



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, July 15, 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 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, GB, HE present. KD noted change to agenda re: Fire Danger Level

No set time **DISCUSSION** re: Review the July 10 change in fire danger level and burn restrictions, changing from a moderate to high level    

Fire Marshal Phil Cecere was present to review the upgrade of the fire hazard to “high”, and what restrictions come with the that which include:

- Use of charcoal briquettes is prohibited, except those used at a residence
- Target shooting outside of gun ranges, and use of incendiary ammunition is prohibited
- The discharge, manufacture, sale, storage, or transportation of fireworks is prohibited
- Outdoor burning is restricted – no recreational burning (campfires)

If the next fire level is The next fire hazard level is “very high,” which will restrict charcoal use at residences.

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

[09:13:28 AM \(00:13:34\)](#) Comment

[09:15:04 AM \(00:15:10\)](#) Comment

[09:16:24 AM \(00:16:30\)](#) Comment

[09:20:30 AM \(00:20:36\)](#) Comment

[09:23:36 AM \(00:23:42\)](#) Comment

[09:27:01 AM \(00:27:07\)](#) Response to comments

9:30 a.m. **RECOGNITION** re: Public Works Employee Bob Wheeler for his role in the Port Hadlock Sewer Project



Monte Reinders, Public Works Director/County Engineer

Public Works Director Monte Reinders was present to share a proclamation in honor of Bob Wheeler for his work and dedication to his position with Jefferson County, and he reviewed other projects and roles he served in over the years. Mr. Wheeler was instrumental in carrying out tasks that led to the successful groundbreaking of the Port Hadlock Sewer Project.

The following staffmembers provided additional comments: Human Resources Director [Sarah Melancon](#), County Administrator [Mark McCauley](#), and Wastewater Project Manager [Samantha Harper](#).

The Commissioners commented on Mr. Wheeler’s work in Jefferson County, and noted that he will be greatly missed.

[09:55:11 AM \(00:55:18\)](#) Bob Wheeler commented

After discussion, Commissioner Brotherton moved to approve signing onto a Letter in Recognition of Outstanding Service to Jefferson County for Robert “Bob” Wheeler. Commissioner Eisenhower seconded the motion, which carried by a unanimous vote.

REGULAR AGENDA:

10:00 a.m. **HEARING** re: Second Quarter Budget Appropriations/Extensions; Various County Departments



Mark McCauley, County Administrator

Judy Shepherd, Finance Manager

Chair Dean opened the public hearing. Finance Manager Judy Shepherd was present to review the Second Quarter Budget Appropriations and Extension requests from various County Departments. County Prosecutor James Kennedy, and was present to explain the Prosecutor's Office budget requests.

Chair Dean opened the floor to allow for public testimony. The following individuals provided testimony: Tom Thiersch – Jefferson County.

[10:19:26 AM \(01:19:32\)](#) Tom Thiersch

[10:22:39 AM \(01:22:45\)](#) Chair Dean closed the hearing. After deliberations, Commissioner Eisenhower moved to approve **RESOLUTION NO. 40-0715-24R** re: Second Quarter 2024 Budget Appropriations/Extensions for Various County Departments. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

[10:29:21 AM \(01:29:27\)](#) Recess

10:32 Reconvene

AV Capture failed after the recess. For the full zoom recording, please go to www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public)– Board of Commissioners – BOCC Agenda Packets – BOCC Zoom and AVC Meeting Files – 2024 Zoom – and then date of meeting
Please note the recording may not be available for a couple days. Email carolyn@co.jefferson.wa.us if you would to access it sooner.

10:30 a.m.

WORKSHOP re: Internal Climate Summit Results



Apple Martine, Public Health Director
Josh Peters, DCD Director

Public Health Director Apple Martine, DCD Director Josh Peters, Environmental Health & Water Quality Manager Pinky Mingo, and Environmental Health Specialist (EHS) Lara Gaasland-Tatro were present to brief the Commissioners on the climate summit they participated in. Director Martine explained the process and collaboration amongst departments. EHS Gaasland-Tatro reviewed the Climate Summit report produced by the Cascadia Consulting Group, and staff answered questions posed by the Board. There was discussion regarding upcoming meetings, and if there would be Commissioner or County Administrator representation at these meetings.

After discussion, Chair Dean outlined next steps which include having the Chair work with the County Administrator on a draft a concept for forming a committee – with name of committee, frequency and funding to be determined. She also proposed to work with EHS Gaasland-Tatro on an initial synthesizing of information between the internal climate report and the County's Climate Action goals. The Commissioners agreed with the next steps as described by Chair Dean.

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. **AUTHORIZATION** re: New Regular, Part-Time (.5FTE); Term-Limited Position; In an Approximate Amount \$32,000; Human Resources; Superior Court
 
2. **AUTHORIZATION** re: Sewer Utility Easement Acquisition; Port Hadlock Sewer Project; Public Works
 
3. **LETTER OF SUPPORT** re: Jefferson Land Trust and Olympic Housing Trust; Chimacum Commons Project
 
4. **OPIOID LITIGATION** re: Washington State Settlement; Estimated Amount to Jefferson County: \$105,600; Kroger
 
5. **AGREEMENT** re: Federal Lands Access Program, No. 69056724004; Upper Hoh Road/Olympic National Park, Phase 2; In the Amount of \$165,000; Public Works; U.S. Department of Transportation
 
6. **AGREEMENT, Amendment No. 1** re: Consulting Services for Strategic Planning; Additional Amount Not to Exceed the Amount of \$44,389; Jefferson County Administrator; BerryDunn
 
7. **AGREEMENT, Amendment No. 1** re: Professional Engineering Services; Olympic Discovery Trail – Anderson Lake Connection; County Project No. 18019893; Additional Amount of \$80,501; Public Works; Otak
 
8. **AGREEMENT, Amendment No. 3** re: Youth Cannabis and Tobacco Prevention; Additional Amount of \$82,000; Public Health; Kitsap Public Health
 
9. **AGREEMENT, Consolidated Amendment No. 20** re: Various Public Health Programs; Additional Amount of \$1,218,566 for a total of \$9,416.279; Public Health; Washington State Department of Health
 
10. **ADVISORY BOARD APPOINTMENT (2)** re: Jefferson County Veterans Advisory Board; Quilcene Brinnon VFW Post 3213; Peter Braccio; Officer at Large; John Hamilton
 
11. **ADVISORY BOARD REAPPOINTMENT** re: Jefferson County Ferry Advisory Committee; Term to expire on July 15, 2028; Nicole Gauthier
 
12. **ADVISORY BOARD APPOINTMENT (10)** re: Local Emergency Planning Committee (LEPC); The American Red Cross - Andrew Stockton; Jefferson County Public Health - Apple Martine; Taylor Shellfish Farms - David Pederson; Port Townsend Paper Company, LLC - Dwayne A. Wendorf; Jefferson Transit - Gary Maxfield; Jefferson County Sheriff Office – Joe Nole; City of Port Townsend Police Department – Thomas A. Olson; East Jefferson Fire Rescue

– Pete Brummel (Chair); United States Navy – Tim Callister; Quilcene Fire Rescue – Timothy M. McKern (Vice Chair)



13. **PORT LUDLOW DRAINAGE DISTRICT RESIGNATION (1)** re: Port Ludlow Drainage District Commissioner 1; Gary Rygmyr



14. **APPROVAL OF MINUTES:** Regular Meeting Minutes of July 8, 2024



15. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated July 8, 2024 Totaling \$2,830,983.47 and Dated July 15, 2024 Totaling \$1,188,000.68



Commissioner Brotherton moved to approve the Consent Agenda as presented. Commissioner Eisenhower seconded the motion which carried by a unanimous vote.

No set time

COMMISSIONERS BRIEFING SESSION

11:30 a.m. – noon **CLOSED SESSION** with County Administrator and Human Resources Director; To discuss that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, exemption as outlined in the Open Public Meetings Act, RCW 42.30.140(4)(b)

Executive Session: 11:36 a.m. to 12:00 p.m. No action.

RECESS

1:30 p.m. **AFTERNOON SESSION**

No set time **DISCUSSION** re: Proposed Caseload Standards for Indigent Defense Attorneys



Mark McCauley, County Administrator

County Administrator Mark McCauley explained that the Washington State Administrative Office (AOC) of the Courts (AOC) is proposing significant changes to caseload standards for indigent defense attorneys, which will radically reduce the number of felony and misdemeanor cases they can handle in any given year. County Prosecutor James Kennedy and Chief Civil Deputy Prosecuting Attorney Philip Hunsucker were present to explain the issue further, and answer questions posed by the Board. The proposed standards would have a massive impact to the County's general fund. Prosecutor Kennedy noted that if approved, the County will need to hire more attorneys, which most likely are not even available in this area.

Prosecutor Kennedy also noted that defense attorneys can appear remotely, but with a new case ruling Washington State vs. Luthi, everyone will need to be in the courtroom. This new ruling will make it

even harder to obtain indigent defense attorneys and conflict attorneys. He is requesting that the Commissioners send a letter to the AOC with a stance that Jefferson County is strongly opposed to the proposed new indigent defense standards.

Chair Dean stated she would be happy to work on a draft letter for review and approval at a later date.

2:00 p.m. **WORKSHOP** re: Sewer Utility Code and **PUBLIC COMMENT**



Monte Reinders, Public Works Director
Samantha Harper, Wastewater Project Manager

Public Works Director Monte Reinders, Wastewater Project Manager Samantha Harper, and staff member Bob Wheeler were present to review the proposed Sewer Utility Code with the Board.

Public Works staff reviewed Section 13.04 and Section 13.05 and Appendix 1 re: Sewer Fee Schedule, and sewer diagrams. They included the current draft ordinance with the agenda packet, reviewed efforts to-date, and future goals and plans. They answered questions posed by the Commissioners.

When approved, this will be Jefferson County's first sewer ordinance. The current draft was developed by Public Works and the Prosecuting Attorney's Office, with assistance from the Department of Community Development and Public Health, and in coordination with the Jefferson Public Utilities District (PUD) No. 1.

Public Works staff will return on Monday, July 22, 2024 at 1:30 p.m. to continue discussion on this topic. After discussion, Chair Dean opened the floor to allow for public comments, and one comment was received.

Chair Dean left at 3:56 p.m. for the remainder of the meeting.

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

No set time **ADJOURNMENT** 3:59 p.m.

COMMISSIONERS MEETING SCHEDULE

The Week of July 15, 2024

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, July 15, 2024

9:00 a.m.	BOCC Meeting – (Hybrid) Board
12:00 p.m.	Washington State Association of Counties Assembly – (Virtual) Heidi
4:30 p.m.	North Hood Canal Chamber of Commerce Board Meeting – (Virtual) Greg
5:00 p.m.	Tri-Area Bike Tour - Heidi
6:00 p.m.	Healthier Together Task Force Meeting – (Hybrid) Greg

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Tuesday, July 16, 2024

1:30 p.m. Jefferson Transit Authority Board Special Meeting and Public Hearing – (Hybrid) Greg/Heidi

Wednesday, July 17, 2024

8:30 a.m. Budget Meeting – (Virtual) Heidi

10:00 a.m. Legislative Steering Committee Co-Chair Update: 25-26 Legislative Priorities – (Virtual) Kate

1:00 p.m. Hood Canal Coordinating Council Board of Directors Meeting – (Virtual) Kate

3:30 p.m. Chimacum Empowered Teens Coalition – (Virtual) Heidi

Thursday, July 18, 2024

1:00 p.m. Trust Land Transfer Advisory Committee Meeting 3 – (Virtual) Heidi

2:30 p.m. Board of Health Meeting – (Hybrid) Kate

Friday, July 19, 2024

9:00 a.m. Olympic Consortium Board – (Virtual) Greg

12:30 p.m. KPTZ - Greg

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. 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 and click on the Calendar tab.

COMMISSIONERS MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request