



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – December 4, 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 AND ADOPTION OF THE CONSENT AGENDA: Commissioner Dean moved to remove Consent Agenda Item No. 2; Resolution regarding surplus property, and approve the remaining items on the Consent Agenda as presented. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 59-23** re: Certification the Levies for Collection of Taxes in the Year 2024
2. **RESOLUTION NO.** re: In the Matter of the Finding and Determination to Declare Certain Tax Title County Property as Surplus and Authorize Sale (approved later in the meeting)
3. **RESOLUTION NO. 62-23 re: HEARING NOTICE** re: 4th Quarter 2023 Budget Appropriations/Extensions; Various County Departments; Scheduled for December 18, 2023 at 10:00 a.m. in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA (Hybrid)
4. **HEARING NOTICE re:** Conservation Futures Applications for 2023; Hearing to be held January 2, 2024 at 10:15 a.m. in the Commissioners' Chambers (Hybrid)
5. **AGREEMENT** re: Individual Supported Employment Services; In the Amount of \$290,000; Public Health; Cascade Community Connections
6. **AGREEMENT** re: Quilcene Skate Park; In the Amount of \$20,000; County Administrator; Stronger Towns
7. **AGREEMENT, Amendment No. 1** re: Oyster Shell Distribution; In the Amount of \$910.80; WSU Extension; Hood Canal Oyster Co.
8. **EXERCISE of OPTION** re: Contract for Hearing Examiner Services; In the Amount of \$25,000; County Administrator; Gary N. McClean
9. **AFFIRM HOUSING FUND BOARD RECOMMENDATIONS** re: 2024 Affordable Housing and Homeless Housing Funds
10. **Payment of Jefferson County Vouchers/Warrants** Dated November 27, 2023 (Emergency Warrant) Totaling \$1,883.66

PUBLIC COMMENT PERIOD - Continued: Chair Brotherton called for public comments, and four comments were received. The Commissioners responded to comments received. Department of Community Development Director (DCD) Josh Peters was present and provided input on a comment regarding the proposed RV campground at the Herb Beck Marina.

DISCUSSION re: RESOLUTION re: In the matter of finding and determination to declare certain tax title County property as surplus and authorize sale (Consent Agenda Item No. 2): Treasurer Stacie Prada was present to discuss the property to be surplussed. The Commissioners discussed a potential sale price. After discussion, Commissioner Eisenhour moved to approve **RESOLUTION NO. 60-23 re: In the Matter of Finding and Determination to Declare Certain Title County Property as Surplus and Authorize Sale**, for parcel number 986 702 702 for 80% of the assessed value, being \$4,725, which equals \$3,780.00. Commissioner Dean seconded the motion. Chair Brotherton opened the floor for public comments. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.

COMMITMENT LETTER re: Middle Housing Grant Application: DCD Director Josh Peters was present and reviewed the Middle Housing Grant Application, timeline, and proposed Commitment Letter with the Board. After discussion, Commissioner Dean moved to approve the letter to the Washington State Department of Commerce, authorizing DCD to request grant funding for the Middle Housing Grant. Commissioner Eisenhour seconded the motion, which carried by a unanimous vote.

COMMISSIONERS BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, miscellaneous items, and reviewed upcoming meetings.

The meeting was recessed at 11:02 a.m. and reconvened at 11:15 a.m. with all three Commissioners present.

COMMISSIONERS BRIEFING SESSION – continued: Commissioner Dean and County Administrator Mark McCauley will be meeting with Washington State Department of Commerce. The Commissioners discussed topics to discuss with them, which include potentially forming a Public Facilities District.

HEARING re: Jefferson County 2024-2025 Biennial Budget: County Administrator Mark McCauley provided a budget presentation on the 2024-2025 Biennial Budget, and timeline on budget process. The overview included:

- Strong projected General Fund revenues
- Healthy beginning General Fund cash balance
- Pent up demand in departments and elected officials
- Good opportunity to meet some of those demands
- Inflation is 21.5% over last three years, and worsening affordability

- Significant increases in employee compensation
- Assuming some risk, but at an acceptable level

Finance Manager Judy Shepherd reviewed the 2024-2025 recommended budget revenues and expenditures, and staffing schedule.

Chair Brotherton opened the hearing to allow for public testimony. Hearing no testimony, he closed the public hearing. The Board deliberated on the recommended budget. Staff will prepare the Final 2024-2025 Biennial Budget for adoption at a later date.

The meeting was recessed at 12:01 p.m. and reconvened at 1:32 p.m. with Chair Brotherton and Commissioner Eisenhour present. Commissioner Dean rejoined the meeting at 1:33 p.m.

HEARING re: Six-Year Transportation Improvement Program (TIP): Public Works Assistant Director Eric Kuzma was present and provided a presentation on the TIP 2024-2029 which includes many projects throughout Jefferson County. A lot of projects are heavily grant-funded. Public Works Director Monte Reinders was also present and provided comments regarding road funding. Public Works staff answered questions posed by the Board regarding the Duckabush Estuary Restoration and Realignment Project, funding and other projects.

Chair Brotherton opened the hearing to allow for public testimony. Hearing no testimony, he closed the public hearing. Commissioner Eisenhour moved to approve **RESOLUTION NO. 61-23** re: Adoption of the 2024-2029 Six-Year Transportation Improvement Program. Commissioner Dean seconded the motion, which carried by a unanimous vote.

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

- Boards and Committee Assignments; review schedules/conflicts
- Central Services Director; interview panel logistics

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 2:11 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