DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – March 11, 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 seven 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: Community Development Block Grant – Corona Virus (CDBG-CV) Contract Closeout; Hearing to be held April 8, 2024 at 10:30 a.m.; Jefferson County Courthouse, Commissioners Chambers; 1820 Jefferson Street, Port Townsend, WA (HYBRID)
2. **RESOLUTION NO. 15-24** re: Initiating a County Road Project Designated as Duckabush Estuary Restoration-Realignment Project
3. **RESOLUTION NO. 16-24** re: Initiating a County Road Project Designated as Donkey Creek Tributary Culvert Replacement
4. **RESOLUTION NO. 17-24** re: Initiating a County Road Project Designated as Hell Roaring Creek Tributary Culvert Replacement
5. **RESOLUTION NO. 18-24** re: Initiating a County Road Project Designated as Lindner Creek Culvert Replacement
6. **RESOLUTION NO. 19-24** re: Initiating a County Road Project Designated as Snell Creek Culvert Replacement
7. **RESOLUTION NO. 20-24** re: Initiating a County Road Project Designated as Big Quilcene River Bridge Replacement
8. **AGREEMENT** re: Phase 2 – Port Hadlock Wastewater Treatment Plant Material Testing; In the Amount of $53,338; Public Works; Intertek Professional Services Industries (PSI)
9. **AGREEMENT** re: ADA Technology; In the Amount of $13,750; Public Health; Developmental Disabilities Program; Key City Public Theatre
10. **AGREEMENT, Amendment No. 3** re: Center Road 2R Overlay MP 10.34 to MP 14.5; Project No. 18020960, CRAB Project NO. 1622-01; Additional Amount of $189,172 for a total of $1,889,872; Public Works; County Road Administration Board (CRAB)
11. **MOTION** to Approve Advertising Planning Commission Vacancy; District 3

12. **APPROVAL OF MINUTES:** Regular Meeting Minutes of March 4, 2024
13. **ADVISORY BOARD REAPPOINTMENT** re: Planning Commission; District 1; Ahren Stroming; Term to expire March 16, 2028
14. **Payment of Jefferson County Payroll Warrants** Dated March 5, 2024 Totaling $2,390,539.80 and March 5, 2024 Totaling $6,255.23
15. **Payment of Jefferson County Payroll Warrants** Dated March 11, 2024 Totaling $1,252,296.86

COMMISSIONERS' BRIEFING SESSION: Chair Dean briefed the Board on a proposed Mill Road roundabout, noting that the City of Port Townsend and Jefferson County will work with the Washington State Department of Transportation on a better design. Chair Dean stated that the City of Port Townsend is interested in assisting OlyCAP with the next phase of the Caswell Brown Village shelter. She will coordinate with staff from congressional delegations to apply for funding.

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson and Clallam County. Emergency Management Director Willie Bence provided information on Nixle alerts, the winter weather, and planning ahead to summer weather. There will be an upcoming wildfire response and evacuation focused event in Port Ludlow.

PROCLAMATION re: Proclaiming the Week of March 10, 2024 as Sunshine Week: The Commissioners commented on government transparency, and read aloud the proclamation. Commissioner Brotherton moved to approve the proclamation. Commissioner Eisenhour seconded the motion, which carried by a unanimous vote.

The meeting was recessed at 10:23 a.m. and reconvened at 10:30 a.m. with all three Commissioners present.

DISCUSSION re: Healthier Together Task Force – Scope of Work: City of Port Townsend Director of Parks and Recreation Strategy Carrie Hite was present for discussion. Commissioner Brotherton shared a draft document that if approved, will form the Healthier Together Task Force. He noted that the Healthier Together Steering Committee had previously reviewed the draft document.

The proposed task force will be compromised of an 8 members, that will report to Jefferson County, the City of Port Townsend and the Healthier Together Steering Committee. They proposed two members from each district, and two members from the Jefferson Aquatic Coalition, who will live outside of Port Townsend. The Commissioners edited the scope of work and ad for publication.

After edits were incorporated, Commissioner Brotherton moved to approve the publication regarding recruitment of members for the Healthier Together Task Force, as edited today. Commissioner Eisenhour seconded the motion. Chair Dean called for public comments, and two comments were received. After listening to a suggestion in the comments, Commissioner Brotherton made a friendly amendment to modify the scope of work document to define that two task force members will be a resident of unincorporated Jefferson County, and that the Jefferson Aquatic Coalition members also be residents of unincorporated Jefferson County. Commissioner Eisenhour approved the friendly amendment.

The publication for recruitment of task force members will run on March 13 and 20, 2024, and applications will be due on March 27, 2024. The Commissioners will make appointments to the task force on April 1, 2024.

DISCUSSION: BID AWARD re: Official County Newspaper of Record: Clerk of the Board Carolyn Gallaway briefly explained the side-by-side comparison for the two bids received. After discussion, Commissioner Eisenhour moved to select the Jefferson County-Port Townsend Leader as the newspaper for Jefferson County. Commissioner Brotherton seconded the motion. Chair Dean opened the floor to allow for public comment, and one comment was received. The Commissioners responded to the comment received and Commissioner Brotherton added the County is required to approve a legal paper of record. Chair Dean called for a vote on the motion. The motion carried.

Clerk Gallaway noted that she will draft a contract with the Leader, to be approved by the Board. The contract will start on July 1, 2024 and be expire on June 30, 2025.

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

The meeting was recessed at 11:59 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

DISCUSSION re: Solid Waste Transfer Station Self-Haul Hours: Public Works Director Monte Reinders, Solid Waste Manager Al Cairns and Operations Coordinator Justin Miskell were present to review the proposed updated self-haul hours for the Solid Waste Facility and the Quilcene Drop Box Facility. County Administrator Mark McCauley noted that Jefferson County Code (JCC) 8.10.060 states that the Public Works Director, with approval of the Board of County Commissioners, sets the hours of the Solid Waste Transfer Station, Quilcene Drop Box site, and recycling center.

After discussion, Commissioner Eisenhour moved to approve the revisions to the Solid Waste Transfer Station and Quilcene Drop Box hours of operations. Commissioner Brotherton 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.

Director Reinders noted that Coordinator Miskell has been the Solid Waste Coordinator for almost two years, assisted with the staffing crunch, and he brought about changes to address redundancy and efficiency, among many other accomplishments at Public Works. Coordinator Miskell answered questions posed by the Board. The Commissioners thanked him for his service.

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

- Legislative update
- Climate Action Goals; possible quarterly review

The meeting was recessed at 2:14 p.m. and reconvened at 2:30 p.m. with all three Commissioners present.

DISCUSSION re: Federal Emergency Management Agency (FEMA) Community Assistance Visit (CAV) Follow-up Tasks, Decision Points and Community Rating System (CRS): Department of Community Development (DCD) Director Josh Peters, Chief Strategy Officer Brent Butler and Chief Building Official/Fire Marshal Phil Cecere were present to discuss the FEMA audit conducted by Washington State Department of Ecology, Regulatory Floodplain, National Flood Insurance Program (NFIP) and the Community Rating System (CRS), and recommendation regarding the CRS program pros and cons.

Staff answered questions posed by the Board and requested direction regarding next steps which could include: 1) Waiting for the Planning Commission's recommendation as to whether Jefferson County should enroll in the CRS program; 2) Consider the level of effort maximum that should be expended annually for enrollment; or 3) Making an immediate determination that CRS enrollment should occur and reach the level of participation necessary to ensure outreach to reduce risk and loss within the areas of special flood hazard. The Commissioners agreed to have the Planning Commission continue their work.

After discussion, Chair Dean opened the floor to allow for public comment, and no comments were received.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 3:50 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

DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – March 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.

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

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

1. **AWARD OF CONTRACT** re: Naylors Creek at West Valley Road and Gibbs Lake Road, Project No. 18020592, Federal Aid Project No. PROTECT-2016(029); In the Amount of $1,696,325; Public Works; Nordland Construction NW
2. **AGREEMENT** re: Family Functional Therapy; In the Amount of 30,000; Juvenile Services; Patricia Oden
3. **AGREEMENT** re: Phase 3 Low Pressure Sewer Collection (LPS) System for Port Hadlock UGA; In the amount of $4,997,707.00; Public Works; Seton Construction
4. **AGREEMENT** re: Acceptance and execution of the Washington State Department of Ecology (ECY) Water Quality Combined Financial (Agreement No. WQC_2024_JCoPWE-00034) for the Port Hadlock Phase I Wastewater Collection and Conveyance System. The funding package includes a $1,876,603 Centennial Grant, $3,123,397 in State Revolving Fund (SRF) Forgivable Principal, and a $1,667,000 SRF Loan, for a total funding amount of $6,667,000. The SRF Loan has an interest rate of 0.4% for twenty years.
5. **AGREEMENT** re: Oak Bay Campground Host; In the Amount of $8,075/year; Public Works; Terry Taylor and Susan Cartmel Taylor
6. **AGREEMENT** re: Mobile Phone Campground Payment System; On-demand user fee; Public Works; ParkMobile
7. **AGREEMENT, Amendment No. 18** re: Consolidated Contracts; Additional Amount of $64,983 for a total of $8,140,484; Public Health; Washington State Department of Health
8. **AGREEMENT** re: Washington Technology Solutions: NAIP Flight Imagery; In the Amount of $10,000 each year for two years, through April 2026; Aerial Imagery for GIS; Washington Technology Solutions

9. **ADVISORY BOARD RESIGNATION (1) and APPOINTMENTS (2)** re: Intellectual/Developmental Disabilities Advisory Board: RESIGNATION: 1) Cherish Cronmiller. APPOINTMENTS: 1) Sarah Peck – Three-year term expiring March 18, 2027; and 2) Michelle Simmons – Three-year term expiring March 18, 2027
10. **Payment of Jefferson County Vouchers/Warrants** Dated March 12, 2024 Totaling $4,898.08 (Jury)

ADDITIONAL DISCUSSION ITEM: LETTER of SUPPORT re: Hoh Tribe Highway 101 Intersection Safety Improvement Project: The Hoh Tribe has requested a letter of support for congressionally directed spending/community project funding. Commissioner Eisenhour moved to approve the Tribe's request for a congressionally directed spending community project. Commissioner Brotherton 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. The letter will be sent to Senator Murray, Senator Cantwell, and Representative Kilmer.

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

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

The meeting was recessed at 9:55 a.m. and reconvened at 10:00 a.m. with all three Commissioners present.

UPDATE re: Washington State Department of Natural Resources (DNR) 4th Quarter County Income Report: DNR Olympic Region Manager Bill Wells and DNR Assistant Region Manager Drew Rosanbalm were present for discussion. DNR Assistant Manager Rosanbalm provided the 4th Quarter County Income Report. Assessor Jeff Chapman joined the meeting, and inquired about the West End taxing districts. DNR staff reported on miscellaneous topics, and answered questions posed by the Board and the Assessor.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator continued discussing recent meetings they attended, miscellaneous topics, and reviewed upcoming meetings. Commissioner Brotherton explained the proposed letter of support for Mason PUD for their Grid Resiliency Project. The Commissioners discussed edits to the draft letter. Commissioner Brotherton stated he will incorporate those edits and bring forward during the afternoon session.

The meeting was recessed at 11:25 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

WORKSHOP re: Review Draft Ordinance re: Adopting Rules for the Adoption of Ordinances, Resolutions, and Motions in Jefferson County: Civil Deputy Prosecuting Attorney Barbara Ehrlichman explained the need for the draft ordinance to the Board. She reviewed the proposed ordinance and answered questions posed by the Board. The hearing notice will be placed on the Consent Agenda on March 25, 2024, with publication on March 27, 2024 and April 3, 2024, and a hearing on April 8, 2024 at 11:00 a.m.

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

- **LETTER of SUPPORT** re: Mason PUD: Commissioner Brotherton shared the edits made to the proposed letter of support for Mason PUD for their Grid Resiliency Project. The Commissioners reviewed the draft letter and made further edits. Commissioner Brotherton moved to send the two letters of support for Mason PUD No. 1 to support their congressional appropriations request. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.
- Calendar Coordination

BRIEFING re: Commercial Property Assessed Clean Energy and Resiliency (C-PACER) and Stock Plan Implementation Grant: Department of Community Development (DCD) Chief Strategy Officer (CSO) Brent Butler and Climate Action Committee (CAC) Chair Kees Kolff were present to update the Board on the C-Pacer and Stock Plan Implementation Grant. CSO Butler provided a presentation that included more information about the grant opportunity, which is due April 1, 2024. If approved, the project will need to be completed within 18 months. CAC Chair Kolff noted that while he is the Chair of the CAC, he is not representing that committee today.

Some C-Pacer projects that are envisioned for Jefferson County include: energy and water efficiency, electrification improvement, renewable energy, electric vehicle charging, seismic hardening, fire detection and suppression, flood readiness, stormwater management, and energy storage.

Staff stated that they would like to request approximately $100,000 for the grant, and next steps will include: consultants developing energy efficiency and conservation plans and strategies, public education program to build public awareness, and energy audits on commercial and residential buildings. The Commissioners voiced support for moving forward.

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

- Calendar Coordination – continued
- RCW 82.46.075(5)

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 2:45 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