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# MINUTES

## Jefferson County Board of County Commissioners
## Regular Meeting – February 5, 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. County Administrator Mark McCauley welcomed new Central Services Director Tracy Coleman to Jefferson County.

**PUBLIC COMMENT PERIOD:** Chair Dean called for public comments, and six comments were received. The Commissioners addressed the comments and were debriefed about a recent Aquatic Facility Steering Committee meeting.

**APPROVAL AND ADOPTION OF THE CONSENT AGENDA:** Commissioner Eisenhour moved to approve the Consent Agenda as presented, minus Item No. 7 re: Chickadee Forestry, for further discussion. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 10-24** re: Re-establishing Jefferson County Cash Drawer, Petty Cash Account and Revolving Fund Amounts in Various County Departments
2. **HEARING NOTICE** re: Community Development Block Grant - Corona Virus (CDBG-CV) Contract Close-out; hearing to be held on February 20, 2024 at 2:00 p.m. (HYBRID)
3. **AWARD of CONTRACT** re: Construction of the Phase 3 Low Pressure Sewer Collection System for the Port Hadlock UGA; In the Amount of $4,997,707; Public Works; Seton Construction
4. **MEMORANDUM of AGREEMENT** re: 2024 WSU Employee Salaries
5. **AGREEMENT** re: Gibbs Lake Park Caretaker; In the Amount of $18,887; Public Works; Cher Albright
6. **AGREEMENT** re: Extended Warranty and Preventative Maintenance and Support for Superior Court Audio/Visual; In the Amount of $6,667.00; Superior Court; Justice AV Solutions
7. **AGREEMENT** re: Forestry Related Professional Services; In the Amount of $72,000 per year through December 31, 2028; County Administrator; Chickadee Forestry LLC
(removed and approved later in the meeting)
8. **AGREEMENT** re: American Rescue Plan Act (ARPA) Funds for the Quilcene Park – Skate Park Design; In the Amount of $20,000; County Administrator; StrongerTowns
9. **AGREEMENT** re: Partnership with Clallam County Noxious Weed Control Board; In the Amount of $5,000; WSU Extension Noxious Weed Control Board; Clallam County Noxious Weed Control Board

10. **AGREEMENT** re: 2024 Affordable Housing/Homelessness Grant Funding; Woodley Place Rental Subsidies; In the Amount of $95,489; County Administrator; Bayside Housing
11. **AGREEMENT** re: Safe Babies Approach Services within Tribal Communities; Superior Court; Center for Children and Youth Justice
12. **AGREEMENT, Easement Amendment** re: Perpetual Slope Easements to Operate and Maintain Undi Road Bypass; In the Amount of $2,000; Public Works; Washington State Department of Natural Resources
13. **AGREEMENT, Amendment No. 1** re: Marine Resource Committee Marine Stewardship Projects; Time extension; WSU Extension; Washington State Department of Ecology
14. **AGREEMENT, Amendment No. 1** re: SR 19 Rhody Drive Ped-Bike Improvements – South Segment Project No. 1802095, WSDOT Project No. TAP-0019(009); In the Amount of $175,830; Public Works; Washington State Department of Transportation
15. **AGREEMENT, Technical Amendment 24-01;** Sheriff's Office Support Services; Human Resources Department; Teamsters Local 589
16. **ADVISORY BOARD APPOINTMENTS (3) and REAPPOINTMENTS (2)** re: Climate Action Committee: Reappointment of: 1) Cindy Jayne – Position 9, Term expires December 31, 2026; and 2) Kate Chadwick – Position 14, Term expires December 31, 2026; Appointment of: 1) Crystie Kisler – Position 10, Term expires on December 31, 2025; 2) Jamie Duyck – Position 12, Term expires December 31, 2024; and 3) Krista Myers – Position 13, Term expires December 31, 2024
17. **ADVISORY BOARD APPOINTMENTS (2)** re: Growth Management Steering Committee: 1) Scott Mauk; Port Hadlock UGA Representative; and 2) Andrew Schwartz; Brinnon RVC
18. **ADVISORY BOARD REAPPOINTMENT** re: Solid Waste Advisory Committee (SWAC); Two (2) Year Term to Expire February 5, 2026; Port of Port Townsend, Pete Hanke
19. **APPROVAL of MINUTES:** Regular Meeting Minutes of December 4, 2023
20. **Payment of Jefferson County Vouchers/Warrants** Dated January 22, 2024, Totaling $1,203,617.14

**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 discussed atmospheric river alerts, winter snow events, and reminded the public to have emergency road kits in their vehicles, checking in on neighbors, snow level potentially affecting water levels, and wildfire concerns during warm months. He thanked the local winter welcoming center for keeping individuals warm. He noted that FEMA reimbursement during the COVID-19 pandemic is approximately $250,000.

The meeting was recessed at 10:29 a.m. and reconvened at 10:35 a.m. with all three Commissioners present.

**PRESENTATION re: Noxious Weed Control Board Update and Noxious Weed-Free Program:** Noxious Weed Control Coordinator Sophie DeGroot provided a presentation that included highlights from 2023, and she reviewed 2024 goals.

She explained the proposed Noxious Weed Free Gravel Program, which is an important measure to help stop the spread of noxious weed seeds to new areas and project sites. It will involve free inspections of all mining pits, storage and transfer facilities for all aggregate materials such as gravel, rock, sand, soil, woodchips, mulch and more.

Commissioner Brotherton moved to approve the Noxious Weed Board's Program Standards in order to make Noxious Weed Free Certifications and inspections available to aggregate pits and storage facilities as soon as possible. Commissioner Eisenhour 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.

**DISCUSSION re: AGREEMENT re: Forestry Related Professional Services; Chickadee Forestry LLC (Consent Agenda Item No. 7):** The Commissioners discussed the proposed contract with Chickadee Forestry, and County Administrator Mark McCauley answered questions posed by the Board. Commissioner Eisenhour moved to approve the Agreement regarding Forestry Related Professional Services; In the Amount of $72,000 per year through December 31, 2028; with Chickadee Forestry LLC. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

**COMMISSIONERS' BRIEFING SESSION:** The Commissioners and County Administrator Mark McCauley discussed recent meetings they attended, miscellaneous topics, and Community Wildfire Protection Plan.

**CONTINUED DELIBERATIONS re: Shoreline Master Program (SMP):** Department of Community Development (DCD) Director Josh Peters and BERK Consulting staff Lisa Grueter were present to review the staff report in question/answer format with information and policy choices, and a comparative analysis between SMP and the Unified Development Code (UDC) definitions.

Since the majority of comments received were regarding geoduck aquaculture, Director Peters, and Consultant Grueter reviewed the options for geoduck aquaculture:

1. Planning Commission recommendation: Standard CUP for Priority Aquatic (new) or Natural designations and otherwise Discretionary CUP. This is a mix of standard and discretionary CUPs for new, conversion, or expansions depending on shoreline environment designation.
2. Same as #1 except treat expansions like new geoduck operations (this was a Planning Commission considered option.)
3. Modify #1 to change Standard and Discretionary CUP in use matrix.
   - Modify CUP on use table/text to make a Standard CUP where Aquatic or Priority Aquatic designations abut Shoreline Residential, Conservancy, or Natural Shoreline Designations. That would only leave shoreline reaches with Aquatic or Priority Aquatic abutting High Intensity as Having a Discretionary CUP.
   - Modify CUP on use table/text to make a Standard CUP where Aquatic or Priority Aquatic designation abut Shoreline Residential or Natural Shoreline Environment Designations.

4. Set Standard Conditional Use Permit process threshold criteria for geoduck aquaculture:
   - Any new geoduck operation in any Shoreline Environment Designation.
   - Any conversion or expansion in Priority Aquatic and Natural, and any conversion or expansion abutting Natural or Shoreline Residential Shoreline Environment Designations.
   - In the Aquatic Shoreline Environment Designation, when the expansion or conversion would exceed 25% (current aquaculture threshold) or X acres in any 10-year period.
5. Treat all geoduck aquaculture with standard CUP.

The Commissioners agreed that they were interested in Option 1 or 2. Director Peters and Consultant Grueter reviewed options in further detail, along with proposed ordinance language and recommendations. After discussion, Commissioner Brotherton and Commissioner Eisenhour stated they were in favor of Option 2.

Chair Dean noted that the public can continue submitting testimony in writing, and added that the public comment period is a good time to verbally let their opinions be heard. A tentative date of February 26, 2024 has been set for the continued hearing.

**DISCUSSION and POTENTIAL ACTION re: Defer Consideration of Site-Specific and Suggested Amendments of the Comprehensive Plan and the Unified Development Code Received by the Department of Community Development After March 1, 2024 Until the 2026 Annual Amendment Cycle, to Allow Staff Time to Complete the 2025 Periodic Review and Update of the Comprehensive Plan and Development Regulations by June 30, 2025:** Department of Community Development (DCD) Director Josh Peters and Associate Planner Joel Petersen were present and reviewed the draft Resolution with the Board. Director Peters explained how the proposed resolution would affect applications received before March 1, 2024 and after that date. From a workload perspective, in the calendar year 2025, they will be scrambling to meet the requirements by June 30, 2025 that year. The resolution would allow staff time to work on the 2025 Periodic Review and update the Comprehensive Plan and Development Regulations. Director Peters and Associate Planner Peterson answered questions posed by the Board.

Chair Dean shared a list of affordable housing projects that are in the queue and voiced concern on those projects being delayed. After further discussion, Commissioner Eisenhour moved to approve **RESOLUTION NO. 11-24** re: Defer Consideration of Site-Specific and Suggested Amendments of the Comprehensive Plan and the Unified Development Code Received by the Department of Community Development After March 1, 2024 Until the 2026 Annual Amendment Cycle, to Allow Staff Time to Complete the 2025 Periodic Review and Update of the Comprehensive Plan and Development Regulations by June 30, 2025, as Required by RCW 36.70A.130(5)(b). Commissioner Brotherton seconded the motion. Chair Dean opened the floor to allow for public comment, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

**NOTICE OF ADJOURNMENT:** Chair Dean adjourned the meeting at 4:01 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

## Jefferson County Board of County Commissioners
## Regular Meeting – February 12, 2024, 9:00 a.m.

Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

**CALL TO ORDER:** Due to Chair Kate Dean representing Jefferson County in Washington D.C., she asked Commissioner Brotherton to Chair the meeting in her absence. Acting Chair Greg Brotherton called the meeting to order at the appointed time. Commissioner Eisenhour joined the meeting at 9:08 a.m.

**PUBLIC COMMENT PERIOD:** Chair Dean called for public comments, and six 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 Dean seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Comprehensive Flood Hazard Management Plan for the Big Quilcene and Little Quilcene Rivers; Hearing to be held on Monday, February 26, 2024 at 2:30 p.m. in the Commissioners Chambers
2. **AGREEMENT and SUBSCRIPTION AGREEMENT** re: Collective Bargaining Agreement and Trust Participation for Jefferson County Public Works Department Employees; January 1, 2024 through December 31, 2026; Teamsters Local No. 589 and Teamsters Welfare Trust
3. **AGREEMENT** re: Brinnon Reach Assessment and Conceptual Design Project; In the Amount of $139,987.25; Public Health; Natural Systems Design
4. **AGREEMENT** re: Hoh River Resiliency Lindner Complex Reach Preliminary and Final Design Project; In the Amount of $835,433; Public Health; Natural Systems Design
5. **AGREEMENT** re: Center Road 2R Overlay MP 10.34 to MP 14.58, County Project No. 1802096; In the Amount of $1,112,583.65; Public Works; Lakeside Industries
6. **AGREEMENT** re: DUI Electronic Monitoring of Pre and Post-Conviction Clients; Subscription based upon use; District Court; Ascentec Holdings, LLC
7. **AGREEMENT** re: Functional Family Therapy and Individual Counseling Services; In the Amount of $10,000; Juvenile Services; Claire Chambers Brankenfern Psychotherapy
8. **ADVISORY BOARD REAPPOINTMENTS (3)** re: Solid Waste Advisory Committee (SWAC): 1) Steve King; City of Port Townsend Representative – Term to end February 12, 2025; 2) Alysa Thomas; Skookum Recycling Representative – Term to end February 12, 2025 and 3) Joey Deese, Waste Connections Representative – Term to end February 12, 2025

9. **ADVISORY BOARD REAPPOINTMENT (1)** re: Jefferson County Clean Water District Advisory Council; Richard Hull; District No. 3 Representative - Four (4) Year Term to expire on February 12, 2028
10. **ADVISORY BOARD RESIGNATION and APPOINTMENT** re: Solid Waste Facility Task Force (SWFTF): Resignation – Carol Cummins; Appointment – Janet Welch; Local 2020 Beyond Waste Representative
11. **AGREEMENT, Change Order No. 1** re: Road Departure Reduction Project, County Project No. 18020980; No change in amount; Public Works; KT Contracting Company
12. **AGREEMENT, Change Order No. 7** re: Phase 1 Site Prep, Earthwork and Service Utilities for the Port Hadlock Sewer Project No. 40521140; Public Works; Seton Construction
13. **AGREEMENT, Amendment No. 1** re: Sr 19 Rhody Drive Ped-Bike Improvements – South Segment Project No. 1802095, WDOT Project No. TAP-0019(008); Creating a new Consultant expenditures line; Increase of $49,905.14 for a total of $1,950,857.84; Public Works; Washington State Department of Transportation
14. **APPROVAL of MINUTES:** Regular Meeting Minutes of December 11 and 18, 2023, and Special Meeting Minutes of December 22, 2023
15. **Payment of District Court Jury Fees** Dated February 2, 2024 Totaling $920.19
16. **Payment of Jefferson County Payroll Warrants** Dated February 5, 2024 Totaling $1,125,595.20

**COMMISSIONERS' BRIEFING SESSION:** The Commissioners discussed recent meetings they attended and miscellaneous items.

**EXECUTIVE SESSION:** An Executive Session was scheduled from 10:00 a.m. to 11:00 a.m. Acting Chair Brotherton announced that the Executive Session will be held from 10:00 a.m. to 11:00 a.m. 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, Environmental Public Health Director, and Natural Resources Program Coordinator. The Board resumed the regular meeting at 11:00 a.m. Acting Chair Brotherton announced that the Board will be extending the Executive Session from 11:01 a.m. to 11:16 a.m. The Board concluded the Executive Session and resumed the regular meeting at 11:17 a.m. There was no proposed action, and therefore no public comment taken on this topic.

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

**PRESENTATION re: 2024 Finance Department Workplan:** Auditor Brenda Huntingford and Finance Manager Judy Shepherd were present to brief the Board on the 2024 Finance Department Workplan which included 2023 activities and 2024 goals.

**ADDITIONAL DISCUSSION ITEMS**

- Calendar coordination

**NOTICE OF ADJOURNMENT:** Acting Chair Brotherton adjourned the meeting at 11:54 a.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

## Jefferson County Board of County Commissioners
## Regular Meeting – February 20, 2024, 9:00 a.m.

Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

**CALL TO ORDER:** Acting Chair Commissioner Greg Brotherton and Commissioner Heidi Eisenhour participated in the meeting. Chair Dean had an excused absence. Acting Chair Brotherton 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 Eisenhour moved to approve the Consent Agenda as presented. Acting Chair Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 12-24** re: In the Matter of Finding and Determination to Declare Certain personal Property as Surplus and Authorize Disposal
2. **REQUEST for APPROVAL** re: Delegation of Authority to Approve Contracts with Conflict Attorneys Appointed by the Courts and Issuance of a Request for Proposals/Qualifications
3. **HAZARD MITIGATION GRANT AGREEMENT** re: Snow Creek Road MP. 0.84 Culvert Replacement, County Project No. 18020310; Total Project Amount: $1,333,000 ($997,500 in Federal funding and $166,250 in State funding); Public Works; Washington State Military Department
4. **MEMORANDUM OF AGREEMENT – Correction** re: 2024 WSU Employee Salaries (Originally approved on February 5, 2024)
5. **AGREEMENT** re: Port Hadlock Wastewater Treatment Plant - SCADA Design and Installation; County Project No. 40521140; In the Amount of $221,700; Public Works; Technical Services Inc. (TSI)
6. **AGREEMENT** re: Noxious Weed Control; In the Amount of $5,000/year; WSU Extension; City of Port Townsend
7. **AGREEMENT, Amendment No. 1** re: Phase 1 – Site Preparation, Earthwork, and Utilities for the Port Hadlock Sewer; County Project No. 40521140; Additional Amount of $5,000 for a Total Amount of $35,000; Public Works; Van Aller Surveying
8. **APPROVAL of MINUTES:** Regular Meeting Minutes of January 2 and 8, 2024
9. **Payment of Jefferson County Vouchers/Warrants** Dated February 12, 2024 Totaling $1,525,978.49 and Dated February 20, 2024 Totaling $323,354.33
10. **Payment of Jefferson County Payroll Warrants** Dated February 5, 2024 Totaling $165,789.82, and Dated February 16, 2024 Totaling $108,371.22

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**WORKSHOP re: 2024 Emergency Management Workplan:** Emergency Management Director Willie Bence provided a review of the Department of Emergency Management's Incident Command System flowchart, organizational chart, review of 2023 accomplishments, 2024 projects and goals for 2025-2026.

**CERTIFICATION OF ANNUAL INVENTORY OF THE CAPITALIZED ASSETS AS OF DECEMBER 31, 2023:** The Board of County Commissioners certify the inventory of capitalized assets on an annual basis. Clerk of the Board Carolyn Gallaway administered the Verification on Oath for Acting Chair Brotherton and Commissioner Eisenhour.

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

The meeting was recessed at 10:28 a.m. and reconvened at 10:30 a.m. with Chair Brotherton and Commissioner Eisenhour present.

**WORKSHOP re: 2024 WSU Extension Workplan:** WSU Jefferson County Extension Director Amit Sharma provided a review of 2023 accomplishments, program and club updates, education workshops, performance indicators and 2024 goals.

The meeting was recessed at 10:56 a.m. and reconvened at 11:00 a.m. with all three Commissioners present.

**WORKSHOP re: Quilcene Community Skate Park Site Plan:** Parks and Recreation Manager Matt Tyler and Parks and Recreation Advisory Board (PRAB) members were present to discuss the Quilcene Community Skate Park Site Plan, and answer questions posed by the Board, which included logistics and funding. Acting Chair Brotherton stated that he will draft a letter regarding fiscal sponsorship.

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

- Calendar Coordination

**NOTICE OF ADJOURNMENT:** Acting Chair Brotherton adjourned the meeting at 11:31 a.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

(Excused absence)
Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member

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# MINUTES

## Jefferson County Board of County Commissioners
## Regular Meeting – February 26, 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 six comments were received. The Commissioners addressed the comments.

The meeting was recessed at 9:30 a.m. and reconvened at 9:32 a.m. with all three Commissioners present.

**CONTINUED HEARING and DELIBERATIONS re: Shoreline Master Program:** Department of Community Development (DCD) Director Josh Peters, BERK Consultant Lisa Grueter and S&W Consultant Amy Summe were present for the hearing deliberations and additional public testimony. Consultant Grueter provided a presentation and reviewed the draft amendments, and ideas in motion, which are on top of the Planning Commission recommendations. She reviewed incorporated edits to the draft Shoreline Master Program which included:

- Definitions in 18.25.100: Adjustment to reconcile with definitions in the Unified Development Code (JCC 18.10).
- Table 18.25.220: Treat geoduck aquaculture expansions like new operations.
- 18.25.440(3) – Aquaculture Shoreline Environment Regulations
- 18.25.440(4)(b): Aquaculture General Regulations – address baseline date for when non-geoduck aquaculture expansions are measured.
- 18.25.440(7): Preamble to Table 18.25.440 – Applications Requirements by Aquaculture Type
- Table 18.25.440: Recognize industry best management practices in submittal requirements.
- Table 18.25.440: Add application requirement to describe how prevention of marine debris accumulation would be addressed.
- Table 18.25.440: Add requirement to submit any existing permits in effect at the time of application. Any permits issued during the county's review shall also be provided upon receipt.

Consultant Grueter also reviewed two public comments received during the February 20, 2024 Board of County Commissioners' meeting that required clarification.

After discussion with Director Josh Peters and consultants, Chair Dean opened the hearing to allow for continued public testimony. The following individuals provided testimony: Jan Wold; Shine Road, Port

Ludlow, Erin Ewald; Shelton, Gordon King; Port Townend, Marilyn Showalter; Shine Road, Port Ludlow, and Sue Corbett; Churchill Lane, Port Ludlow.

Director Peters requested keeping the public testimony open until a final draft ordinance is prepared. The Commissioners continued their deliberations. Director Peters, and Consultants Grueter and Summe answered questions posed by the Board.

Director Peters provided potential timelines for adoption moving forward. After discussion, the Commissioners agreed with moving forward with the policy amendments as reflected in deliberations. Staff will prepare an ordinance for review and potential adoption on March 18, 2024 at 10:00 a.m.

**APPROVAL AND ADOPTION OF THE CONSENT AGENDA:** Commissioner Eisenhour noted a scrivener error to Consent Agenda Item No. 6 re: Letter Notifying Tribal Chairs of the 2025 Periodic Update. Commissioner Eisenhour moved to approve the Consent Agenda as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 13-24** re: In the Matter of Finding and Determination to Declare Certain Personal Property as Surplus and Authorize Disposal
2. **MEMORANDUM OF UNDERSTANDING** re: Therapeutic Courts; In the Amount of $200,000; Public Health; Superior Court; District Court
3. **CERTIFICATION** re: County Road Administration Board (CRAB) Road Levy Certification; Public Works
4. **LETTER** re: Notifying Tribal Chairs of the 2025 Periodic Update
5. **AGREEMENT** re: 2024 Middle Housing Grant; In the Amount of $50,000; Department of Community Development; Washington State Department of Commerce
6. **AGREEMENT** re: GMA Periodic Update Grant; In the Amount of $350,000; Department of Community Development; Washington State Department of Commerce
7. **AGREEMENT, Amendment No. 1** re: Support for the Northwest Pacific Coast Marine Resources Committee (NP MRC); Additional Amount of $120,500 for a total of $160,500; Public Health; Washington State Department of Fish and Wildlife
8. **AGREEMENT, Amendment No. 2** re: Community Navigator Assessment; Additional Amount of $66,827.79 for a total of $108,827.79; Public Health; VillageReach
9. **ADVISORY BOARD RESIGNATION** re: Housing Fund Board; Peggy Webster
10. **APPROVAL of MINUTES:** Regular Meeting Minutes of January 16 and 22, 2024, and Special Meeting Minutes of January 19, 2024 (Coordination)

The meeting was recessed at 10:59 a.m. and reconvened at 11:08 a.m. with all three Commissioners present.

**LETTER of SUPPORT re: Quilcene Skate Park:** Commissioner Brotherton explained his request for the letter of support for the proposed Quilcene Skate Park. The letter requests that the YMCA step up as a fiscal sponsor for the project. Commissioner Eisenhour moved to approve sending the letter to the Olympic Peninsula YMCA Board of Directors. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

**LETTER of SUPPORT re: $3 Million in Federal Appropriations for the Habitat for Humanity Mason Street Neighborhood Affordable Housing Development in Port Hadlock, Jefferson County:** County Administrator Mark McCauley explained that Habitat for Humanity Executive Director requested the letter of support. Commissioner Eisenhour moved sending the letter to Habitat for Humanity of East Jefferson County in support of $3 Million in Federal appropriations for the Mason Street neighborhood housing development in Port Hadlock, with the scrivener errors corrected. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

**COMMISSIONERS' BRIEFING SESSION:** The Commissioners and County Administrator discussed recent meetings they attended, update regarding the potential formation of a Public Facilities District (PFD), legislative update, miscellaneous items, and reviewed their meeting schedules.

The meeting was recessed at 11:53 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

**WORKSHOP re: Climate Action Committee Recommendations (CAC) for New Climate Action Goals:** The following CAC members and CAC workgroup members were present and participated in discussion: CAC Chair Kees Kolff, CAC Vice Chair Cindy Jayne, Kate Chadwick and Cyndy Bratz.

In 2008, Jefferson County and the City of Port Townsend jointly adopted a goal to reduce Greenhouse Gas (GHG) emissions 80% below 1990 levels by 2050, using a 2005 baseline. In 2020, the CAC approved an updated emissions inventory of 2018 emissions, and in 2021, a summary of the top opportunities to reduce those emissions. In 2022, the CAC approved the 2021-2026 Forest and Tree GHG Inventory. Based on the latest inventory data, climate science and policies, the CAC approved two new recommendations to the BOCC and the City Council regarding emissions and carbon sequestration goals.

After discussion, the Commissioners thanked Climate Action Committee members for participating in the meeting.

**WORKSHOP re: 2024 Public Health Workplan:** Public Health Director Apple Martine was present to review the Public Health Department's 2023 accomplishments and 2024 goals. She reviewed that Public Health went from Crisis Mode, to Reset Mode, to Steady State Mode. The focus in 2024 will be increasing their capabilities and enhancing collaborations through staffing, management, clients and customers, Strategic Plan implementation, climate change coordinated response, and regionally through care coordination, emergency response and rural equity. Director Martine answered questions posed by the Board.

**HEARING re: Big Quilcene and Little Quilcene Rivers Comprehensive Flood Management Plan, Repealing and Replacing Resolution No. 57-98:** Department of Community Development (DCD) Director Josh Peters and Lead Associate Planner Donna Frostholm were present for the hearing. Director Peters stated that the County received grant funding to work on the floodplain plan, and part of the requirement is to hold a public hearing before adoption. Planner Frostholm provided a presentation and answered questions posed by the Board.

After discussion, Chair Dean opened the hearing to allow for public testimony. Hearing no testimony, Chair Dean closed the public hearing. After deliberations, Commissioner Eisenhour moved to approve **RESOLUTION NO. 14-24** re: Big Quilcene and Little Quilcene Rivers Comprehensive Flood Hazard Management Plan, Repealing and Replacing Resolution No. 57-98. Commissioner Brotherton seconded the motion which carried by a unanimous vote. Chair Dean noted that approval of the resolution adopts the proposed plan.

The meeting was recessed at 2:55 p.m. and reconvened at 3:00 p.m. with Chair Dean and Commissioner Eisenhour present. Commissioner Brotherton joined at the start of the Executive Session.

**EXECUTIVE SESSION:** An Executive Session was scheduled from 3:00 p.m. to 3:30 p.m. Chair Dean announced that the Executive Session will be held from 3:00 p.m. to 3:30 p.m. 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 and Chief Civil Deputy Prosecuting Attorney. The Board concluded the Executive Session and resumed the regular meeting at 3:31 p.m. There was no proposed action, and therefore no public comment taken on this topic.

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

- Calendar Coordination
- Healthier Together Steering Committee/Aquatic Facility Task Force
- Board and Committee Vacancies
- Congressional appropriation requests

**NOTICE OF ADJOURNMENT:** Chair Dean adjourned the meeting at 4:12 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

## Joint Special Meeting – February 15, 2024 at 5:00 p.m.
## Jefferson County Board of Commissioners
## and Intergovernmental Collaborative Group

Jefferson County Board of County Commissioners, Port Townsend City Council, Port of Port Townsend, and Jefferson County Public Utility District #1
Hybrid Meeting: Virtual and in-person at 355 Hudson St.
Port Townsend, WA 98368

**CALL TO ORDER:** Chair Kate Dean called the meeting to order in the presence of Commissioner Greg Brotherton and Commissioner Heidi Eisenhour. The Board of County Commissioners (BOCC) held a Joint Special Meeting with the Intergovernmental Collaborative Group (ICG).

**PUBLIC COMMENT PERIOD:** The Commissioners and ICG members listened to two comments from the public.

**APPROVAL of MINUTES:** BOCC Commissioner Heidi Eisenhour moved to approve the Regular ICG Meeting Minutes of November 16, 2023. ICG Member/PUD Commissioner Jeff Randall seconded the motion. The motion carried.

**PRESENTATION re: Growth Management Steering Committee (GMSC):** Department of Community Development (DCD) Director Josh Peters, and City of Port Townsend Long Range Planner Adrian Smith were present to provide an update on the GMSC which included a review of the membership, their role, data used, reporting and recommendations to the ICG, Jefferson County Commissioners to will be approving allocations, and Jefferson County and the City of Port Townsend will use GMSC's findings in their Comprehensive Plans, ensuring efficient resources for our population. Director Peters and Planner Smith answered questions posed by those in attendance.

**UPDATE re: Recompete Grant:** Commissioner Greg Brotherton provided a report on the Recompete Grant which included status on projects, noting that some projects were not quite ready. The goal is to address the Prime Age Employment Gap (PAEG) and assist with barriers in the workforce, such as childcare costs, social service programs. He added that there were quite a few subcommittees created during this process. Commissioner Brotherton excused himself for the remainder of the meeting at 6:26 p.m.

**UPDATE re: Jefferson County Emergency Management:** Emergency Management Director Willie Bence was present and provided a presentation on the Jefferson County/Port Townsend Multi-Jurisdictional Hazard Mitigation Plan (HMP) and the Comprehensive Emergency Management Plan (CEMP) renewal. He answered questions posed by those in attendance. More information can be found by going to: bit.ly/jeffcohazmit and bit.ly/jeffcocemp.

**AGENCY ROUNDTABLE:** The following topics were discussed:

- Port of Port Townsend:
  - Mobile travel lift grant award; crane to be built in 2025
  - Jetty work will be finalized today
    - March 1, 2024 there will be an event to welcome boats back to the marina
    - Grand reopening of Point Hudson will be held on April 24, 2024
  - 100 Year book regarding the history of the Port of Port Townsend will be published in April 2024
  - Shorts Farm update
  - 2024 Airport Master Plan
- Jefferson Public Utility District No. 1:
  - Addressing cold weather/low power issues
    - Led to improvements at substations
    - Over $100 Million needed for improvements
    - New home fees will help fund projects for electric grid
  - Broadband update
    - Work is beginning in East Quilcene
  - Addressing led abatement in water supplies
- City of Port Townsend:
  - Comprehensive Plan is moving forward
  - Wrapping up public hearing on sewer rate increases
  - Launched website re: Comp Plan and public outreach
- Jefferson County:
  - Update on the Port Hadlock Sewer Project
  - Aquatic Center; task force created
  - Update re: Community Wildfire Protection Plan

**NEXT STEPS and FUTURE AGENDA ITEMS:** The Commissioners and ICG members discussed the date of the first Growth Management Steering Committee meeting, which will be held on March 5, 2024 at 6:00 p.m. at the Jefferson County PUD. Also discussed was the date of the next ICG meeting, which will tentatively be held on May 23, 2024 at 6:00 p.m.

**NOTICE OF ADJOURNMENT:** Chair Dean adjourned the Commissioners meeting at 7:13 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