DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – April 22, 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. Commissioner Eisenhour noted that past Peninsula Daily News Editor John Brewer passed away over the weekend, and the Washington State Department of Ecology has called a statewide drought. Chair Dean stated that she will be adding an Executive Session during the afternoon session.

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

1. **RESOLUTION NO. 25-24** re: Creating a County Project for Gardiner Beach Road Boat Ramp Repair
2. **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.
3. **AGREEMENT** re: Center Road 2R Overlay, Project No. 1802096; In the Amount of $26,832.04; Public Works; HWA Geosciences, Inc.
4. **AGREEMENT** re: Phase 2 – Port Hadlock Wastewater Treatment Plan – Construction Engineering Support; In the Amount of $727,915; Public Works; Tetra Tech
5. **AGREEMENT** re: Phase 3 – Collection ENGR Construction Support and Design of Stages 1-4 On-Site Grinder Pumps; In the Amount of $218,126; Public Works; Tetra Tech
6. **AGREEMENT** re: Conservation Futures Project – Schmidt Farm; In the Amount of $60,000; Public Health; Jefferson Land Trust
7. **PROCLAMATION** re: Proclaiming May 31, 2024 as Washington State Association of Counties (WSAC) Executive Director Eric Brian Johnson Day
8. **INTERAGENCY AGREEMENT** re: Family and Juvenile Court Improvement Plan; In the Amount of $37,657; Juvenile Services; Administrative Office of the Courts
9. **MEMORANDUM OF UNDERSTANDING** re: E-Verify Program; No cost; Human Resources Department; Department of Homeland Security
10. **LETTER OF SUPPORT** re: North Olympic Peninsula Recompete Coalition Support and Commitments

11. **LETTER OF SUPPORT** re: Department of Natural Resources RCO Grant Application for Dabob Bay Natural Area
12. **ADVISORY BOARD APPOINTMENT** re: Conservation Futures Citizen Oversight Committee; 4-Year Term to expire April 22, 2028; Habitat Values representative; Cheryl Lowe
13. **APPROVAL OF MEETING MINUTES:** Regular Meeting Minutes of April 15, 2024
14. **Payment of Jefferson County Vouchers/Warrants** Dated April 15, 2024 Totaling $1,617,813.72
15. **Payment of Jefferson County Payroll Expenses** Dated April 19, 2024 Totaling $103,296.31

DISCUSSION re: Delegation of Authority to the County Administrator to Sign a Letter of Intent to Procure a Number of Gravity Budget Modules: County Administrator Mark McCauley provided a presentation regarding budget presentation software. Treasurer Stacie Prada and Finance Manager Judy Shepherd were present to answer questions posed by the Board. Manager Shepherd stated that she would like to have the ability to make the budget more forward-facing for everyone. Treasurer Prada noted that the program will also have the ability to create monthly reports.

After discussion, Commissioner Eisenhour moved to Delegate Authority to the County Administrator to Sign a Letter of Intent to procure a number of gravity budget modules. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

DISCUSSION re: Consideration of Recommendation for Advisory Board Appointment for Planning Commission District No. 3 Seat: Commissioner Brotherton explained that there was only one applicant for the Planning Commission District No. 3 position, which had been vacated by Mike Nilssen. Department of Community Development (DCD) Associate Planner Joel Peterson and Commissioner Brotherton noted that they both interviewed Andrew Schwartz. They reviewed the process for advertising the vacancy, and answered questions posed by the Board.

After discussion, Commissioner Brotherton moved to appoint Andrew Schwartz to the Planning Commission Seat No. 3. Commissioner Eisenhour seconded the motion. Chair Dean opened the floor to allow 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: The Commissioners discussed recent meetings they attended, Emergency Shelter management, calendar coordination and miscellaneous topics. Chair Dean noted that the Finance Meeting will be held April 23, 2024 at 8:30 a.m.

DISCUSSION re: Permission to remove trees and shrubs from the Brookwood Glen greenbelt area to accommodate a Public Works project: Public Works Assistant Director Eric Kuzma and Engineer Colette Kostelec were present. Engineer Kostelec provided a presentation on a proposed bike lane, which will require removal of trees and shrubs in the greenbelt area of Brookwood Glenn. She reviewed the greenbelt documents and protective covenants with the Board, and noted that there is no homeowner association in Brookwood Glen. She added that before they reach out to property owners and obtain easements, they would like Commissioner permission before moving forward.

After discussion, Commissioner Brotherton moved to approve signing the attached permission to remove trees and shrubs from the Brookwood Glenn greenbelt area to accommodate a Public Works project. Commissioner Eisenhour seconded the motion, which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners continued discussing recent meetings they attended, Rhododendron Parade participation, and miscellaneous topics. Chair Dean announced that she will need to attend another meeting at 11:00 a.m. and requested that Commissioner Brother assume Chairing duties in her absence.

The meeting was recessed at 10:57 a.m. and reconvened at 11:00 a.m. with Acting Chair Brotherton and Commissioner Eisenhour present.

DISCUSSION re: Operating Agreement for the Jefferson County Animal Shelter and Related Services: Jefferson County Humane Society Executive Director Jen Dupree and President Pam Kolacy were present to request that the Commissioners consider and approve an operating agreement for the Jefferson County Animal Shelter and related services. They provided a presentation which included their vision and mission statement, and information on adoptions, rehoming, end of life care, licenses, vaccines, microchipping and surgeries. Director Dupree explained the additional needs of the shelter that include physical capacity, disease control and overpopulation. She answered questions posed by the Board.

After discussion, Commissioner Eisenhour moved to approve an operating agreement for the Jefferson County Animal Shelter and related services. Commissioner Brotherton seconded the motion. The motion carried.

Chair Kate Dean rejoined the meeting at 11:25 a.m. and resumed Chairing duties.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator continued discussing recent meetings they attended, miscellaneous items, reviewed upcoming meetings, and calendar coordination.

The meeting was recessed at 11:51 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

WORKSHOP re: Continuation of Discussion re: Emissions and Sequestration Goals: On February 26, 2024, Climate Action Committee (CAC) members presented the CAC recommendation regarding new emissions and sequestration goals. CAC Chair Kees Kolff and CAC member Cindy Jayne were present to answer questions posed by the Board. Member Jayne provided a presentation on the proposed sequestration and emissions goals.

The proposed new carbon sequestration goals for Jefferson County, excluding the Olympic National Park and Wilderness areas:

- By 2030: a 20% increase above the 2011-2016 baseline of 1.6 million metric tons of CO2 (MMTCO2)/year, up to 2.0 MMTCO2
- By 2050: an additional 20% increase to 2.3 MMTCO2/year, for a total of 40% increase above 2011-2016 baseline

The proposed sector-based emissions goals are:

- By 2030: Emissions 58.7% below 2018 levels
- By 2050: Emissions 95% below 2018 levels

The Commissioners and CAC members participated in discussion on how to come up with realistic goals for Jefferson County. Chair Dean proposed that the Board request that CAC create a rural road map to identify a number of actions, with ambitious goals attached to it.

After further discussion, Commissioner Brotherton moved to approve the sequestration and emissions goals as presented here by the Climate Action Committee. Commissioner Eisenhour seconded the motion. Chair Dean called for public comments on the motion, and one comment was received. She called for a vote on the motion. The motion carried by a unanimous vote.

DISCUSSION re: Opioid Litigation – Washington State Settlement with Johnson & Johnson; additional funds coming to Jefferson County: Chief Civil Deputy Prosecuting Attorney Philip Hunsucker explained that this is the fourth big opioid settlement Jefferson County has been involved in since we started litigation in 2017. He explained distribution of funds and noted that this will be a one-time payment of around a quarter million dollars. He answered questions posed by the Board.

After discussion, Commissioner Brotherton moved to approve the Johnson & Johnson Settlement as presented for Jefferson County. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

ADDITIONAL BUSINESS: EXECUTIVE SESSION: During the morning session, Chair Dean noted she will be adding an Executive Session during the afternoon session. Chair Dean called for an Executive Session from 2:40 p.m. to 3:10 p.m. Chair Dean announced that the Executive Session will be held from 2:40 p.m. to 3:10 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 Human Resources Director. The Board concluded the Executive Session and resumed the regular meeting at 3:10 p.m.

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 3:10 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