits on county facilities and implement energy conservation measures where possible, including installation of heat pumps.
- Manage County-owned forestlands for multiple benefits, including carbon sequestration, forest health and reducing fire risk.
- Increase diversion of organic waste from the waste stream at new, modern solid waste facility.
- Continue to build the Olympic Discovery Trail and new trails in the Port Hadlock UGA to encourage non-motorized transportation.
- Complete the Port Hadlock sewer to encourage density to reduce vehicle miles travelled and encourage active transportation.
- Encourage reduction in paper use by moving to a paperless contracting system, for example.
- Use recycled paper and print double sided, whenever possible.
- Review county policy regarding remote work for commute reduction and to address space constraints.

Adaptation

- Replacing metal pipe culverts with wider concrete box culverts/bridges, protecting the roads from fast moving water during extreme rain events.
- Install engineered armoring along river banks on the rivers on the west end of the County to prevent road wash-outs during severe storms.
- Implement 2024 Community Wildfire Protection Plan, including outreach to educate about defensible space, fuel reduction and evacuation routes in the event of wildfires.
- Work with local community centers and other organizations to develop capacity to provide climate refuge centers during severe weather, including extreme cold and winter weather, extreme heat, and smoke from nearby wildfires.

- Integrate climate change preparedness into existing county outreach programs, through Public Health, Emergency Management, and others.
- Incorporate climate change planning into all planning processes, including the Comprehensive Plan, the Shoreline Master Program, the All Hazard Mitigation Plan, Capital Facilities Plan and other County plans and code changes.

After discussion, Chair Dean suggested a motion to adopt the mitigation and adaptation goals, for submittal to the Climate Action Committee (CAC). Commissioner Brotherton moved the aforementioned motion. Commissioner Eisenhour seconded the motion. Chair Dean called for public comments on the motion, and no comments were received. The motion carried by a unanimous vote.

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

- Calendar Coordination
- Homeless shelter dinner
- Commissioner Dean carried out the traditional action of an outgoing Commissioner to sign the newel post attached to the BOCC bench
- Comment from the public – farewell to Chair Dean
- Closing remarks

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 3:09 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