



DRAFT

MINUTES

Jefferson County Board of County Commissioners Regular Meeting – November 25, 2024, 9:00 a.m.

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

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

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

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour moved to approve the Consent Agenda, with a correction to the date on the Mid-Biennium Review Hearing Notice (Consent Agenda Item No. 1). Chair Dean seconded the motion. The motion carried.

1. **HEARING NOTICE re:** 2024-2025 Jefferson County Biennial Budget Mid-Biennium Review and Modification; Hearing to be held on Monday, December 9, 2024 at 10:15 a.m. in the Commissioners Chambers (Hybrid)
2. **HEARING NOTICE re:** Petition to change a named road from Walker View Drive, to one of the three proposed names; Hearing to be held on Monday, December 9, 2024 at 2:00 p.m., in the Commissioners' Chambers (HYBRID)
3. **HEARING NOTICE re:** Amendments to Jefferson County Code Chapter 18.40 Permit Application and Review Procedures, for implementation of Senate Bill 5290; Hearing to be held on December 16, 2024 at 11:00 a.m., in the Commissioners' Chambers (HYBRID)
4. **AGREEMENT re:** RAISE Grant for the Olympic Discovery Trail – Puget Sound to Pacific (PS2P); Public Works; In the amount of \$2,080,000; Public Works; United States Department of Transportation
5. **AGREEMENT re:** JAVS Audio/Visual Safeguard Maintenance Agreement; In the amount of \$11,804.52; Superior Court; Justice AV Solutions-JAVS
6. **AGREEMENT re:** Noxious Weed Control; In the amount of \$30,000 year for three years; WSU Jefferson County Extension; Jefferson County PUD No. 1
7. **AGREEMENT re:** Oyster Shell Distribution; In the amount of \$16,000; WSU Extension/Marine Resources Committee; Hood Canal Oyster Co.
8. **AGREEMENT re:** Underinsured Provider Agreement; Fee for service; Public Health; Coordinated Care Corporation
9. **AGREEMENT, Amendment No. 1 re:** Lindner Complex Project; Donated LiDAR and aerial imagery datasets valued at \$150,000; Public Health; Natural Systems Design

10. **AGREEMENT, Amendment No. 2** re: North Pacific Coast Marine Resources Committee support; Additional amount of \$1,500 for a total of \$162,000; Public Health; Washington State Department of Fish and Wildlife
11. **AGREEMENT, Change Order No. 4** re: Phase 3 – Low Pressure Sewer Collection System for the Port Hadlock UGA; Increase from \$5,109,616.50 to \$5,275,692.52; Public Works; Seton Construction
12. **AGREEMENT, Amendment No. 22** re: Consolidated Contracts; Public Health; Washington State Department of Health
13. **MEMORANDUM OF AGREEMENT** re: Corrections Officer Hiring Incentive; In the amount of \$10,000; Human Resources; Acea Such
14. **RATIFY SIGNATURE** re: USDA Form RD 1942-46. 'Letter of Intent to Meet Conditions' and Form 1940-1, 'Request for Obligation of Funds,' for signature between United States Department of Agriculture – Rural Development (USDA-RD) and Jefferson County
15. **APPROVAL OF MINUTES:** Regular Meeting Minutes of November 13, **2023** and November 18, 2024, and Special Meeting Minutes of November 18, 2024 (Brinnon Floodplain), and Special Meeting Minutes of November 22, 2024 (Joint LTAC)
16. **APPROVAL OF PAYROLL WARRANTS:** Dated November 20, 2024 and Totaling \$105,852.30
17. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated October 31, 2024 totaling \$3,006.46, Dated November 18, 2024 totaling \$1,205,096.32 and Dated November 25, 2024 totaling \$986,502.98

COMMISSIONERS' BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, debrief of the 2024 WSAC Leaders Conference, miscellaneous topics, and reviewed their meeting schedules.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 10:14 a.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 – December 2, 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.

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

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour moved to approve the Consent Agenda as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Transportation Benefit District; Hearing to be held December 16, 2024 at 10:00 a.m. in the Commissioners' Chambers (HYBRID)
2. **HEARING NOTICE** re: Coroner Ordinance; Hearing to be held December 16, 2024 at 3:30 p.m. in the Commissioners' Chambers (HYBRID)
3. **AGREEMENT** re: Enterprise Permit and Licensing (EPL) – Business module add-on; Additional amount of \$47,600; DCD; Tyler Technologies, Inc
4. **AGREEMENT** re: Contracted Plate Search Data Sharing for Junk Vehicle Affidavits; No cost; Public Health; Washington State Department of Licensing
5. **AGREEMENT and SUBSCRIPTION AGREEMENT** re: Collective Bargaining Agreement and Trust Participation for Jefferson County Sheriff's Office Commissioned Deputies; January 1, 2025 through December 31, 2027; Teamsters Local No. 589 and Teamsters Welfare Trust
6. **AGREEMENT, Amendment No. 1** re: Electric Vehicle Charging station grant – EVCS to administer grant; Fee determined by kWh usage; Central Services; EVCS
7. **AGREEMENT, Amendment No. 2** re: Toxic Cleanup Grant Agreement; No additional cost; Public Health; Washington State Department of Ecology

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

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson County and nationwide. Emergency Management Director Willie Bence was not present.

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

ADDITIONAL BUSINESS: EXECUTIVE SESSION: An Executive Session was scheduled from 10:15 a.m. to 10:45 a.m. Chair Dean announced that the Executive Session will be held from 10:16 a.m. to 10:46 a.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 Civil Deputy Prosecuting Attorney. The Board concluded the Executive Session and resumed the regular meeting at 10:46 a.m. There was no proposed action, and therefore no public comment taken on this topic.

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

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

- Swearing in of Commissioner Heather Dudley-Nollette, tentatively set for December 23, 2024

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 11:13 a.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 – December 9, 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. As Chair Dean was attending the meeting remotely, Commissioner Eisenhour served as Acting Chair throughout the meeting. Acting Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Acting Chair Eisenhour called for public comments, and 11 comments were received. The Commissioners addressed the comments, many of which pertained to the Lodging Tax Advisory Committee.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton moved to approve the Consent Agenda as presented. Commissioner Dean seconded the motion. She noted that the hearing re: Coroner ordinance was previously approved, but had to be cancelled and rescheduled. Acting Chair Eisenhour called for a vote on the motion. The motion carried by a unanimous vote.

1. **RESOLUTION NO. 71-1209-24R** re: Final approval of vacation of portions of platted Mitchell Street and Duffy Avenue Rights-of-Way
2. **RESOLUTION NO. 72-1209-24R** re: Certifying the levies for collection of taxes in the year 2025
3. **HEARING NOTICE** re: 4th Quarter Budget Appropriations/Extensions; Various County Departments
4. **HEARING NOTICE** re: Coroner Ordinance; Hearing to be held December 23, 2024 at 10:30 a.m. in the Commissioners' Office (HYBRID) and CANCEL previously noticed hearing
5. **CALL FOR BIDS** re: Courthouse Elevator Modernization; Estimate \$450,000; Central Services
6. **AGREEMENT** re: Oak Bay Campground Camp Host; Public Works; Terry and Susan Taylor
7. **AGREEMENT** re: Courthouse and Irondale Parks Basketball Court Resurfacing; In the Amount of \$38,612.83; Public Works; Agate Asphalt/New Line Striping
8. **AGREEMENT, Consolidated Contracts** re: Delivering Public Health services to the people of Washington State; Amount to be announced; Public Health; Washington State Department of Health
9. **APPROVAL OF PAYROLL WARRANTS:** Dated December 5, 2024 and totaling \$2,488,103.13

CONTINUED HEARING re: Open Space Tax Program 2024 Current Use

Application CUA2024-00001 Zuker & Allday: Associate Lead Planner David Wayne Johnson explained that during the previously held hearing, new information about the Zuker/Allday application was received. That information has now been received, and the application received additional points. He requested that the Commissioners continue deliberations on the updated application.

After a brief deliberation, Commissioner Brotherton moved to approve the CUA2024-00001 Zuker & Allday, as presented. Commissioner Dean seconded the motion which carried by a unanimous vote.

PUBLIC COMMENT PERIOD - Continued: The Commissioners responded to comments and concerns raised during the Public Comment Period, which were mostly related to the Lodging Tax Advisory Committee (LTAC), funding, and goals for tourism in Jefferson County. Commissioner Brotherton explained his view on tourism in Jefferson County, and his visions for the future. Discussion ensued.

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

HEARING re: 2024-2025 Mid-Biennium Budget Review and Modification for the General Fund and Other Funds, the 2025 Jefferson County Road Construction Program, the 2025 County Capital Improvement Program, and the Central Services 2025 Cost Recovery Plans:

Acting Chair Eisenhower called the hearing to order. County Administrator Mark McCauley announced the individuals that helped him create the proposed Mid-Biennium Budget review and modification which include Finance Manager Judy Shepherd, Treasurer Stacie Prada and Human Resources Director Sarah Melancon. He reviewed a list of articles he found outlining budget woes faced by other local governments.

County Administrator provided an overview of static general fund revenues and increasing expenditures, noting a healthy beginning General Fund cash balance. Other factors that affect the budget include: meeting some departmental requests, 20%+- inflation since 2021, significant increases in employee compensation, and adding staff. He explained that the budget relies on departments underspending in 2025. There is a General Fund reserve of \$4.544 Million in 2025, but projections through 2029 reflect a smaller unreserved fund balance. He noted that projections typically show a declining fund balance in the outyears, but through management action, these reduced fund balances typically never materialize.

Acting Chair Eisenhower thanked the County Administrator and team for their work on creating the budget. She opened the floor to allow for public testimony, and the following individual provided testimony: Jean Ball – Quilcene. Hearing no further testimony, Acting Chair Eisenhower closed the public hearing. County Administrator McCauley stated that a resolution will be on a following agenda.

HEARING re: 2024 Amendment Docket for the Comprehensive Plan and UDC:

DCD Director Josh Peters provided an introduction of the 2024 Amendment Docket for the Comprehensive Plan and Unified Development Code (UDC). Associate Planner Joel Peterson provided a presentation, and noted that he last met with the board on November 18, 2024. He reviewed the amendments to the UDC and comp plan. After discussion, Acting Chair Eisenhower opened the hearing to allow for public testimony. The following individuals provided testimony: Scott Freeman – Quilcene, Eron Berg – Port Townsend, and Cody Wayland – Port Townsend. Hearing no further testimony, she closed the public hearing.

After deliberations, Commissioner Brotherton moved to adopt **ORDINANCE NO. 09-1209-24R** re: Approving amendments to the County's Comprehensive Plan; and amendments to Title 18 JCC, Title 15 JCC, and Title 13 JCC, as presented today. Commissioner Dean seconded the motion which carried by a unanimous vote.

DISCUSSION re: 2025 Lodging Tax Funding Recommendations from the Lodging Tax Advisory Committee (LTAC): Commissioner Dean noted that this is an annual process for LTAC, where they review the proposals, and they came up with funding recommendations that are included in the packet. She added that the Board of County Commissioners requested that their priorities be included in the review of those applications, and LTAC rejected those priorities. She explained BOCC's potential next steps. If the recommendations are not approved as a whole slate, they will notify LTAC, and give them 45 days to respond.

Discussion ensued regarding decisions, and next steps. Commissioner Brotherton reviewed his memo and suggestions for LTAC funding and uses with the Board, which vary differently from LTAC's recommendation.

Clerk Carolyn Gallaway noted that the totals listed on the table in the packet may be incorrect, but she will make sure a corrected table is included in the minutes.

There is \$900,000 available in LTAC funds in 2025. The LTAC proposed funding slate is as follows:

Proposals	Amount Requested	LTAC Recommendation
Jefferson County Farmer's Markets	\$24,213.20	\$24,214
Quilcene Historical Museum	\$91,500	\$91,500
Public Facilities District (PFD) Seed Funding	\$160,000	\$20,000
Tourism Coordination Council (TCC)	\$97,472.48	0
Jefferson County Parks and Recreation	\$50,000	\$50,000
Peninsula Trails Coalition	\$35,700	\$35,700
Forks Chamber of Commerce	\$61,297	\$61,297
Jefferson County Historical Society	\$84,550	\$84,550
Wooden Boat Foundation	\$45,000	\$45,000
Quilcene Fair & Parade Association	\$10,000	\$10,000
Olympic Peninsula Culinary Loop	\$17,100	\$17,100
Olympic Peninsula Gateway Visitor	\$140,500	\$140,500
Quimper Events Collective	\$28,500	\$28,500
North Hood Canal Chamber of Commerce	\$212,000	\$50,000
Olympic Peninsula Visitor Bureau dba OPTC	\$109,500	109,500
TOTAL REQUESTS	\$1,167,332.68	\$767,861
Annual Capital Contingency Allocation		\$10,000
County Staff Costs		\$5,051
Grand Total		\$782,912

After discussion, Commissioner Dean moved to approve LTAC's recommendation for funding in 2025. Acting Chair Eisenhower seconded the motion and opened the floor to allow for public comments, and six people provided comments.

The Commissioners discussed the recommendations further and Chief Civil Deputy Prosecuting Attorney Philip Hunsucker suggested adding an Executive Session at 1:30 p.m. The Commissioners agreed to table discussion until the afternoon.

The meeting was recessed at 12:23 p.m. and reconvened at 1:31 p.m. with Acting Chair Eisenhower and Commissioner Brotherton present. Commissioner Dean joined the Executive Session.

ADDITIONAL BUSINESS: EXECUTIVE SESSION: An Executive Session was added. Acting Chair Eisenhower announced that the Executive Session will be held from 1:32 p.m. to 1:47 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 1:48 p.m.

CONTINUED DISCUSSION re: 2025 Lodging Tax Funding Recommendations from the Lodging Tax Advisory Committee (LTAC): Acting Chair Eisenhower called for a vote on the motion that was on the table, which was to approve LTAC's recommendation for funding in 2025. Acting Chair Eisenhower and Commissioner Dean voted in favor of the motion. Commissioner Brotherton voted against the motion. The motion carried. Commissioner Dean stated that she will initiate an annual review of LTAC and consider By-laws for the committee as part of that review.

DISCUSSION re: Formation of a Public Facilities District (PFD): Commissioner Brotherton invited President of the Jefferson Aquatic Coalition (JAC) President Diane McDade to the table for discussion. He noted that the Port of Port Townsend, City of Port Townsend, and school districts are in favor of forming a PFD, and that the next step is a vote of the people. JAC President McDade provided background on the process, and she has been working to prepare a survey to send out to Jefferson County residents on how often they may use an aquatic facility, and what their willingness is to support a tax. She noted that once she learned that the Lodging Tax Advisory Committee may not be in favor of funding a PFD, she researched other funding sources and learned that there are private individuals who said they would be major donors, and she has commitments in excess of \$100,000.

After discussion, Acting Chair Eisenhower moved to direct the Civil Prosecuting Attorney's Office to draft an implementing resolution creating a Public Facilities District (PFD) per RCW 36.100. Commissioner Brotherton seconded the motion.

Acting Chair Eisenhower opened the floor to allow for public comments, and six people provided comments. She called for a vote on the motion. The motion carried by a unanimous vote.

HEARING re: Petition to change a named road from Walker View Drive, to one of three proposed names: Acting Chair Eisenhower called the hearing to order. Fire Marshal/Building Inspector Phil Cecere, Deputy Fire Marshal Brian Tracer, and DCD Technician Gabriel Shepherd were present for the hearing. They provided a presentation on the road name petition for Walker Drive. He reviewed the request for renaming the County Road, JCC 12.2.150 – Guidance for renaming of a County road, and review of exhibits – partner agency responses.

The proposed road names were: Bear Claw Place, Starry Night Place, and Owl Place. The proposed names comply with the E91 ordinance, and noted that the use of “place” is appropriate for this type of road. During the application process, Public Works indicated that the Bear Claw Place and Owl Place proposals would not be acceptable.

Acting Chair Eisenhower opened the floor to allow for public testimony, and one member of the public commented that she would like to review the input received on the proposed names. After review, she stated that she did not wish to provide testimony.

After deliberations, Commissioner Brotherton moved to approve **RESOLUTION NO. 73-1209-24R** re: Jefferson County adopting the road name change from Walker View Drive to Starry Night Place. Commissioner Dean seconded the motion which carried by a unanimous vote.

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

- Commissioners’ Briefing continued
- Calendar Coordination

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 2:39 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



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – December 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.

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

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour moved to approve the Consent Agenda as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 77-1216-24R** re: Determining to declare certain personal property as surplus and authorize disposal
2. **RESOLUTION NO. 78-1216-24R** re: Closing certain County offices early on Christmas Eve, December 24, 2024
3. **RESOLUTION NO. 79-1216-24R** re: Adopting the 2024-2025 Mid-biennium Budget Review and Modification for the General Fund and Other Funds, the 2025 Jefferson County Road Construction Program, the 2025 County Capital Improvement Program, and the Central Services 2025 Cost Allocation Plans
4. **AWARD OF CONTRACT** re: Phase 4 Stage 2 On-site grinder pump installation for the Port Hadlock UGA, Project No. 40521270, ECY Agreement No. WQC_2024_JCoPWE-00034; In the Amount of \$1,056,937.29; Public Works; Earthwork Solutions LLC
5. **2024 OPEN SPACE CURRENT USE ASSESSMENT TAX AGREEMENTS:** 1) Zoe Zuker and Eugene Allday CUA2024-00001; and 2) Hood Canal Salmon Enhancement Group CUA2022-00002
6. **AGREEMENT, Amendment No. 2** re: Nurse Family Partnership Supervision; In an amount not to exceed \$46,736.49; Public Health; Kitsap Public Health District
7. **AGREEMENT, Change Order No. 4** re: Phase 2 Water Reclamation Plant for the Port Hadlock UGA, Project No. 405-2114-0, Commerce Project No. 22-96515-026; An additional amount of \$29,269.49 for a total of \$10,212,312.02; Public Works; Interwest Construction of Burlington
8. **AGREEMENT, Amendment No. 6** re: Chimacum Confluence Environmental Site Assessment; Additional amount of \$50,079.40 for a total of \$104,715.70; Public Health; Evren Northwest, Inc.

9. **ADVISORY BOARD REAPPOINTMENTS (3) re: Climate Action Committee (CAC);**
1) Jaime Duyck - Position 12; 2) Krista Myers - Position 13; and 3) Dave Seabrook - Position 15
10. **MOTION to Terminate Agreement** re: Professional services for website maintenance; Public Health; Cold Pizza Creative
11. **APPROVAL OF SUPERIOR COURT JURY FEES:** Dated December 6, 2024 and totaling \$9,240.61
12. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated December 9, 2024 and totaling \$1,003,216.90

PUBLIC COMMENT PERIOD - Continued: Chair Dean called for public comments, and two comments were received. The Commissioners addressed the comments, and discussed the Veteran Relief Program funds.

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

PUBLIC COMMENT PERIOD - Continued: Chair Dean called for public comments, and one comment was received. The Commissioners addressed the comment.

WORKSHOP re: Naming a new trail section from Hood Canal Bridge to a point somewhere on the existing Olympic Discovery Trail (ODT): Public Works Director Monte Reinders, Assistant Public Works Director Eric Kuzma, and Peninsula Trails Coalition (PTC) President Jeff Bohman were present for discussion. PTC President Bohman discussed the Peninsula Trail Coalitions' request to name the new section by the Hood Canal Bridge, as the ODT.

Assistant Director Kuzma stated that while he appreciates the reasoning behind the name request, Public Works has concerns. Having two trails with the same name, adds confusion and frustration. He noted that JeffCOM Dispatch stated they have safety concerns surrounding the proposed trail name. He added that there will not be an actual trail in that area for some time, and in the time being, it will be more like a route. Another concern is the liability that will be incurred if it is called a trail.

PTC President Bohman noted that he agrees with clarity needed for emergency response purposes, and that a name isn't needed for approximately three months. Director Reinders proposed changing the name of the Port Townsend connection of the ODT and renaming it the Larry Scott Trail, and then naming the section by the Hood Canal Bridge as the ODT.

HEARING re: Establishing a Transportation Benefit District (TBD) for Unincorporated Jefferson County: Public Works Director Monte Reinders and Assistant Public Works Director Eric Kuzma were present for the hearing. Director Reinders explained their request for the formation of a TBD, and potential sources of funding. Staff answered questions posed by the Board.

The Commissioners addressed potential sources of funding, with one proposed source which would be a \$20 vehicle tab, that can be councilmanic and after two years go to \$40 per vehicle.

After discussion, Chair Dean opened the floor to allow for public testimony. The following individuals provided testimony: Marcia Kelbon – Quilcene, Bill Levitt – Nelson's Landing, Jake Johnson –

Marrowstone Island, Maggie Goodwin – Port Townsend, David Gooding – Windship Drive, Ray Burkhard – Marrowstone Island, Kathy Palopiano – Coyle Peninsula, Charles Foley – Windship Drive, Leo Bublit – Center Road, Shellie Yarnell – Brinnon, Tom Thiersch – Jefferson County, Heather Dudley-Nolette – Port Townsend, and Jean Ball – Quilcene. Hearing no further testimony, Chair Dean closed the public hearing and deliberations ensued.

Director Reinders addressed some of the comments made during public testimony. He explained that the TBD board would consist of the County Commissioners, so there will be no new staff or overhead needed to manage it. The funds would be transferred from the TBD Fund into the Road Fund for eligible road maintenance activities. He covered eligible uses which include road maintenance and construction activities. He added that no funds would be sent to Jefferson County Transit. He stated that he will need to do more research on which vehicle plates would be required to pay the new tab fee, as he is not sure if classic cars, heavy truck trailers, or other vehicles will be included. Deputy Auditor Jessie Graves was present and addressed classic car fees.

Commissioner Brotherton noted that some Junior Taxing Districts have voiced concerned that timber funds may be used to support the TBD, and Director Reinders assured the public that they are not seeking a raise in property taxes. Commissioner Eisenhower asked Director Reinders to explain the chip seal program funding cuts. He noted that the County used to chip seal 35-40 miles per year, and now they are chip sealing 15-17 miles a year, due to budget cuts.

After deliberations, Commissioner Brotherton moved to adopt **ORDINANCE NO. 10-1216-24** re: Establishing a Transportation Benefit District (TBD) within unincorporated Jefferson County, providing for transportation improvements within the District; and adopting a New Chapter 3.90 of Jefferson County Code, "Transportation Benefit District." Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:58 a.m. and reconvened at 11:04 a.m. with all three Commissioners present.

HEARING re: Ordinance Adoption to enact Amendments to Jefferson County Code Chapter 18.40 Permit Application and Review Procedures: DCD Director Josh Peters, Principal Planner Mo-chi Lindblad, and Development Code Administrator Greg Ballard were present. Director Peters explained that Senate Bill 5290 passed in 2023, with changes in regards to permit efficiencies, permit timelines and project review to take effect by January 1, 2025. As a result, staff prepared a series of code amendments, which they reviewed with the Board. Administrator Ballard reviewed the amendments and answered questions posed by the Commissioners.

Director Peters explained a proposed change to what was originally included with hearing materials, and noted that if approved, staff will also address scrivener errors on the document, prior to the Board signing the ordinance.

After discussion, Chair Dean opened the hearing to allow for public testimony. Hearing no testimony, she closed the public hearing, and deliberations ensued.

Commissioner Eisenhour moved to adopt **ORDINANCE NO. 11-1216-24** re: Adopting amendments to Chapters 18.40 of the Jefferson County Code regarding permit application and review procedures/SEPA implementation; to facilitate a more streamlined review process for all project applications; adopting Findings of Facts; and setting an effective date. Commissioner Brotherton seconded the motion and noted that motion should include scrivener errors fixed. Director Peters noted that the motion should include revised staff recommendation, specifically page 36. Commissioner Brotherton noted that the motion can include “as presented today.” Commissioners Eisenhour and Brotherton agreed to approve the Ordinance “as presented today.” Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

Commissioner Brotherton moved to approve **RESOLUTION NO. 80-1216-24R** re: Relating to implementation of 2SSB 5290, adopting options within RCW 36.70B.160(1)(a) through (j) to avoid the penalty of permit fee refunds, if the required timeframes are missed, as presented today. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

ADDITIONAL BUSINESS: Letter of Support for Jefferson Healthcare: Chair Dean reviewed a draft letter of support for Jefferson Healthcare in regards to funding their Sexual Assault Forensic Examiner (SAFE) position, to be sent to the Washington State Department of Commerce – Washington Justice Assistance Grant (JAG) Priority Area Funding Review Committee.

Commissioner Brotherton moved to approve sending and signing the letter of support, as presented. 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.

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

The meeting was recessed at 12:24 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

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

- Calendar Coordination
- Legislative priorities

WORKSHOP re: Mental Health Awareness Guidelines and Working Group: Human Resources Director Sarah Melancon was present for discussion. She reviewed a draft Mental Health Awareness Guidelines and Policy with the Board, and the timeline of the working group that helped create the policy.

DRAFT

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

- Calendar Coordination - continued
- Legislative priorities – continued

Chair Dean announced that she will be joining the remainder of the meeting remotely. She passed Chairing duties on to Commissioner Eisenhower.

WORKSHOP re: ILA between Jefferson County and PUD No. 1 re: Operation and Maintenance of the Port Hadlock Sewer in the Port Hadlock UGA: Public Works Director Monte Reinders, Wastewater Project Manager Samantha Harper, and Engineer Stephanie Rost were present for discussion. Staff explained the benefits and necessity of an Interlocal Agreement (ILA) with PUD No. 1 for the operation and maintenance of the Port Hadlock Sewer. They answered questions posed by the Board.

After discussion, Commissioner Brotherton moved to approve the ILA Agreement, as presented today. Acting Chair Eisenhower seconded the motion. Acting Chair Eisenhower opened the floor to allow for public comment, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

Project Manager Harper provided an update on the Port Hadlock Sewer Project.

NOTICE OF ADJOURNMENT: Acting Chair Eisenhower adjourned the meeting at 3:30 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



DRAFT

MINUTES

Joint Special Meeting – November 21, 2024 at 5:00 p.m.

**Jefferson County Board of Commissioners
and Intergovernmental Collaborative Group**

Jefferson County Board of County Commissioners, Port Townsend City Council, Port of
Port Townsend, and Jefferson County Public Utility District #1

Hybrid Meeting: Virtual and in-person at 355 Hudson St.
Port Townsend, WA 98368

CALL TO ORDER: Chair Kate Dean called the meeting to order in the presence of Commissioner Heidi Eisenhour. Commissioner Greg Brotherton had an excused absence. The Board of County Commissioners (BOCC) held a Joint Special Meeting with the Intergovernmental Collaborative Group (ICG).

PUBLIC COMMENT PERIOD: There were no comments received.

APPROVAL of MINUTES: ICG Member Rowe noted a correction to the ICG minutes. The Rotating Chair should be listed as Amy Howard. ICG Member Collins moved to approve the Special Meeting Minutes of October 10, 2024, as edited. ICG Member Dean seconded the motion. The motion carried.

DISCUSSION re: 2025 ICG Joint Resolution: Port of Port Townsend Director Eron Berg proposed changing the quorum of the ICG to nine members, which will include one member from each organization, so that every agency will be represented. After discussion, Member Dean moved to change the meeting schedule from “the third Thursday of February, May, September and November,” to “the third Thursday of February, May, September and December.” Member MickHager seconded the motion. The motion carried. Member Petranek suggested having the ILA be extended through December 31, 2026. Member Randall suggested addressing the sentence immediately after that, proposing changing “annual” to “biennial.” This idea was agreeable by ICG members.

After further discussion and edits, the ICG members, took the following formal action in regards to their separate boards:

Jefferson PUD No. 1: Commissioner Randall moved that the PUD approve Resolution No. 2024-025, as amended. Commissioner Toepper seconded the motion which carried by a unanimous vote.

City of Port Townsend: Councilmember Rowe moved that the Port Townsend City Council approve Resolution No. 24-044, as amended here. Councilmember Wennstrom seconded the motion. The motion carried.

Jefferson County: Commissioner Dean moved that the BOC approve **RESOLUTION NO. 70-1121-24R**, as amended. Commissioner Eisenhour seconded the motion. The motion carried.

Port of Port Townsend: Commissioner Hasse moved to adopt Resolution No. 834-24, as amended. As there was no objection, her motion passed.

AGENCY ROUNDTABLE: The following topics were discussed:

- City of Port Townsend:
 - Comprehensive Plan Update
 - Co-steering Growth Management Steering Committee (GMSC)
 - \$73 Million in funded capital projects as we finalize the Capital Facilities Plan
 - Budget coming together with financial sustainability focus
 - Water street sewer replacement
 - Lawrence Street – with support from PIF
 - New Community Services Department consolidation
 - Starting collective bargaining
- Jefferson County
 - Facing upcoming budget issues
 - Countywide Planning Policy – adopted 11/18/24
 - North Olympic Legislative Alliance (NOLA) – encouraged engagement
 - Transportation Benefit District to fund road construction projects
 - USDA Grant re: Childcare; going out to bid soon
 - WSAC Legislative Session – Commissioner Eisenhower will be attending
- Jefferson County PUD No. 1:
 - 2025 budget has been approved
 - Large capital and infrastructure projects on the horizon
 - Goals include resilient and reliable power to Jefferson County
 - New electric grid demands
 - New substation in Glen Cove
 - PUD rates will increase
 - General Manager Kevin Street will be leaving at the end of the year; thankful for his service
- Port of Port Townsend:
 - Point Hudson; creating duplex quarters
 - Replacing roofs at Point Hudson
 - Stormwater project; opening bids soon
 - Sims Way expansion project
 - Gardiner Boat Launch; summer 2025
 - Airport: replacing fueling system, and acquisition of industrial park
 - Shorts Farm update
 - New travelift in May 2025
 - Ending levy for IDD soon
 - Planning for the future

NEXT STEPS and FUTURE AGENDA ITEMS: ICG members in attendance provided closing remarks. Future agenda items include: EDC update in February 2025, PUD project presentation in May 2025, protecting vulnerable members of the community, CAC and MRC updates, inviting EDC and Transit at the table – possible amendment to the ILA, potential special meeting regarding comp process, special speaker series, Housing Solutions Network and Stronger Towns presentation, Veterans traveling

memorial will be located at the airport September 2025, and Commissioner Kate Dean's farewell event will be held on Friday, December 20, 2024.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the Commissioners' meeting at 6:41 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