



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, April 22, 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 called to order. GB and HE present. Heidi – Dept of Ecology called a statewide drought and past Peninsula Daily News Editor John Brewer passed away over the weekend. Kate – we will be adding an executive session towards the end of the day, and she will announce it at that time.

9:01 a.m. **PUBLIC COMMENT PERIOD – ALL TOPICS**

[09:03:54 AM \(00:03:41\)](#) Comment
[09:05:05 AM \(00:04:51\)](#) Comment
[09:07:45 AM \(00:07:31\)](#) Response to comments
[09:17:15 AM \(00:17:02\)](#) Comment
[09:21:43 AM \(00:21:30\)](#) Closed public comment

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. 25-24** re: Creating a County Project for Gardiner Beach Road Boat Ramp Repair
 [↩](#)
2. **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.
 [↩](#)
3. **AGREEMENT** re: Center Road 2R Overlay, Project No. 1802096; In the Amount of \$26,832.04; Public Works; HWA Geosciences, Inc.
 [↩](#)
4. **AGREEMENT** re: Phase 2 – Port Hadlock Wastewater Treatment Plan – Construction Engineering Support; In the Amount of \$727,915; Public Works; Tetra Tech
 [↩](#)
5. **AGREEMENT** re: Phase 3 – Collection ENGR Construction Support and Design of Stages 1-4 On-Site Grinder Pumps; In the Amount of \$218,126; Public Works; Tetra Tech
 [↩](#)
6. **AGREEMENT** re: Conservation Futures Project – Schmidt Farm; In the Amount of \$60,000; Public Health; Jefferson Land Trust
 [↩](#)
7. **PROCLAMATION** re: Proclaiming May 31, 2024 as Washington State Association of Counties (WSAC) Executive Director Eric Brian Johnson Day
 [↩](#)
8. **INTERAGENCY AGREEMENT** re: Family and Juvenile Court Improvement Plan; In the Amount of \$37,657; Juvenile Services; Administrative Office of the Courts
 [↩](#)
9. **MEMORANDUM OF UNDERSTANDING** re: E-Verify Program; No cost; Human Resources Department; Department of Homeland Security
 [↩](#)
10. **LETTER OF SUPPORT** re: North Olympic Peninsula Recompete Coalition Support and Commitments
 [↩](#)

11. **LETTER OF SUPPORT** re: Department of Natural Resources RCO Grant Application for Dabob Bay Natural Area
 
12. **ADVISORY BOARD APPOINTMENT** re: Conservation Futures Citizen Oversight Committee; 4-Year Term to expire April 22, 2028; Habitat Values representative; Cheryl Lowe
 
13. **APPROVAL OF MEETING MINUTES:** Regular Meeting Minutes of April 15, 2024
 
14. **Payment of Jefferson County Vouchers/Warrants** Dated April 15, 2024 Totaling \$1,617,813.72
 
15. **Payment of Jefferson County Payroll Expenses** Dated April 19, 2024 Totaling \$103,296.31
 

[09:27:20 AM \(00:27:07\)](#) GB moved to approve the Consent Agenda as presented. HE seconded the motion, unanimous.

REGULAR AGENDA:

No set time **DISCUSSION and POTENTIAL ACTION** re: Delegation of Authority to the County Administrator to Sign a Letter of Intent to Procure a Number of Gravity Budget Modules  

Mark McCauley, County Administrator
Stacie Prada, Treasurer
Judy Shepherd, Finance Manager

MM provided presentation re: Budget presentation software. Treasurer Stacie Prada and Finance Manager Judy Shepherd were present to answer questions posed by the Board. JS would like to have the budget be more forward-facing. Treasurer Stacie Prada stated that the program will also have the ability to create monthly reports.

[09:42:11 AM \(00:41:58\)](#) Commissioner Eisenhour moved to Delegate Authority to the County Administrator to Sign a Letter of Intent to Procure a Number of Gravity Budget Modules. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

9:30 a.m. **DISCUSSION and POTENTIAL ACTION** re: Consideration of Recommendation for Advisory Board Appointment for Planning Commission District No. 3 Seat and **PUBLIC COMMENT**  

Greg Brotherton, Commissioner District No. 3
Joel Peterson, Associate Planner

GB there was one applicant for the District 3 position which was vacated by Mike Nilssen. He and Joel Peterson interviewed Andrew Schwartz. Joel – he noted that appointment to the Planning Commission is made during regular session of the BOCC meeting. He reviewed timeline and process to obtain

applicants. DCD recommends Andrew Schwartz. GB discussed interview. They answered questions posed by the Board.

[09:50:04 AM \(00:49:50\)](#) GB moved to appoint Andrew Schwartz to the Planning Commission Seat No. 3. HE seconded the motion. KD 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: The Commissioners discussed recent meetings they attended, Emergency Shelter management, and miscellaneous topics.

10:30 a.m. **DISCUSSION and POTENTIAL ACTION** re: Permission to remove trees and shrubs from the Brookwood Glen greenbelt area to accommodate a Public Works project  

Colette Kostelec, Public Works Engineer

CK provided a presentation on the proposed bike lane, which will require removal of trees and shrubs in the greenbelt area of Brookwood Glen. She reviewed the greenbelt documents and protective covenants with the Board, and noted that there is no homeowner association in Brookwood Glen. She added that before they reach out to property owners and obtain easements, they would like Commissioner permission before moving forward.

[10:42:49 AM \(01:42:35\)](#) Commissioner Brotherton moved to approve signing the attached permission to remove trees and shrubs from the Brookwood Glenn greenbelt area to accommodate a Public Works project. Commissioner Eisenhower seconded the motion, which carried by a unanimous vote.

COMMISSIONERS BRIEFING SESSION - Continued: The Commissioners continued discussing recent meetings they attended, and miscellaneous topics. Chair Dean stated she will need to attend another meeting at 11:00 a.m. and requested that Commissioner Brother resume Charing duties in her absence.

[10:57:10 AM \(01:56:56\)](#) Recess

[11:00:58 AM \(01:57:21\)](#) Reconvene. Acting Chair Brotherton and Commissioner Eisenhower present.

11:00 a.m. **DISCUSSION and POTENTIAL ACTION** re: Operating Agreement for the Jefferson County Animal Shelter and Related Services  

Mark McCauley, County Administrator
Jen Dupree, Humane Society Executive Director
Pam Kolacy, Humane Society Board President

County Administrator Mark McCauley provided a preamble. Jefferson County Humane Society Executive Director Jen Dupree and President Pam Kolacy were present to request that the Commissioners consider and approve an operating agreement for the Jefferson County Animal Shelter and related services. They provided a presentation which included their vision and mission statement, adoptions, rehoming, end of

life care, licenses, vaccines, microchipping and surgeries. Director Dupree explained the additional needs of the shelter that include physical capacity, disease control and overpopulation.

[11:23:24 AM \(02:19:47\)](#) Commissioner Eisenhower moved to approve an operating agreement for the Jefferson County Animal Shelter and related services. Commissioner Brotherton seconded the motion. The motion carried.

[11:26:12 AM \(02:22:35\)](#) **COMMISSIONERS BRIEFING SESSION – Continued:** The Commissioners and County Administrator continued discussing recent meetings they attended, reviewed upcoming meetings, and calendar coordination.

[11:51:54 AM \(02:47:42\)](#) Recess

[01:30:12 PM \(02:48:34\)](#) Reconvene

RECESS

AFTERNOON SESSION

1:30 p.m. [WORKSHOP and POTENTIAL ACTION](#) re: Continuation of Discussion re: Emissions and Sequestration Goals    

Kate Dean, Commissioner District No. 1
CAC Member Cindy Jayne

On February 26, 2024, Climate Action Committee (CAC) members presented the CAC recommendation regarding new emissions and sequestration goals. CAC Chair Kees Kolff and CAC member Cindy Jayne were present to answer questions posed by the Board. Member Jayne provided a presentation on the proposed sequestration goal, and the rationale behind it, and emissions goals.

The proposed new carbon sequestration goals for Jefferson County, excluding the Olympic National Park and Wilderness areas:

- By 2030: a 20% increase above the 2011-2016 baseline of 1.6 million metric tons of CO₂ (MMTCO₂)/year, up to 2.0 MMTCO₂
- By 2050: an additional 20% increase to 2.3 MMTCO₂/year, for a total of 40% increase above 2011-2016 baseline

[02:18:03 PM \(03:36:26\)](#) KD – ask CAC to come up with a rural road map to identify a number of actions with ambitious goals attached to it.

[02:27:55 PM \(03:46:18\)](#) GB move to approve the sequestration and emissions goals as presented here by the CAC. HE seconded the motion. Chair Dean called for public comments.

[02:28:37 PM \(03:47:00\)](#) Comment. Vote on motion, unanimous

2:30 p.m.

DISCUSSION and POTENTIAL ACTION re: Opioid Litigation – Washington State Settlement with Johnson & Johnson; additional funds coming to Jefferson County  

Philip C. Hunsucker, Chief Civil Deputy Prosecuting Attorney

Chief Civil Deputy Prosecuting Attorney Philip Hunsucker explained that this is the fourth big opioid settlement Jefferson County has been involved in since we started litigation in 2017. He explained distribution of funds and noted that this will be a one-time payment of around a quarter million dollars.

02:38:26 PM (03:56:49) GB moved to approve the johnson and johnson settlement as presented for Jefferson county. HE seconded the motion.

02:39:34 PM (03:57:57) **ADDITIONAL BUSINESS: EXECUTIVE SESSION:** During the morning session, Chair Dean noted she will be adding an Executive Session during the afternoon session. Chair Dean called for an Executive Session from 2:40 p.m. to 3:10 p.m. Chair Dean announced that the Executive Session will be held from 2:40 p.m. to 3:10 p.m. to 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 Human Resources Director. The Board concluded the Executive Session and resumed the regular meeting at 3:10 p.m.

03:10:24 PM (03:59:03) End of Executive Session

No set time

ADDITIONAL DISCUSSION ITEMS

ADJOURNMENT 3:10 p.m.

COMMISSIONERS MEETING SCHEDULE
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The Week of April 22, 2024
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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 22, 2024

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

Tuesday, April 23, 2024

9:00 a.m. Jeff. Community Wildfire Protection Plan: Final Advisory Group Meeting – (Virtual) Heidi, Greg

11:00 a.m. Economic Development Council Finance Committee Meeting – (Virtual) Greg

1:00 p.m. South County Harm Reduction Meeting – 2nd Quarter – (Virtual) Greg

3:00 p.m. Meeting for the Planning of the BHAC/Opioid Retreat – (Virtual) Heidi

4:00 p.m. Jefferson Community Foundation - Heidi

Wednesday, April 24, 2024

12:30 p.m. Point Hudson Breakwater Ribbon Cutting - Board

2:30 p.m. Housing Fund Board – (Virtual) Greg

3:30 p.m. Jefferson Community Foundation: Impact Event - Heidi

Thursday, April 25, 2024

8:50 a.m. Parks and Recreation Advisory Board Tour – Heidi

Agenda: April 22, 2024

10:00 a.m. Realtors Association Meeting - Heidi

5:00 p.m. Teen Center Reception - Heidi

Friday, April 26, 2024

12:00 p.m. County Coordinated Response - Heidi

12:15 p.m. KPTZ- Kate

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 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