



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – April 8, 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 five comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour moved to approve the Consent Agenda, minus Consent Agenda Item No. 5 regarding electric an vehicle charging station. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 23-24** re: In the Matter of Adjusting the Official County Road Log; County Landfill Road, County Road No. 626009
2. **RESOLUTION NO. 24-24** re: In the Matter of Adjusting the Official County Road Log Critter Lane, County Road No. 625709
3. **HEARING NOTICE** re: First Quarter 2024 Proposed Supplemental Budget Appropriations/Extensions for Various County Funds; Hearing to be held on April 22, 2024 at 10:15 a.m. in the Commissioners' Chambers (HYBRID)
4. **DIGITAL SUBMITTAL CERTIFICATION** re: County Road Administration Board (CRAB) Reports for 2023
5. **AGREEMENT** re: Construction, operation and maintenance of electric vehicle charging infrastructure; Revenue amount of \$0.05/kWh; Auditor's Office/Central Services; EV Charging Solutions, Inc. (this item was not approved, and discussed during the afternoon session)
6. **AGREEMENT** re: SR19 Rhody Drive Pedestrian Bike Improvements – North Segment, Project No. 1802076; In the Amount of \$3,810; Public Works; Cultural Resource Consultants, LLC
7. **AGREEMENT, Amendment No. 3** re: Nurse Family Partnership, In an Additional Amount of \$5,636; Jefferson County Public Health; Kitsap County Public Health
8. **AGREEMENT, Amendment No. 5** re: Lower Big Quilcene Floodplains Acquisitions; No Amount Change; Jefferson County Public Health; Washington State Recreation and Conservation Office

9. **AGREEMENT, Change Order No. 8** re: Phase 1 – Site Preparation, Earthwork and Service Utilities for the Port Hadlock Sewer Project No. 405-2114-0, Commerce Project No. 22-96515-026; In the Amount of \$75,792.32 for a new total of \$2,026,650.15; Public Works; Seton Construction
10. **LEASE AMENDMENT** re: Castle Hill Associates, LLC space Leased by Public Health (Water Quality) Correction to the Lease Term
11. **APPROVAL OF MINUTES:** Regular Meeting Minutes of April 1, 2024

LETTER OF SUPPORT re: East Jefferson Fire Rescue (EJFR) CARES Program:

County Administrator Mark McCauley noted that the letter indicates 2023 through 2024, and it should read 2024 through 2025. After discussion, Commissioner Brotherton moved that all three Commissioners sign onto the letter of support, with the date modification as noted. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION: The Commissioners and County Administrator reviewed recent meetings they attended, miscellaneous topics, and discussed upcoming meetings. Commissioner Brotherton will Chair the upcoming Growth Management Steering Committee.

The meeting was recessed at 10:17 a.m. and reconvened at 10:30 a.m. with all three Commissioners present.

HEARING re: Community Development Block Grant – Corona Virus (CDBG-CV)

Contract Closeout: Grants Administrator Amanda Christofferson, OlyCAP past Shelter Manager Robin Pangborn and Community Leadership Team member Debbi Steele were present for the hearing. They commented on the work that went into relocating homeless individuals from the Jefferson County Fairgrounds encampment to the Caswell-Brown Village site. Commissioner Brotherton commented on the teamwork that went into addressing the needs of the homeless population.

Chair Dean opened the floor to allow for public testimony. Hearing no testimony, she closed the public hearing. County Administrator Mark McCauley signed the Contract Close Out Report.

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

- Process for Emergency Shelter downtown; more discussion to come

HEARING re: Ordinance Adopting Rules for the Adoption of Ordinances, Resolutions, and Motions in Jefferson County: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker was present and provided a presentation on the draft Ordinance that would outline the rules for the adoption of ordinances, resolutions and motions in Jefferson County. The ordinance will establish a uniform process and increase transparency.

Chair Dean opened the floor to allow for public testimony, and no testimony was received. It was noted that an email testimony had been received by the Commissioners that Chief DPA Hunsucker did not have an opportunity to review. The Board agreed to continuing the hearing. The hearing will be continued to April 15, 2024 at 1:30 p.m. After the meeting, Chief DPA Hunsucker decided to re-notice a new hearing for May 6, 2024.

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

- Process for Emergency Shelter downtown; possibly forming an ad-hoc committee of the Housing Fund Board task force
- Calendar coordination

The meeting was recessed at 11:28 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:15 p.m. Chair Dean announced that the Executive Session will be held from 1:30 p.m. to 2:15 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, Civil Deputy Prosecuting Attorney, and Department of Community Development Director. The Board resumed the regular meeting at 11:21 a.m. The Board concluded the Executive Session and resumed the regular meeting at 2:17 p.m.

Chief Civil Deputy Prosecuting Attorney Philip Hunsucker reviewed a proposed Ordinance relating to Development Regulations for Short Term Rentals, Declaring an Emergency, and Establishing a Moratorium on Acceptance and Processing of Applications for Hospitality Establishment Permits for Transient Residences or Transient Guest Houses per Jefferson County Code. Commissioner Brotherton noted that the moratorium will not mean that work stops, and that the Planning Commission will meet in May, 2024 to review and draft potential solutions or changes to the County Code.

Commissioner Brotherton moved to adopt **ORDINANCE NO. 01-0408-24** re: Development Regulations for Short Term Rentals, Declaring an Emergency, and Establishing a Moratorium on Acceptance and Processing of Applications for Hospitality Establishment Permits for Transient Residences or Transient Guest Houses per Jefferson County Code. Commissioner Eisenhour seconded the motion. Chair Dean called for public comments, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote. Staff will post a press release to the County's website.

WORKSHOP re: Port Hadlock Sewer Project; Initial Sewer Connection Plan and Voucher Program: Public Works Director Monte Reinders and Wastewater Project Manager Samantha Harper were present to review the stages for on-site grinder pump projects, construction estimates, funding sources and an estimated schedule. They also explained the proposed voucher program, and answered questions posed by the Board. The Commissioners requested that staff review their proposed program with the Prosecuting Attorney's Office.

WORKSHOP re: Consideration and Selection of Candidates for the Healthier Together Aquatic Center Task Force: Commissioner Brotherton explained there were very good applicants to choose from. Each Commissioner agreed to make recommendations for their districts. The task force will consist of two members from each Commissioner district, and two members from the Jefferson Aquatic Coalition (JAC) chosen by the JAC president. The Commissioners reviewed the Task Force Formation and Methodology which included pre-work, meeting protocols, meeting cadence, etc.

After discussion, Commissioner Brotherton moved to create the Healthier Together Task Force and seat the members from District 3: Adele Govert and Lynne Hovde, two at-large members: Cray Henry and Mary Rothschild, District 2: Celeste Schoenthaler and Jim Scarantino, and District 1: Todd McGuire and Nancy Speser. Commissioner Eisenhour seconded the motion. Chair Dean called for public comments, and two comments were received. Commissioner Brotherton noted that the workplan will be finalized during the first Healthier Together Task Force meeting. Chair Dean called for a vote on the motion. The motion carried by a unanimous vote.

DISCUSSION re: AGREEMENT re: Construction, operation and maintenance of electric vehicle charging infrastructure; Revenue amount of \$0.05/kWh; Auditor's Office/Central Services; EV Charging Solutions, Inc. (Consent Agenda Item No. 5): The Commissioners reviewed the proposed agreement and discussed terms and kilowatts. The item was tabled to allow time for EVCS consultants to join the meeting.

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

- Recording fees; backfill

Commissioner Eisenhour excused herself from the remainder of the meeting at 3:58 p.m.

CONTINUED DISCUSSION re: AGREEMENT re: Construction, operation and maintenance of electric vehicle charging infrastructure; Revenue amount of \$0.05/kWh; Auditor's Office/Central Services; EV Charging Solutions, (EVCS) Inc. (Consent Agenda Item No. 5): EVCS Consultants Lorrie McKay and Charles Botsford were in attendance to provide background on the proposed contract. They answered questions posed by the Board. A decision was tabled to the April 15, 2024 meeting.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 4:30 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