



DRAFT

MINUTES
Joint Special Meeting
Jefferson County Board of Commissioners and
County Coordination Committee
April 19, 2024 at 11:30 a.m.

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

CALL TO ORDER: Chair Kate Dean and Commissioner Greg Brotherton participated in the meeting. Commissioner Heidi Eisenhour had an excused absence. Chair Dean called the meeting to order at the appointed time.

The following Jefferson County Elected Officials and staff were present: County Administrator Mark McCauley, Chief Civil Deputy Prosecuting Attorney Philip Hunsucker, Sheriff Joe Nole, Public Health Director Apple Martine, Treasurer Stacie Prada, Assessor Jeff Chapman, Juvenile Services Director Shannon Burns, WSU Extension Director Amit Sharma, Judge Mindy Walker, Judge Brandon Mack, District Court Administrator Brian Gleason, Clerk Amanda Hamilton, Human Resources Director Sarah Melancon, and Central Services Director Tracy Coleman.

PUBLIC COMMENTS: No comments were received.

COMMUNITY OUTREACH PLANNING: This item was not discussed.

STRATEGIC PLAN UPDATE: County Administrator Mark McCauley briefed the members on the Strategic Plan implementation, and shared a draft document to track priorities, objectives, tactics, actions, outcome measures, lead departments, etc. Public Health Director Martine shared how her department is working on implementation of the Strategic Plan in the Health Department. County Administrator McCauley noted that he hopes to have the Implementation Plan completed by the middle of May 2024. He added that he will meet with a smaller group and report during a future work session.

RHODODENDRON PARADE: Chair Dean noted that elected officials typically join the parade. She asked if other departments had planned attending the parade, or if they had ideas. The members discussed ideas on how best to participate in the parade, which will be held on May 18, 2024. Some ideas discussed were: using road equipment, law enforcement vehicles, including County families, decorations and signage.

ROUNDTABLE DISCUSSION: The following departments and topics were discussed:

- Central Services Software and Civic Plus (County website)
- Superior and District Court Therapeutic Courts update

- Commissioners County is in preliminary planning to taking over running of the American Legion Shelter with a coalition of volunteers, until the new shelter at Caswell Brown is completed.
- Short Term Rentals moratorium
- WSU Extension update on WSU programs and funding

Commissioner Brotherton excused himself from the meeting at 12:22 p.m.

NOTICE OF ADJOURNMENT: Due to lack of quorum, Chair Dean adjourned the Board of County Commissioners' Special Meeting at 12:22 p.m. until the next regular meeting or special meeting as properly noticed. The Coordination Committee resumed their regular meeting with Commissioner Dean present, and listened to updates from the Sheriff's Office, Prosecutor's Office, Treasurer's Office, and Health Department.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Kate Dean, Member



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MINUTES

Joint Special Meeting – May 23, 2024 at 6:00 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: There were no comments received.

APPROVAL of MINUTES: Commissioner Eisenhour moved to approve the Regular ICG Meeting Minutes of February 15, 2024. ICG Member Rowe seconded the motion. The motion carried.

PRESENTATION re: Community Wildfire Protection Plan (CWPP) and Interagency

Partnership: County Administrator Mark McCauley and EJFR Chief Bret Black covered key wildfire issues which included: community engagement and current CWPP status. SWCA consultants were hired to work with the County, City of Port Townsend, Jefferson PUD No. 1, fire departments and other agencies in Jefferson County to conduct a community survey, create the plan and work on implementation. Chief Black noted they are working on consistent messaging.

City of Port Townsend Director of Planning and Community Development Emma Bolin was present to review the Fire/Life/Safety inspections for commercial businesses within the City of Port Townsend. There is currently a backlog of inspections and the City is looking at charging fees to recoup the cost of this service. She answered questions alongside Chief Bret Black and City Building Official Matt Logue.

UPDATE re: Jefferson County Drought Conditions: County Administrator Mark McCauley reviewed drought declarations, and the current drought area map – which includes Jefferson County. Areas affected the most by the drought include agricultural areas and irrigators with junior water rights. He also included a review of water supply shortages, emergency drought relief and funding. Member Eisenhour suggested forming Interlocal agreements to address the needs of the community. Rotating Chair Randall suggested that the agencies inform the public on how they can be prepared.

UPDATE re: Growth Management Steering Committee (GMSC): Director Bolin provided an update of the GMSC. She explained that at past meetings, the GMSC members discussed and ultimately selected a Medium Growth target. Countywide Planning Policies (CPP) were reviewed at their recent meeting in May. The next CPP draft will be posted to the County's Department of Community Development (DCD) website prior to the June 11, 2024 GMSC meeting date.

More information can be found here: <https://www.co.jefferson.wa.us/1708/2025-Periodic-Update>

UPDATE re: Healthier Together / Pool Initiative: Commissioner Brotherton provided an update on the Healthier Together Task Force (HTTF). He noted that recently the task force visited the Sequim YMCA pool and the City of Port Angeles pool. They have an upcoming trip to Idaho to view a couple aquatic facilities there. One of the facilities they are looking into, is not on a sewer system. The task force is reviewing new sites to house an aquatic facility. By the end of their meetings, the HTTF will be making six recommendations to the Board of County Commissioners, some of which include: if we should build, where should it be built, how it should be built, and possible funding methods.

AGENCY ROUNDTABLE: The following topics were discussed:

Port of Port Townsend:

- Short Farm; Port of Port Townsend will take possession in September, 2024
 - Farm Steering Committee to address:
 - Overarching vision and goals
 - Challenging property
- Boatyard Expansion Project
 - Advertising for proposals in September, hoping to make award in December
 - Stormwater: single point of collection
- New 300-ton Travel lift on order
- Gardiner Boat Launch project
 - Will be built at low-tide in December 2024, or January 2025
 - This boat launch is the only public access to Discovery Bay
- Jefferson County International Airport / JCIA
 - Rural Industrial Development; working with City of Port Townsend regarding potential Comprehensive Plan Amendment
 - Jefferson Timber Collective

City of Port Townsend:

- Comprehensive Plan is moving forward
- Port Townsend Golf Park
 - 100th Anniversary
 - Celebrated Cinco de Mayo there
- Discovery Road
 - Ribbon cutting event on June 15, 2024
- 2nd Quarterly paper just published
- How Streets Are Built video is finalized:
<https://cityofpt.us/publicworks/page/streets-maintenance-and-collections>
- Lawrence Street and Tyler Street are getting upgrades
- Occupational burnout training for staff

Jefferson County:

- Assuming management duties at the Emergency Shelter
 - Reviewed concerns if there is no Emergency Shelter in Jefferson County
- Port Hadlock Sewer Project
 - Under construction and fully funded
- Construction project in the County
 - Over \$16 million budgeted for projects this year

- Fish barrier projects
- Center Road overlay
- Coordinated Water Systems Plan; RFP going out
- UGA Swap re: Mill Road property
- EV Chargers
 - Working on contracts, possibly coordinate with jurisdictions
 - City of Port Angeles sets a maximum charge as a municipal utility
 - Climate Action Committee and PUD Manager may be able to assist

Jefferson County PUD No. 1:

- Fiberoptic project; crews working in Quilcene
 - Thanked the County for their assistance
 - Ribbon cutting ceremony on July 25, 2024 at Serendipity Farm (tentative)
- \$130 million in electrical projects over the next 10 years to address PUD capital needs
 - New substation at Mill Road, coordinating with the County
 - Separate feeder to Indian Island and Marrowstone Island to improve redundancy and resiliency
 - New substation bay at Chimacum substation
 - 3 megawatt hydro project on City water line
 - Quilcene Fiber project

NEXT STEPS and FUTURE AGENDA ITEMS: Future agenda items to include a presentation by Blue Economy Specialist Shannon Idzo, a presentation on Marine Renewable Energy, an update on the Coordinated Water System Plan, discussion on legislative priorities, and a possible presentation by Benton PUD General Manager Rick Dunn regarding energy issues.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the Commissioners meeting at 7:57 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 – Tuesday, May 28, 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 comment, and two 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. **RESOLUTION NO. 29-24** re: Creating a County Project for Van Trojen Road, Bituminous Surface Treatment (BST) MP 0.08-1.30
2. **AGREEMENT** re: De-escalation Training; In the Amount of \$1,000; Public Health; Behavioral Health Solutions
3. **AGREEMENT** re: Data Sharing Agreement: Foodborne Illness; No cost; Public Health; Washington State Department of Health
4. **INTERLOCAL AGREEMENT** re: Household Hazardous Waste Disposal; Not to exceed \$13,750/year; Public Works; Kitsap County
5. **ADVISORY BOARD REAPPOINTMENT** re: Clean Water District Advisory Council; Four Year Term Expiring May 28, 2028; Lee Steele
6. **ADVISORY BOARD RESIGNATION** re: Jefferson County Noxious Weed Control Board; Christine Heycke
7. **APPROVAL OF MINUTES:** Regular Meeting Minutes of May 13 and 20, 2024

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended, miscellaneous topics and reviewed their meeting schedules. The Commissioners discussed potentially holding Public Works Roads updates throughout the summer.

DISCUSSION re: Washington State Department of Natural Resources (DNR) Dabob Bay Natural Area Expansion Proposal Support: DNR Recreation and Conservation Division Manager Kristen Ohlson-Kiehn, and DNR Conservation Program Assistant Division Manager Jayana Marshall provided a presentation which covered DNR Dabob Bay Natural Area Expansion, the background on programs, and a proposal for expansion of boundaries.

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The DNR process for establishing a new natural area consists of:

- Tribal input
- Natural Heritage program; collect data
- Natural Area Preserved program; obtain property
- Conservation Acquisition; work with sellers
- Dabob Natural Area Preserve; protect rare examples of intact sand pits
- Identify Carbon Sequestration Forests on State Trust Lands
- Purchase Replacement Lands

Chair Dean opened the floor for public comments, and three comments were received. No action was taken.

The meeting was recessed at 10:39 a.m. and reconvened at 10:42 a.m. with all three Commissioners present.

DISCUSSION re: Letter of Support for Washington Coastal Restoration and Resiliency Initiative (WCRRI) Project #24-1602, Pulling Together in Restoration, Phase 6: 10,000 Years
Institute Executive Director Jill Silver provided a presentation on the Washington Coastal Restoration and Resiliency Initiative on invasive plant focus and requested a letter of support. She shared goals to increase effectiveness of invasive species which includes, employing, training, and deploying a local workforce. She believes this will improve and protect habitat restoration investments, increase public, private, and agency education funding. She answered questions posed by the Commissioners.

Commissioner Brotherton reviewed the draft letter of support for the Washington Coastal Restoration and Resiliency Initiative (WCRRI). He moved to approve the letter of support for funding. Commissioner Eisenhower seconded the motion. Chair Dean called for public comments on the motion, and no comments were received. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote. Staff will forward the letter to Director Silver.

COMMISSIONERS' BRIEFING SESSION Continued: The Commissioners and County Administrator continued discussing recent meetings they attended, miscellaneous topics and reviewed their meeting schedules.

The meeting was recessed at 11:49 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

CONTINUED HEARING DELIBERATIONS re: DISCUSSION re: Ordinance to Adopt Rules for Ordinances, Resolutions and Motions in Jefferson County; Chief Civil Deputy Prosecuting Attorney Philip Hunsucker explained recent amendments to the draft ordinance. Community Development Director Josh Peters participated in the discussion. Chair Dean announced the hearing is closed.

After deliberations, Commissioner Brotherton moved that the board approve **ORDINANCE NO. 02-0528-24** re: Adopting Rules for Ordinances, Resolutions and Motions in Jefferson County, as amended. Commissioner Eisenhour seconded the motion. Chair Dean called for public comments on the motion, and no comments were received. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

UPDATE re: Emergency Shelter Management: County Administrator Mark McCauley and Finance Manager Judy Shepherd were present for discussion. Commissioner Brotherton provided an update explaining that Bayside Housing has expressed interest in managing the Emergency Shelter. Staff is working on a 3-way contract, in which the County will maintain a rental contract with the American Legion and take care of utilities, and operations will be contracted with Bayside Housing. Bayside Housing Executive Director Gary Keister and Deputy Executive Director Heather Dudley-Nollette were present to answer questions. After discussion, the Board agreed to table discussion for a future meeting. Chair Dean called for public comments, and one comment was received. The Commissioners addressed the comment.

BRIEFING and POTENTIAL ACTION re: Proposed Sponsorship Program for Qualifying Activities: The Commissioners reviewed a funding request made by East Jefferson County Little League at their May 20, 2024 meeting. County Administrator Mark McCauley recommended that the Board approve the Little League's request to assist funding their tournament, and recommended a sponsorship of \$2,500 for financial support. He also requested that the Board direct staff to develop a formal sponsorship program in the amount of \$10,000 annually.

After discussion Commissioner Eisenhour moved to approve \$2,500 to East Jefferson Little League to support their tournament. Commissioner Brotherton seconded the motion. Chair Dean called for public comments on the motion, and no comments were received. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

Commissioner Brotherton moved to direct staff to develop a formal sponsorship program to be funded annually. Chair Dean seconded the motion. Chair Dean called for public comments on the motion, and no comments were received. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

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

- Board and Committee Vacancies

ADDITIONAL BUSINESS re: Letter of Support re: School Based Health Center: Chair Dean provided a draft letter of support for Public Health School Based Health Center (PHSB) request for further funding for Port Townsend and Quilcene

After discussion, Commissioner Brotherton moved to approve the letter of support, as written today. Commissioner Eisenhour seconded the motion. Chair Dean called for public comments on the motion, and no comments were received. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

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

- Big Foot Proclamation; future agenda item
- Behavioral Health Consortium meeting on June 13, 2024; will need to be noticed as a Special Meeting as there will be a quorum of the BoCC

The meeting was recessed at 2:22 p.m. and reconvened at 2:30 p.m. with all three Commissioners present.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 2:57 p.m. until the next regular meeting or special meeting as properly noticed.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Kate Dean, Chair

ATTEST:

Greg Brotherton, Member

Adiel McKnight
Deputy Clerk of the Board

Heidi Eisenhour, Member