



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – August 19, 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 noted that there will be no Commissioner meeting on August 26, 2024, and there will be no Commissioner meeting on September 2, 2024 as that is a holiday. They will be holding the Commissioner meeting and also resuming the Public Health and Emergency Management update on Tuesday, September 3, 2024.

ADDITIONAL BUSINESS: Fire Road 2620 Update: Emergency Management Director Willie Bence stated that the fire is currently sitting at 398 acres, which has been downshifted in size after receiving better mapping with higher accuracy. The fire is 8% contained as of this morning, as they were able to cut around the perimeter.

Quilcene Fire Chief Tim McKern, Brinnon Fire Chief Tim Many, and Incident Command (IC) Ken Stafford were present. Commander Stafford provided an update and noted that the crews had to be pulled out yesterday due to extreme weather conditions, but today, they expect a full team. He reviewed the progress they are making on the Brinnon Fire Road 2620. The team answered questions posed by the Board. Director Bence thanked everyone for helping out and gave special thanks to Center Valley Animal Rescue and the Hadlock House in Brinnon.

PUBLIC COMMENT PERIOD: Chair Dean called for public comments, and four 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. **RESOLUTION NO. 46-0819-24R** re: Construct a Road and Stormwater Improvements on a Portion of Public Right of Way Known as W. Foster Street
2. **AGREEMENT** re: Data Share – Opioid Dashboard; No cost; Public Health; Washington State Department of Health
3. **AGREEMENT** re: Culvert Replacement Project at Naylor's Creek at West Valley Road and Gibbs Lake Road; Estimated amount of \$20,000; Public Works; Krazan and Associates

Commissioners Meeting Minutes of August 19, 2024

4. **AGREEMENT** re: Olympic Discovery Trail – Puget Sound to Pacific (PS2P) RAISE Grant; In the Amount of \$2,080,000; Public Works; Washington State Department of Transportation
5. **AGREEMENT** re: Glen Cove Infrastructure Extension Planning; In the Amount of \$60,000; DCD; SCJ Alliance
6. **AGREEMENT** re: Facilitation Services; In the Amount of \$13,000; Public Health; SCJ Alliance
7. **AGREEMENT, Amendment No. 1** re: Mental Health Prevention Program for School Districts; Additional Amount of \$24,708 for a total of \$49,416; Public Health; The Benji Project
8. **AGREEMENT, Amendment No. 2** re: Nurse Family Partnership – Home Visiting Services; Additional Amount of \$448,080.90 for a total of \$908,541.90; Public Health; Department of Children, Youth and Families
9. **AGREEMENT, Amendment No. 4** re: Nurse Family Partnership; Additional Amount of \$191,868 for a total of \$808,339.50; Public Health; Kitsap Public Health District
10. **APPOINTMENT** re: Port Ludlow Drainage District (PLLD): Commissioner 1; Ron Mountain to serve the remainder of an unexpired term until the next Special District General Election in February 2026
11. **MOTION** to: Continue with Server Migration and Committing to Funding the Project Through a 3rd Quarter Budget Appropriation, In the Amount of \$228,853.09
12. **APPROVAL OF MINUTES:** Regular Meeting Minutes of August 12, 2024, and Emergency Meeting Minutes of August 15, 2024 (Duckabush Fire)
13. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated August 12, 2024 Totaling \$2,666,526.84 and August 19, 2024 Totaling \$622,006.56

PROCLAMATION re: Proclaiming August 31, 2024 as Overdose Awareness Day and flying the Courthouse flag at half-mast on August 30, 2024: Commissioner Eisenhower noted that overdose has become a huge issue to our communities. All three Commissioners read aloud the proclamation, and Commissioner Brotherton moved to approve the proclamation. Commissioner Eisenhower seconded the motion. After further comments, Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

PROCLAMATION re: Employee Recognition Week August 19-23, 2024: Human Resources Director Sarah Melancon was present to voice her appreciation for County staff in all departments that serve the public, including those that are working on infrastructure projects, and those that work behind the scenes. County Administrator Mark McCauley thanked the Commissioners for approving the parameters for Collective Bargaining, to compensate employees fairly in this inflation-ridden economy. He thanked the tremendous employees who work for the County throughout the week.

All three Commissioners read aloud the proclamation, and Commissioner Eisenhower moved to approve a proclamation proclaiming the Week of August 19-23, 2024 as Employee Recognition Week. Commissioner Brotherton seconded the motion. After further comments, Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

COMMISSIONERS BRIEFING SESSION: Commissioner Brotherton discussed recent meetings he attended, and miscellaneous topics.

The meeting was recessed at 10:10 a.m. and reconvened at 10:16 a.m. with all three Commissioners present.

UPDATE re: Washington State Department of Natural Resources (DNR) 2nd

Quarter County Income Report: DNR Olympic Region Manager Bill Wells commented on the Brinnon fire and introduced his team. DNR Assistant Region Manager Drew Rosanbalm provided updates on timber harvest projects. Treasurer Stacie Prada and Assessor Jeff Chapman were also present for discussion. Manager Rosanbalm stated that he will work with County GIS staff to update the maps.

DNR Assistant Division Manager for the Recreation and Conservation Division Jayana Marshal was present to review the Dabob Bay Natural Area Trust Land Transfer (TLT) history with the Board. DNR Assistant Deputy Supervisor of State Uplands Duane Emmons added that he will be handling the purchasing of land for Jefferson County.

Chair Dean opened the floor to allow for public comment, and one comment was received. Commissioner Eisenhour addressed the comment and said she would follow-up with an email. Manager Wells explained the lightning strikes on the Olympic Peninsula, and added that there are crews venturing out to each lightning strike, but there are currently no bonafide fires.

Chair Dean announced that she will need to leave the meeting soon to conduct pre-certification for the primary elections, so she passed Chairing duties to Commissioner Brotherton. Chair Dean excused herself from the meeting during the Port Ludlow Drainage District Assessment Hearing.

HEARING re: Adoption of the Port Ludlow Drainage District (PLDD) Assessment:

Public Works Assistant Director Eric Kuzma and Engineer John Fleming, and the Vice Chair of the Port Ludlow Drainage District were present. Acting Chair Brotherton called the hearing to order. Engineer Fleming provided history on the PLDD, explaining that the Commissioners need to review the assessment system every four years, and it has been reviewed four times since its adoption in 2003. He explained how they calculated the assessment costs.

Acting Chair Brotherton opened the hearing to allow for public testimony, and the following individuals provided testimony: Mike Nilssen, Port Ludlow, and Assessor Jeff Chapman.

Commissioner Eisenhour moved to approve **ORDINANCE NO. 05-0819-24** re: Repealing and Replacing Ordinance No. 06-0817-20 re Finalizing the Assessment System for the Port Ludlow Drainage District. Acting Chair Brotherton seconded the motion. The motion carried.

COMMISSIONERS' BRIEFING SESSION - Continued: Acting Chair Brotherton, Commissioner Eisenhour and County Administrator Mark McCauley discussed recent meetings they attended, miscellaneous topics, and reviewed upcoming meetings.

The meeting was recessed at 11:26 a.m. and reconvened at 1:30 p.m. with all three Commissioners present. Chair Dean resumed Chairing duties.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Acting Chair Brotherton announced that the Executive Session will be held from 1:31 p.m. to 2:00 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, Chief Civil Deputy Prosecuting Attorney, and Department of Community Development Director. The Board concluded the Executive Session and resumed the regular meeting at 2:00 p.m. There was no proposed action, and therefore no public comment taken on this topic.

HEARING re: Proposed Department of Community Development (DCD) Fee Schedule Update: DCD Director Josh Peters was present to provide information on the Fee Study and a request for the Commissioners to consider adoption of the ordinance that will move the fee schedule from code to resolution, and then annually update as needed. If adopted, the fees will become effective September 1, 2024.

Chair Dean opened the hearing to allow for public testimony. As there was no testimony, she closed the public hearing.

The Commissioners discussed the proposed fee update, and noted that cost recovery makes sense. After discussion, Commissioner Brotherton moved to adopt **ORDINANCE NO. 06-0819-24** re: Relating to County Fee Policy and Requirements, and Department of Community Development Fee Schedules; Title 15 JCC, Title 18 JCC, and Appendix Fee Schedules; Repealing and Replacing Ordinance No. 01-0211-19. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

Commissioner Eisenhour moved to approve **RESOLUTION NO. 47-0819-24R** re: Adopting a Fee Schedule for the Department of Community Development. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

BRIEFING re: Commitment Letter – Paper to Digital Grant Application: DCD Director Josh Peters, Principal Planner Mo-Chi Lindblad, and Administrative Services Manager Chelsea Pronovost were present to brief the Board on the Commitment Letter request. Director Peters provided an overview of the issue, and the product they are requesting to use which will help transfer paper documents to digital.

Commissioner Eisenhour moved to send a Commitment Letter for the Paper to Digital grant application for the Department of Community Development, as presented today. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

The meeting was recessed at 2:25 p.m. reconvened at 2:30 p.m. with all three Commissioners present.

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

- Chimacum Drainage District; upcoming hearing
- Canvassing Board; hand count will be needed for Commissioner of Public Lands. Commissioner Brotherton will take Chair Dean's place Friday, August 23, 2024.

- Employee Appreciation Picnic; logistics
- **ADDITIONAL BUSINESS:** Chair Dean noted that the Port Townsend Pump Track project did not rank very high for the Resource and Conservation Office (RCO) grant. She requested that Jefferson County be a co-applicant to the Port Townsend Pump Track which will be located at the Jefferson County Fairgrounds. Commissioner Brotherton moved that the County become a co-sponsor on the application for the pump track at the Jefferson County Fairgrounds. Commissioner Eisenhour seconded the motion. Chair Dean called for public comments on the motion, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.
- Commissioners' Briefing Session - continued
- Calendar Coordination
- Miscellaneous topics

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 3:11 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