



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – April 8, 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, GB, HE present
9:01 a.m. **PUBLIC COMMENT PERIOD** – ALL TOPICS
[09:01:59 AM \(00:02:11\)](#) Comment
[09:05:45 AM \(00:05:57\)](#) Comment

[09:08:10 AM \(00:08:22\)](#) Comment

[09:10:04 AM \(00:10:16\)](#) Comment

[09:12:55 AM \(00:13:07\)](#) Comment

[09:16:28 AM \(00:16:40\)](#) Response to comments. The Board agreed to pull Consent Agenda Item No. 5

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. 23-24** re: In the Matter of Adjusting the Official County Road Log; County Landfill Road, County Road No. 626009
 
2. **RESOLUTION NO. 24-24** re: In the Matter of Adjusting the Official County Road Log Critter Lane, County Road No. 625709
 
3. **HEARING NOTICE** re: First Quarter 2024 Proposed Supplemental Budget Appropriations/Extensions for Various County Funds; Hearing to be held on April 22, 2024 at 10:15 a.m. in the Commissioners' Chambers (HYBRID)
 
4. **DIGITAL SUBMITTAL CERTIFICATION** re: County Road Administration Board (CRAB) Reports for 2023
 
5. **AGREEMENT** re: Construction, operation and maintenance of electric vehicle charging infrastructure; Revenue amount of \$0.05/kWh; Auditor's Office/Central Services; EV Charging Solutions, Inc. (not approved, discussed during the afternoon session)
 
6. **AGREEMENT** re: SR19 Rhody Drive Pedestrian Bike Improvements – North Segment, Project No. 1802076; In the Amount of \$3,810; Public Works; Cultural Resource Consultants, LLC
 
7. **AGREEMENT, Amendment No. 3** re: Nurse Family Partnership, In an Additional Amount of \$5,636; Jefferson County Public Health; Kitsap County Public Health
 
8. **AGREEMENT, Amendment No. 5** re: Lower Big Quilcene Floodplains Acquisitions; No Amount Change; Jefferson County Public Health; Washington State Recreation and Conservation Office
 
9. **AGREEMENT, Change Order No. 8** re: Phase 1 – Site Preparation, Earthwork and Service Utilities for the Port Hadlock Sewer Project No. 405-2114-0, Commerce Project No. 22-96515-026; In the Amount of \$75,792.32 for a new total of \$2,026,650.15; Public Works; Seton Construction
 
10. **LEASE AMENDMENT** re: Castle Hill Associates, LLC space Leased by Public Health (Water Quality) Correction to the Lease Term
 
11. **APPROVAL OF MINUTES:** Regular Meeting Minutes of April 1, 2024



[09:52:38 AM \(00:52:50\)](#) HE moved – minus Consent Agenda item No. 5, GB second, unanimous.

REGULAR AGENDA:

No set time **LETTER OF SUPPORT** re: East Jefferson Fire Rescue (EJFR) CARES Program



[09:53:13 AM \(00:53:25\)](#) Mark – Correction: the years, it says 2024-2025. **MOTION:** GB moved to approve all Commissioners signing onto the letter of support with the date modification as noted, HE second, unanimous.

No set time **COMMISSIONERS BRIEFING SESSION:** The Commissioners and County Administrator reviewed recent meetings they attended, miscellaneous topics, and discussed upcoming meetings. Commissioner Brotherton will Chair the upcoming Growth Management Steering Committee.

[10:17:17 AM \(01:17:29\)](#) Recess

[10:29:54 AM \(01:18:19\)](#) Reconvene 10:30 a.m.

10:30 a.m. **HEARING** re: Community Development Block Grant – Corona Virus (CDBG-CV) Contract Closeout



Amanda Christofferson, Grants Administrator

AC provided intro. Also present: OlyCAP past Shelter Manager Robin Pangborn and Community Build Leadership Team member Debbie Steele.

[10:36:11 AM \(01:24:36\)](#) KD opened the hearing.

RP, DS commented on the work that went into relocating homeless individuals from the Jefferson County Fairgrounds encampment to the Caswell-Brown Village site.

[10:42:08 AM \(01:30:34\)](#) Commissioner Brotherton commented on the teamwork that went into addressing the needs of the homeless population.

[10:45:21 AM \(01:33:46\)](#) Chair Dean opened the floor to allow for public testimony, and no testimony was received. Chair Dean closed the public hearing. No decision made. County Administrator Mark McCauley signed the Contract Close Out Report.

[10:50:57 AM \(01:39:22\)](#) **ADDITIONAL DISCUSSION ITEMS:**

- Process for Emergency Shelter downtown

11:00 a.m. **HEARING** re: Ordinance Adopting Rules for the Adoption of Ordinances, Resolutions, and Motions in Jefferson County



Philip Hunsucker, Chief Civil Deputy Prosecuting Attorney

PH provided a presentation on the draft Ordinance that would outline the rules for the adoption of

ordinances, resolutions and motions in Jefferson County, to establish a uniform process and increase transparency.

[11:13:58 AM \(02:02:24\)](#) Chair Dean opened the hearing for public testimony, and no testimony was received. She decided to hold the hearing open to allow time for DPA Hunsucker to review testimony received. The hearing will be continued to April 15, 2024 at 1:30 p.m.

[11:17:16 AM \(02:05:41\)](#) **ADDITIONAL DISCUSSION ITEMS – Continued:**

- Process for Emergency Shelter downtown; possibly forming an Ad-Hoc committee of the Housing Fund Board task force
- Calendar coordination

[11:28:53 AM \(02:17:18\)](#) Recess

[01:29:53 PM \(02:18:01\)](#) Reconvene 1:30 p.m.

[01:29:57 PM \(02:18:05\)](#) Executive Session

[02:17:49 PM \(02:18:17\)](#) Reconvene

AFTERNOON SESSION

1:30 p.m. to 2:15 p.m. **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney, Department of Community Development Director, Civil Deputy Prosecuting Attorney, and 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**

[02:21:43 PM \(02:22:11\)](#) Chief DPA Hunsucker – reviewed proposed Ordinance relating to Development Regulations for Short Term Rentals, Declaring an Emergency, and Establishing a Moratorium on Acceptance and Processing of Applications for Hospitality Establishment Permits for Transient Residences or Transient Guest Houses per Jefferson County Code.

The Planning Commission will meet May 1, 2024 to review.

[02:24:04 PM \(02:24:32\)](#) GB moved to adopt **ORDINANCE NO. 01-0408-24** re: Development Regulations for Short Term Rentals, Declaring an Emergency, and Establishing a Moratorium on Acceptance and Processing of Applications for Hospitality Establishment Permits for Transient Residences or Transient Guest Houses per Jefferson County Code.  

[02:25:46 PM \(02:26:15\)](#) Call for public comments, no comments received. Vote on motion unanimous.

2:15 p.m. [WORKSHOP](#) re: Port Hadlock Sewer Project; Initial Sewer Connection Plan and Voucher Program



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

Public Works Director Monte Reinders and Wastewater Project Manager Samantha Harper were present to review the stages for on-site grinder pump projects, construction estimates, funding sources and estimated schedule. They also explained the proposed voucher program, and answered questions posed by the Board. The Commissioners approved moving forward with a draft ordinance and hearing at a later date.

3:00 p.m. [WORKSHOP](#) and **POTENTIAL ACTION** re: Consideration and Possible Selection of Candidates for the Healthier Together Aquatic Center Task Force and **PUBLIC COMMENT PERIOD**



Greg Brotherton, Commissioner District No. 1

Commissioner Brotherton explained there were very good applicants to choose from. Each Commissioner agreed to make recommendations for their districts.

[03:07:07 PM \(03:07:35\)](#) Commissioner Brotherton – District 3: Adele Govert and Lynn Hovde
[03:08:27 PM \(03:08:55\)](#) Commissioner Eisenhour – District 2: Jim Scarantino and Celeste Schoenthaler
[03:10:26 PM \(03:10:54\)](#) Chair Dean – District 1: Todd McGuire and Nancy Speser

Task Force: 2 from each district and at 2 large members from the Jefferson Aquatic Coalition chosen by the JAC president. The Commissioners reviewed the Task Force Formation and Methodology which included pre-work, meeting protocols, meeting cadence, etc.

[03:24:17 PM \(03:24:45\)](#) Commissioner Brotherton moved to create the Healthier Together Task Force and seat the members from District 3: Adele Govert and Lynne Hovde, two at-large members: Craig Henry and Mary Rothschild, District 2: Celeste Schoenthaler and Jim Scarantino, and District 1: Todd McGuire and Nancy Speser. HE seconded the motion.

[03:25:10 PM \(03:25:38\)](#) Chair Dean called for public comments, and two comments were received.
[03:25:35 PM \(03:26:03\)](#) Comment
[03:28:39 PM \(03:29:07\)](#) Comment
[03:30:40 PM \(03:31:09\)](#) Response to comments
[03:34:07 PM \(03:34:35\)](#) The workplan will be worked out during the first Task Force meeting. [Vote](#) on motion: Unanimous.

[DISCUSSION](#) re: **AGREEMENT re: Construction, operation and maintenance of electric vehicle charging infrastructure; Revenue amount of \$0.05/kWh; Auditor’s Office/Central Services; EV Charging Solutions, (EVCS) Inc. (Consent Agenda Item No. 5):** The Commissioners reviewed the proposed agreement and discussed terms/kilowatts. The item was tabled to allow time for EVCS

consultants to join the meeting.

Commissioner Eisenhower excused herself from the remainder of the meeting at 3:58 p.m.

ADDITIONAL DISCUSSION ITEMS

- [Recording fees; backfill](#)

CONTINUED DISCUSSION re: AGREEMENT re: Construction, operation and maintenance of electric vehicle charging infrastructure; Revenue amount of \$0.05/kWh; Auditor's Office/Central Services; EV Charging Solutions, (EVCS) Inc. (Consent Agenda Item No. 5): EVCS Consultants Lorrie McKay and Charles Botsford were in attendance to review the background of the proposed contract. They answered questions posed by the Board. This topic was tabled to the April 15, 2024 meeting.

ADJOURNMENT 4:30 p.m.

COMMISSIONERS MEETING SCHEDULE The Week of April 8, 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, April 8, 2024

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

Tuesday, April 9, 2024

3:00 p.m. Climate Action Committee – Kate

6:00 p.m. Growth Management Steering Committee – Board

Wednesday, April 10, 2024

9:00 a.m. ORCAA Board of Directors Finance Committee Meeting – (Virtual) Greg

9:00 a.m. Washington State Board of Health Meeting – (Virtual) Kate

9:00 a.m. Washington DNR Carbon and Forest Management Work Group (Virtual) Heidi

10:00 a.m. Trails Meeting - Kate

12:00 p.m. Olympic Region Clean Air Agency (ORCAA) Field Trip – Greg

6:30 p.m. Peninsula Trails Meeting - Kate

Thursday, April 11, 2024

10:00 a.m. Beyond Recompete – Greg

1:00 p.m. Jefferson County Forestry Monthly Meeting – (Virtual) Heidi

3:30 p.m. Lodging Tax Advisory Committee – (Virtual) Greg

Friday, April 12, 2024

12:15 p.m. KPTZ - Kate

1:00 p.m. Public Lands Steering Committee – (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

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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