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MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – November 4, 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 that next Monday is Veterans' Day, so the regular Commissioner meeting will be held on Tuesday, November 12, 2024.

PUBLIC COMMENT PERIOD: Chair Dean called for public comments, and four comments were received. The Commissioners addressed the comments, and Chief Civil Deputy Prosecuting Attorney Philip Hunsucker was present to provide an update regarding the Shoreline Master Program (SMP) process.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour noted that the Hearing Notice re: Open Space Tax Applications refers to four applications, but only three applications are listed. Associate Planner David Wayne Johnson was present and explained that one of the applications was not an Open Space Tax application, so it was removed. He thanked Commissioner Eisenhour for catching that correction. Commissioner Eisenhour moved to approve the Consent Agenda, as amended. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Ad Valorem Tax Levies; Hearing to be held for November 18, 2024 at 10:45 a.m. in the Commissioners Chambers (HYBRID)
2. **HEARING NOTICE** re: Jefferson County Code Title 13 Sewer Utility Code, Hearing to be held November 18, 2024 at 2:00 p.m. in the Commissioners' Chambers (HYBRID)
3. **HEARING NOTICE** re: Proposed Update to Countywide Planning Policy; Hearing to be held November 18, 2024 at 3:00 p.m. in the Commissioners' Chambers (HYBRID)
4. **HEARING NOTICE** re: 2024 Open Space Tax Applications; Hearing to be held November 18, 2024 at 11:15 a.m. (HYBRID)
5. **AGREEMENT** re: Therapeutic Support for Independent Living Project; In the Amount of \$51,645.30 (\$24,501.65 in 2025 and \$27,143.65 in 2026); Public Health; OWL360
6. **AGREEMENT** re: Resource Navigation & SUD Peer Ally Outreach; In the Amount of \$19,945.77 (\$9,462.71 in 2025 and \$10,483.06 in 2026); Public Health; OWL360
7. **AGREEMENT** re: Environmental Health Safety Consultation Services; In the Amount of \$18,812; Public Health; PBS Engineering
8. **AGREEMENT** re: County Data Security & Use of State Resources; No cost; Public Health; Washington State Department of Social & Health Services

9. **APPROVAL OF MOTION** re: Delaying the Public Infrastructure Fund (PIF) Glen Cove funding project to 2026, and make the delayed amount of \$250,000 available for allocation, along with the \$600,000 already allocated in 2025, to be used to fund: 1) Airport property acquisition and infrastructure: \$486,641; 2) Quilcene Complete Streets: \$202,767; and 3) Lawrence Street Complete Streets: \$160,592 for a total of \$850,000 in PIF funds awarded in 2025
10. **REQUEST TO CONVENE** Board of Equalization re: Hearing Property Tax Appeals for the Year of 2024
11. **APPROVAL OF MINUTES:** Regular Meeting Minutes of October 28, 2024 and Special Meeting Minutes of October 28, 2024 (Sewer ordinance)
12. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated October 28, 2024 and Totaling \$1,035,160.17

ADDITIONAL BUSINESS re: Point No Point Treaty Council and the Port Gamble S’Klallam Tribe, and the Jamestown S’Klallam Tribe letter re: Pleasant Harbor Master Planned Resort (MPR) Preliminary Plat Application, DCD File No. SUB2023-00025: Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker was present to explain the efforts Jefferson County staff has done regarding a response to the Tribes’ August 15, 2024 letter regarding Pleasant Harbor MPR. He explained that although they are close, a full response is not ready at this time. He suggested that the Board write to the Tribal leadership, and let them know that a response will be issued soon.

After review of the letter and amendments, Commissioner Eisenhour moved to approve sending a letter to the Point No Point Treaty Council regarding the Pleasant Harbor Master Planned Resort Preliminary Plat Application. Commissioner Brotherton seconded the motion. Chair Dean requested a friendly amendment to notify sending this letter to the Port Gamble S’Klallam Tribe and the Jamestown S’Klallam Tribe as well. Chief Civil DPA Hunsucker reviewed the draft letter and noted all the addresses the letter will be sent to, which included various local Tribes. The friendly amendment was agreeable to Commissioners Eisenhour and Brotherton, and Commissioner Eisenhour reiterated that the letter will be sent to all the Tribes on the list. Chair Dean opened the floor to allow for public comments, and no comments were received.

Chief Civil DPA Hunsucker addressed public comments received earlier in the meeting regarding Jefferson County committees that are subject to the Open Public Meetings Act (OPMA) and the Shoreline Master Program (SMP).

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 stated that Jefferson County is no longer in a drought, there is a new version of “Think, Plan, Do,” and with an upcoming severe storm this evening, he urged individuals to prepare for potential power outages.

PROCLAMATION re: Operation Green Light: County Administrator Mark McCauley explained that the National Association of Counties (NACo) promotes Operation Green light to honor Veterans who have served in various military departments. He added that during this time of year, the Courthouse clocktower is illuminated in green. All three Commissioners read aloud the proclamation. Commissioner Eisenhour moved to approve the proclamation, with a scrivener error corrected in the last paragraph. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

DISCUSSION re: Repealing Resolution No. 42-03 and Adding a Resolution Adopting Code Compliance Rules of Procedure Pursuant to Chapter 19.05.020(1) JCC: Civil Deputy Prosecuting Attorney (DPA) Ariel Speser was present and explained the proposed resolution to the Board. Environmental Health & Water Quality Manager Pinky Mingo, DCD Development Code Administrator Greg Ballard, and DCD Code Compliance Coordinator Nicki Akins were present to assist in providing a presentation, and answer questions posed by the Board. The presentation outlined steps to build a successful code compliance program.

Due to time constraints on the agenda, staff will return at the next Commissioner meeting where they will provide a summary of the topic again, and they will allow time for public comments before taking action.

HEARING re: Community Development Block Grant (CDBG) For 2024-2025 Public Service Grant Application Proposed and Closeout of 2022-2024 Public Services Grant: Grants Administrator Amanda Christofferson explained the purpose of the hearing, and noted that these funds service Jefferson and Clallam County for low to moderate income individuals. They are ending their funding early, and have a new proposed funding use. OlyCAP Director of Housing and Community Development Viola Ware was present to provide a presentation on OlyCAP's future use of funds, and answer questions posed by the Board. The Commissioners requested more information on demonstration of services.

After discussion, Chair Dean opened the hearing to allow for public testimony, and no testimony was received. Hearing no testimony, she closed the public hearing. After further discussion, Commissioner Brotherton moved to authorize the County Administrator sign the Closeout of the 2022-2024 Public Services Grant, as well as sign the 2024-2025 Public Services Grant. Commissioner Eisenhour seconded the motion and stated she would like to know the specific impacts to Jefferson County. Chair Dean added that she would like staff to work with OlyCAP and have them schedule a workshop in the near future. She called for a vote on the motion. The motion carried by a unanimous vote.

WORKSHOP re: 2024-2025 Mid-Biennium Review and Modification – General Fund: County Administrator Mark McCauley reviewed the 2024-2025 Mid-Biennium review and modification with the Board. He outlined department requests and his funding recommendations for General Fund and Other Funds. Finance Manager Judy Shepherd was present and also answered questions posed by the Board.

Sheriff Joe Nole and Undersheriff Andy Pernsteiner provided comments and answered questions regarding their request for a dedicated South County Deputy, and other requests. County Administrator McCauley stated earlier in the presentation that he believes they could fund the South County Deputy, but not provide the Sheriff's Office additional requests.

The Commissioners agreed with moving forward with all funding recommendations as presented by the County Administrator. Chair Dean opened the floor to allow for public comments, and four comments were received.

The meeting was recessed at 11:58 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

CONTINUED HEARING and DELIBERATIONS re: Flood Damage Prevention

Ordinance: Floodplain Administrator Phil Cecere and Deputy Floodplain Administrator Greg Ballard were present for the continued hearing and deliberations. They provided a review of the proposed ordinance, and the Commissioners addressed comments and concerns that arose since the initial hearing on October 28, 2024. Chair Dean noted that the main goal of this ordinance is not to keep putting people in harms way.

After discussion, Chair Dean opened the hearing to allow for testimony, and the following individuals provided testimony: Dan Ventura – Brinnon, Joe Baisch – Brinnon, Jean Ball – Quilcene, John Holbert – Brinnon, Michelle Matheson – Brinnon, Keith Beck – Brinnon, Shellie Yarnell – Brinnon, and Lisa Johnston – Brinnon, Chair Dean stated that she will close public testimony for today, but will ultimately continue this hearing to a later date.

Fire Marshall Cecere reviewed dates he has met with the Board on this issue, and noted that this was also reviewed by the Planning Commission, at a publicly noticed meeting. He added that this was a long project that affects the entire County. Deputy Floodplain Administrator Ballard explained that everything is already in place, they are just clarifying a few terms at the request of FEMA. Floodplain Administrator Cecere explained that if they were not to adopt the new changes, it would not really change much on how they carry out their processes.

The Commissioners expressed concern that this was a bifurcated process, and agreed to continue the hearing to a Special Meeting with a tentative date of November 18, 2024 at 6:30 p.m. at the Brinnon Community Center. Written testimony on this topic was closed on November 1, 2024, but oral testimony will be accepted during the November 18, 2024 Special Meeting.

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

- Commissioners' Briefing Session, calendar coordination, and miscellaneous topics

WORKSHOP re: Electric Vehicle (EV) Charger Grant: Central Services Director Shawn Frederick was present to provide information on an EV Charger Grant, EV Chargers, and options on moving forward. On December 19, 2022, the Washington State Department of Ecology updated its Clean Vehicles Program requiring all new light-duty vehicles sold in Washington meet zero emission vehicle standards by 2035. Public Works Director Monte Reinders was in also attendance and also answered questions pertaining Public Works.

Director Frederick explained that electrification of the fleet has begun, and the County applied for new EV charging stations through a Washington Electric Vehicle Charger Program Grant, and they received a conditional award that provides \$306,000 in grant funding, but it requires a 25% match, which is \$102,000. He reviewed options on moving forward:

- 1) **Option 1:** Accept the reward and move forward with installing all or some of the allotted 40 L2 ports and 6 stubs
 - Requires 25% match up to \$102,000
 - Considerable unknown construction costs (site excavation, transformers, new service establishment, electrical, etc.)

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- Currently unbudgeted and unscheduled capital project
 - May 6, 2025 deadline is very difficult to meet
 - Jefferson County would be charged at the PUD rate (projects at 11 cents kWh)
- 2) **Option 2:** Amend the existing contract with EVCS, allowing them to take on the burden of installing the L2 ports with the County acting as the site host in a signed LOI
- EVCS responsible for installing, maintaining L2 ports while Jefferson County acts as the site host
 - EVCS responsible for data reporting in compliance with grant requirements
 - EVCS retains ownership of equipment at the end of the contract
 - EVCS recoups cost through utilization of charging ports at a rate of 29 cents per kWh
- 3) **Option 3:** Decline the award, this would mean that the County would pay full price for the installation of L2 chargers along with all the associated costs (construction, equipment, material, etc.)
- Seek other funding opportunities, or budget as future capital projects
 - Eliminate the immediate financial constraints of the grant match requirement
 - Potential long-term savings depending on future costs of implementing the technology
 - Prevents 10-year contractual obligation related to the EV charger stations
 - Requires addressing the immediate charging needs of electric vehicles already purchased

Director Frederick reviewed the estimated charging costs using EVCS' rate, estimating variance in charging costs, and answered questions posed by the Board. The Commissioners agreed that Option 2 seemed like the best plan in moving forward. Director Frederick will reach out to EVCS and the grant administrator, to get additional questions answered.

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

- Legislative Steering Committee (LSC) representative for 2025: Commissioner Brotherton moved to appoint Commissioner Eisenhour to be the LSC representative for 2025. Chair Dean seconded the motion and 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 meeting was recessed at 3:19 p.m. and reconvened at 3:23 p.m. with all three Commissioners present.

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

- EV Tax Credits
- Miscellaneous topics
- Fort Worden Development Authority
- Washington State Audit; clean audit report
- Commissioners' Briefing Session, calendar coordination, and miscellaneous topics

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NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 3:52 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



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MINUTES

Special Meeting – November 8, 2024 at 10:30 a.m.
Joint Jefferson County Board of Commissioners and
Lodging Tax Advisory Committee (LTAC)
Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA

CALL TO ORDER: Chair Dean called the Joint Special Meeting of the Board of County Commissioners (BOCC) and the Lodging Tax Advisory Committee (LTAC) to order. Commissioner Greg Brotherton was present for the BOCC Special Meeting, and to provide public comment.

PUBLIC COMMENT PERIOD: Commissioner Brotherton provided public testimony, but was called away from the meeting. LTAC members heard from other commentators.

NOTICE OF ADJOURNMENT: After it was clear that Commissioner Brotherton was not returning to finish his comment, Chair Dean adjourned the meeting at 10:50 a.m. until the next regular meeting or special meeting as properly noticed. The LTAC members continued their meeting and discussed new priorities for 2025 LTAC funding cycle, RFP scoring sheet, process and legal review, extending the RFP deadline, amending the 2024 Peninsula Trails Coalition contract, and payment process options for applicants.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Kate Dean, Chair

ATTEST:

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Heidi Eisenhour, Member