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MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – November 13, 2023, 9:00 a.m.

Jefferson County Courthouse – Commissioners' Chambers

1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Chair Greg Brotherton, Commissioner Kate Dean and Commissioner Heidi Eisenhour participated in the meeting. Chair Brotherton called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and no comments were received.

APPROVAL OF THE CONSENT AGENDA: Commissioner Dean moved to remove the Agreement regarding Labor Relations and Human Resources Consulting Services (Consent Agenda Item No. 5), and approve the remaining Consent Agenda items as presented. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Jefferson County 2024-2029 Six-Year Transportation Improvement Program; Hearing Scheduled for Monday, December 4, 2023 at 1:30 p.m. in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA (Hybrid)
2. **INTERLOCAL AGREEMENT** re: Law Enforcement Services; Jefferson County Sheriff's Office; Hoh Tribe
3. **INTERLOCAL AGREEMENT** re: North Pacific Coast Marine Resources Committee (NPC MRC) Implementation; Public Health; Clallam County
4. **AGREEMENT** re: Working Advance Long-term Payables; Public Health; Department of Social and Health Services
5. **AGREEMENT** re: Labor Relations and Human Resources Consulting Services; In the Amount of \$50,000; County Administrator; Braun Consulting Group (**approved later in the meeting**)
6. **AGREEMENT** re: Economic Development Services; In the Amount of \$10,000; County Administrator; Clallam EDC
7. **AGREEMENT, Amendment No. 1** re: Purchase and Sale of Real Estate Agreement for Quimper West; Extension of Time; Public Health; Washington State Department of Natural Resources
8. **AGREEMENT, Amendment No. 1** re: Purchase and Sale of Real Estate Agreement for Quimper East; Extension of Time; Public Health; Washington State Department of Natural Resources
9. **AGREEMENT, Amendment No. 2** re: Executive Search Services; Additional Amount of \$29,500 for a total of \$129,499; County Administrator; Prothman
10. **AGREEMENT, Amendment No. 16** re: Consolidated Services Contract; Additional Amount of \$238,600 for a total of \$7,548,717; Public Health; Washington State Department of Health

11. **REQUEST to CONVENE Board of Equalization** re: Hearing Property Tax Appeals for the Year of 2023
12. **Payment of Jefferson County Payroll Warrants** Dated November 3, 2023 Totaling \$2,221,472.53
13. **Payment of Jefferson County Vouchers/Warrants** Dated November 6, 2023 Totaling \$1,061,558.80

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended.

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and one comment was received.

HEARING re: Setting of Ad Valorem Tax Levies for 2023 and Collection in 2024: County Administrator Mark McCauley, Assessor Jeff Chapman, and Assessor Technician Lauralee Kiesel were present for the hearing and participated in the presentation. Assessor Chapman explained how levies are set and how the final levy rate is set. Chair Brotherton opened the hearing to allow for public testimony, and the following individual provided testimony: Cheri Van Hoover – Port Hadlock. Hearing no testimony, he closed the public hearing and deliberations ensued.

Assessor Chapman noted that sawmills in the area are shutting down, which is causing distress. After deliberations, Commissioner Eisenhower moved to approve **RESOLUTION NO. 49-23** re: Increase in the Jefferson County General Fund Levy for 2024 Taxes, as presented. Commissioner Dean seconded the motion which carried by a unanimous vote.

Commissioner Dean moved to approve **RESOLUTION NO. 50-23** re: Increase in the Jefferson County Road Levy for 2024 Taxes. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

Commissioner Eisenhower moved to approve **RESOLUTION NO. 51-23** re: Diversion of Road Levy for Traffic Law Enforcement for the 2024 General Fund Budget. Commissioner Dean seconded the motion.

Commissioner Dean moved to approve **RESOLUTION NO. 52-23** re: Increase for the Jefferson Conservation Futures Levy for 2024 Taxes. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

Commissioner Dean moved to send a **LETTER TO ASSESSOR** re: Setting 2024 Real and Personal Property Levy Amounts. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

WORKSHOP re: Proposed Fee Ordinance and Resolutions; Hearing Scheduled for November 27, 2023 at 10:30 a.m.: The following staff members were present: Civil Deputy Prosecuting Attorney Barbara Ehrlichman, Chief Civil Deputy Jen Moore, Auditor Brenda Huntingford, Deputy County Clerk Lori Bailey, and Director of Environmental Health Pinky Mingo. The purpose of the workshop was to review five ordinances and five resolutions proposing fee changes for public hearing and consideration for the County Auditor, County Sheriff, Public Records Administrator,

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Superior Court Clerk, and Department of Health, Environmental Public Health Division. After discussion, Commissioner Dean moved to approve the hearing notice, setting a hearing for public fee changes. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:25 a.m. and reconvened at 10:36 a.m. with all three Commissioners present.

DISCUSSION re: AGREEMENT re: Labor Relations and Human Resources Consulting Services; In the amount of \$50,000; Braun Consulting Group (Consent Agenda Item No. 5): Human Resources Director Sarah Melancon explained the benefits of using Braun Consulting Group for labor relations. County Administrator Mark McCauley and HR Director Melancon answered questions posed by the Board. During discussion, Commissioner Dean requested that the HR department put out an RFP for a new partner to work with in collective bargaining. County Administrator McCauley noted that the current method manages employee relations well, but if the desire is to seek a new partner, they will do so.

EXECUTIVE SESSION: An Executive Session was scheduled from 3:00 p.m. to 3:30 p.m. Chair Brotherton announced earlier in the meeting that the Executive Session would be moved to accommodate Commissioner Eisenhour's scheduled lunch meeting. Chair Brotherton announced that the Executive Session will be held from 10:50 a.m. to 11:20 a.m. with the Human Resources Director, to review the performance of a public employee. No discussion of salaries, wages, and other conditions of employment to be generally applied within the County; and, no final action on the hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee; Exemption as outlined in the Open Public Meetings Act, RCW 42.30.110(1)(g). The Board concluded the Executive Session and resumed the regular meeting at 11:20 a.m. There was no action to be taken, and therefore no public comments.

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

The meeting was recessed at 11:56 a.m. and reconvened at 1:30 p.m. with Chair Brotherton and Commissioner Eisenhour present. Commissioner Dean joined the meeting at 1:31 p.m.

DISCUSSION re: Proposed 2023 Comprehensive Plan and Unified Development Code (UDC) Annual Amendments; Direction to Draft Ordinance or Hold Public Hearing: Associate Planner Joel Peterson provided a presentation and answered questions posed by the Board. He reviewed the proposed 2023 Comprehensive Plan and Unified Development Code (UDC) Annual Amendments, and the options for the Commissioners to either direct staff to draft an ordinance, or hold a public hearing.

After discussion, Commissioner Eisenhour moved to approve the staff and Planning Commission's recommendations regarding three site-specific amendments and UDC Omnibus Housekeeping amendments, and ask that the Department of Community Development draft an ordinance for final action in a future BOCC meeting. Commissioner Dean seconded the motion which carried by a unanimous vote.

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NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 2:09 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member



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MINUTES

Jefferson County Board of County Commissioners Regular Meeting – November 18, 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 announced there is a continued hearing tonight in Brinnon regarding a floodplain ordinance.

PUBLIC COMMENT PERIOD: Chair Dean called for public comments, and six comments were received. The Commissioners addressed the comments, and those received via email.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton addressed a comment regarding fulling funding the Dove House funding recommendations (within Consent Agenda Item No. 5). After discussion, Commissioner Eisenhour moved to approve the Consent Agenda as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **AGREEMENT** re: Public Defense Improvement; In the Amount of \$32,471.16; Auditor's Office; Washington State Office of Public Defense
2. **AGREEMENT** re: Residential Substance Abuse Treatment; In the Amount of \$158,100; Sheriff's Office; Washington State Healthcare Authority
3. **AGREEMENT, Change Order No. 3** re: Phase 3 – Low Pressure Sewer Collection System for the Port Hadlock UGA, Project No. 405-2127-0; Increase from \$5,010,977.29 to \$5,109,616.50; Public Works; Seton Construction
4. **AGREEMENT** re: Contract Planner for Pleasant Harbor Master Planned Resort (MPR); Up to \$100,000/year; Department of Community Development; OTAK, Inc.
5. **APPROVAL OF MOTION** re: 2025 Affordable Housing and Homeless Housing Funding Recommendations: 1) Dove House – Emergency DV Shelter \$145,000 (Fund 148); 2) Bayside Housing – Tiny Village Operations \$55,000 (Fund 149); 3) OWL360 – Youth & Young Adult Housing \$100,000 (Fund 149); 4) OlyCAP – Haines St. Cottages \$95,000 (Fund 148); 5) OlyCAP – Caswell Brown Village \$660,000 (Fund 148); 6) Jefferson Interfaith – Winter Welcoming Center \$10,000; (Fund 149); 7) Bayside Housing – Subsidy \$50,000 (Fund 148); 8) Habitat for Humanity – Critical Home Repairs \$45,000 (Fund 148); 9) Hugging Tree Legacy – Casa Collina \$265,000 (Fund 148); 10) Dove House – Kearney Block Hub \$30,000 (Fund 148); 11) Olympic Housing Trust – Dundee Hill \$110,000 (Fund 148); and 12) Bayside Housing – Hadlock Housing – no funds awarded
6. **APPROVAL OF MINUTES:** Regular Meeting Minutes of November 12, 2024
7. **APPROVAL OF PAYROLL WARRANTS:** Dated November 5, 2024 and Totaling \$180,983.90

8. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated November 12, 2024 and Totaling \$1,535,272.35

The meeting was recessed at 9:51 a.m. and reconvened at 9:55 a.m. with all three Commissioners present.

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

UPDATE re: Washington State Department of Natural Resources (DNR) 3rd Quarter County Income Report: DNR Assistant Region Manager Drew Rosanbalm was present to provide the Commissioners with the 3rd Quarter County Income Report, and distributed a spreadsheet for review. He answered questions posed by the Board. Also present was Assessor Jeff Chapman and Treasurer Stacie Prada, who participated in discussion.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator continued discussing recent meetings they attended.

HEARING re: Setting of Ad Valorem Tax Levies for 2025: County Administrator Mark McCauley, Assessor Jeff Chapman, and Assessor Technician Lauralee Kiesel were present for the hearing and participated in the presentation. Chair Dean opened the hearing to allow for public testimony. Hearing no testimony, she closed the public hearing.

After deliberations, Commissioner Eisenhower moved to approve **RESOLUTION NO. 62-1118-24R** re: Increase in the Jefferson County General Fund Levy for 2025 Taxes, as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

Commissioner Brotherton moved to approve **RESOLUTION NO. 63-1118-24R** re: Increase for the Jefferson Conservation Futures Levy for 2025 Taxes, as presented. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

Commissioner Eisenhower moved to approve the Diversion of Road Levy, but recalled her motion when Chair Dean noted that they should approve the Increase in the Road Levy first.

Commissioner Brotherton moved to approve **RESOLUTION NO. 64-1118-24R** re: Increase in the Jefferson County Road Levy for 2025 Taxes. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

Commissioner Eisenhower moved to approve **RESOLUTION NO. 65-1118-24R** re: Diversion of Road Levy for Traffic Law Enforcement for the 2025 General Fund Budget, as presented. Commissioner Brotherton seconded the motion. Comments were made regarding the amount of diversion, and a potential upcoming Transportation Benefit District. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

Commissioner Brotherton moved to send a **LETTER TO ASSESSOR** re: Setting 2025 Real and Personal Property Levy and Refund Amounts. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

The meeting was recessed at 11:06 a.m. and reconvened at 11:16 a.m. with all three Commissioners present.

HEARING re: Open Space Tax Applications for 2024: Department of Community Development (DCD) Associate Planner David Wayne Johnson and Deputy Assessor Sherrie Shold were present for the hearing. Planner Johnson provided a presentation on his staff report on the three Open Space Applications for 2024: 1) CUA2022-00002 Hood Canal Salmon Enhancement Group, 2) CUA2024-00001 Zuker, and 3) CUA2024-00002 Thorndyke LLC. Planner Johnson noted that the third applicant called this morning and requested to pull their application from the hearing, and be placed on hold until they address some issues.

Planner Johnson provided background information on the Open Space Taxation Act, the remaining two applications, and rating system. Deputy Assessor Shold provided information on the actual tax benefit for each applicant.

Chair Dean opened the floor to allow testimony from the applicants, and the following provided testimony: Eugene Allday – Quilcene, Zoe Zuker – Quilcene, and Gus Johnson with the Hood Canal Salmon Enhancement Group – Port Angeles.

Chair Dean opened the floor to allow for public testimony. The following individual provided testimony: Jean Ball – Quilcene.

Chair Dean allowed questions from the applicants representing CUA2024-00001 Zuker. Mr. Allday asked about the rating system, and Planner Johnson provided an explanation. Ms. Zuker commented on priority habitats and species on their property, and will forward information to Planner Johnson.

Chair Dean closed public testimony and noted they will be extending the public hearing. Commissioner Eisenhour suggested approving the CUA2022-00002 Hood Canal Salmon Enhancement Group application first, and Planner Johnson agreed.

Commissioner Eisenhour moved to approve the open space application for CUA2022-00002 Hood Canal Salmon Enhancement Group. Commissioner Brotherton seconded the motion. Chair Dean asked for a friendly amendment to the motion to include the requirements listed in the staff report. The friendly amendment was agreeable to Commissioners Eisenhour and Brotherton. Planner Johnson noted the process for approval of the applications. Chair Dean confirmed that the oral and written testimony is now closed, and that there will be continued deliberations on this hearing at a later date. She called for a vote on the motion. The motion carried by a unanimous vote.

The meeting was recessed at 11:56 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Chair Dean announced that the Executive Session will be held from 1:30 p.m. 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, Chief Civil Deputy Prosecuting Attorney, Civil Deputy Prosecuting Attorney, and Department of Community Development

Director, Contract Planner, Associate Planner. The Board concluded the Executive Session and resumed the regular meeting at 2:00 p.m. There was no proposed action, and therefore no public comment taken on this topic.

HEARING re: Proposed Jefferson County Code (JCC) Title 13, which will adopt a Sewer Utility Code for the Port Hadlock Urban Growth Area, and amend JCC 2.30.080 and JCC 19.10.010: Public Works Director Monte Reinders and Wastewater Project Manager Samantha Harper were present for the hearing. Director Reinders stated that there have been four past public meetings on this topic. Manager Harper provide a high overview of the hearing that is in regards to a proposed Sewer Utility Code, as well as Appendix A, which is the Sewer Fee Schedule. Chair Dean noted that Public Works has held many meetings on this issue, including a recent Board of County Commissioners' Special Meeting at the Port Hadlock Library. Staff answered questions posed by the Board.

Chair Dean opened the floor to allow for public testimony. Hearing no testimony, she closed the public hearing. After brief deliberations, Commissioner Brotherton moved to approve **RESOLUTION NO. 66-1118-24R** re: Adopting a Sewer Fee Schedule for the Port Hadlock Urban Growth Area Sewer Utility. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

Commissioner Eisenhour moved to adopt **ORDINANCE NO. 07-1118-24** re: Adopting a Sewer Utility Code for the Port Hadlock Urban Growth Area, with New Chapters 13.01, 13.02, 13.03, 13.04, 13.05, 13.06, 13.07, 13.08, and 13.09 of the Jefferson County Code and Amending JCC 2.30.08. and JCC 19.10.010. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

EXECUTIVE SESSION: An Executive Session was added and scheduled from 2:24 p.m. to 3:00 p.m. Chair Dean announced that the Executive Session will be held 2:24 p.m. to 3:00 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, Chief Civil Deputy Prosecuting Attorney, and Civil Deputy Prosecuting Attorney. The Board concluded the Executive Session and resumed the regular meeting at 3:00 p.m. There was no proposed action, and therefore no public comment taken on this topic.

HEARING re: Proposed update to the Countywide Planning Policy (CPP): DCD Director Josh Peters and Associate Planner Joel Peterson were present for the hearing. Planner Peterson reviewed the proposed resolution with the Board, and timeline of the process. Director Peters and Planner Peterson answered questions posed by the Board. The Commissioners noted that all three of them served on the Growth Management Steering Committee (GMSC), so they are very familiar with the topic.

After discussion, Chair Dean opened the floor to allow for public testimony. The following individual provided testimony: Shellie Yarnell – Brinnon. Hearing no further testimony, Chair Dean closed the public hearing.

After deliberations, Commissioner Brotherton moved to approve **RESOLUTION NO. 67-1118-24R** re: Repealing and Replacing Resolution No. 107-91 (The Establishment of a County-wide Planning Policy) and Resolution No. 128-92 (In the Matter of the Adoption of County-wide Planning Policy), which adopts an Updated County-wide Planning Policy. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

Planner Peterson explained a proposed resolution regarding the population projection and allocation, which is another recommendation of the GMSC. After discussion, Commissioner Eisenhower moved to approve **RESOLUTION NO. 68-1118-24R** re: Repealing and Replacing Resolution No. 38-15 (adopting a Countywide Growth Management Planning Population Projection and Allocation for Periods 2016-2036 and 2018-2038), which adopts a Countywide Growth Management Planning Population Projection for the Period 2025-2045, Allocates Projected Urban Growth to Urban Growth Areas, and Allocates Housing to Income Bands Using Department of Commerce Housing for All Planning Tool (HAPT). Commissioner Brotherton seconded the motion. Chair Dean opened the floor to allow for public comments, and one comment was received. Staff responded to the comment. After further discussion, Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

Planner Peterson explained a proposed resolution regarding adopting public participation for the 2025 Comprehensive Plan update. After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 69-1118-24R** re: Adopting a Public Participation Plan for the 2025 Comprehensive Plan Update. Commissioner Eisenhower seconded the motion. Chair Dean opened the floor to allow for public comments on the motion, and two comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

WORKSHOP re: Transmittal of Planning Commission and Staff Recommendations for the 2024 Docket and Approval of Hearing Notice: DCD Director Josh Peters and Associate Planner Joel Peterson were present for discussion on the four proposals on the 2024 Amendment Docket: 1) 2024 Port Hadlock Urban Growth Area (UGA) CP and UDC Amendments for urban development, 2) 2024 UGA CP & UDC Amendments to expand the Port Townsend UGA to include Caswell-Brown Village and other public purpose properties, 3) 2024 Annual Amendment Cycle, Planning Commission UDC Rural Housing Amendments carried forward from 2023, and 4) Review of land use and zoning in the Jefferson County Airport Essential Public Facility (AEPF).

After discussion, staff requested that the Commissioners approve a Hearing Notice on this topic, for a hearing to be held on December 9, 2024 at 11:00 a.m. Commissioner Eisenhower moved to approve the Hearing Notice. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 4:22 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 Eisenhower, Member



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MINUTES

Special Meeting – November 18, 2024 at 6:30 p.m.

Jefferson County Board of Commissioners

CONTINUED HEARING re: Flood Damage Prevention Ordinance

Brinnon Community Center

306144 US-101, Brinnon, WA 98320

CALL TO ORDER: Jefferson County staff were present from 5:30 p.m. to 6:30 p.m. to answer questions from the public, prior to the start of the Commissioners' Special Meeting. Chair Kate Dean, Commissioner Greg Brotherton and Commissioner Heidi Eisenhour (online), were present for the meeting. Chair Dean called the special meeting to order at 6:36 p.m. and thanked everyone for their attendance. She asked staff to introduce themselves for the record.

CONTINUED HEARING re: Flood Damage Prevention Ordinance: DCD Director Josh Peters and Floodplain Administrator Phil Cecere provided a presentation on the proposed changes to Jefferson County Code (JCC) Chapter 15.15 re: Flood Damage Prevention. As most of the interest for continued deliberations were centered around the Brinnon area, they shared a map of the Brinnon Rural Village Center FEMA Special Flood Hazard Area, an excerpt from the Brinnon Subarea Plan – which was adopted in 2002, and information about the National Flood Insurance Program.

Chair Dean opened the floor to allow for public testimony, and the following individuals provided testimony: Robert Finnigan – Brinnon, Dan Ventura – Brinnon, Shellie Yarnell – Brinnon, Steve Walker – Brinnon, and Lou Leet – Brinnon. Hearing no further testimony, she closed the public hearing.

During deliberations, staff answered comments and concerns raised during public testimony, and comments heard during the question and answer period prior to the hearing. Director Peters provided statistics regarding flood insurance policies and claims in Jefferson County.

After discussion, Commissioner Brotherton moved to adopt **ORDINANCE NO. 08-1118-24** re: Repealing and Replacing the Flood Damage Prevention Ordinance in Chapter 15.15 of the Jefferson County Code (JCC); Enacting a new Chapter 15.15 of the JCC and adding State of Washington Model Flood Ordinance and Federal Emergency Management Agency Community Rating System Program Provisions; Repealing Ordinance No. 05-0513-19; and amending Section 18.40.040 of the JCC. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

CLOSING REMARKS: Chair Dean used the remaining meeting time to allow for roundtable comments and concerns from the public.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 8:03 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member



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MINUTES

Special Meeting – November 22, 2024, 8:30 a.m.
Jefferson County Board of Commissioners
and the Lodging Tax Advisory Committee (LTAC)
1820 Jefferson St. Port Townsend, WA 98368

CALL TO ORDER: Chair Kate Dean called the Board of County Commissioners' (BOCC) meeting to order in the presence of Commissioner Greg Brotherton. A quorum of the BOCC was called due to Commissioner Brotherton presenting on an LTAC proposal. Chair Dean called the meeting to order at 8:45 a.m.

2025 PROPOSAL PRESENTATIONS: The Commissioners and LTAC members listened to presentations on the following proposals for 2025 LTAC funds:

Organization Name (each presentation estimated 5 min)	Amount Requested
Jefferson County Farmer's Markets – Amanda Milholland	\$24,213.20
Quilcene Historical Museum – Kevin Wooley	\$91,500.00
Public Facilities District (PFD) Seed Funding – Greg Brotherton	\$160,000.00
Tourism Coordination Council (TCC) – Greg Brotherton	\$97,472.48
Jefferson County Parks and Recreation – Matt Tyler	\$50,000.00
Peninsula Trails Coalition – Michele Canale, Jeff Bohman, Merrily Mount	\$35,700
Olympic Gateway Visitor Center Reimagining – Mark McCauley	\$131,000.00
Forks Chamber of Commerce – Lissy Andros	\$61,297.00
Jefferson County Historical Society – Tara McCauley	\$84,550.00
Wooden Boat Foundation – Katie Oman	\$45,000.00
Quilcene Fair & Parade Association – Shonna Wilkeson	\$10,000.00
Olympic Peninsula Loop Culinary Tourism Association – Steve Shively	\$17,100.00
Olympic Peninsula Gateway Visitor Center – Steve Shively	\$140,500.00
Quimper Events Collective – Alexis Arrabito	\$28,500.00
North Hood Canal Chamber of Commerce – Dan Ventura	\$212,000.00
Olympic Peninsula Visitor Bureau dba Olympic Peninsula Tourism Commission – Marsha Massey	\$109,500.00
Estimated Time: 1hr 20 min	Total Request
Total Funding Available: \$900,000	\$1,298,332.68

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NOTICE OF ADJOURNMENT: After Commissioner Brotherton gave his presentation on a proposal to seed fund a new Public Facility District, Chair Dean adjourned the Commissioners' meeting at 9:52 a.m. until the next regular meeting or special meeting as properly noticed. LTAC members continued listening to proposals, and ultimately approved a slate of funding to recommend to the BOCC for adoption at a later date.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member