



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – April 7, 2025, 9:00 a.m.

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

CALL TO ORDER: Chair Heidi Eisenhour, Commissioner Greg Brotherton and Commissioner Heather Dudley-Nollette participated in the meeting. Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments, and 11 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 Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: 2025 Budget Appropriations; Hearing Monday, April 21, 2025 at 10:00 a.m. in the Commissioners' Chambers, 1820 Jefferson St. Port Townsend, WA 98368 (HYBRID)
2. **DIGITAL SUBMITTAL CERTIFICATION** re: County Road Administration Board (CRAB) reports for 2024
3. **BID AWARD** re: Official County Newspaper; Port Townsend-Jefferson County Leader
4. **BID AWARD** re: Emergency road repair, Upper Hoh Rd. MP 9.8-9.9, Project No. 18021400; Up to \$455,875.20; Public Works; Seton Construction, Inc.
5. **AGREEMENT** re: Emergency road repair, Upper Hoh Road MP 9.8-9.9, Project No. 18021400; Up to \$455,875.20; Public Works; Seton Construction, Inc.
6. **AGREEMENT** re: HJ Carroll Park Caretaker; In the amount of \$10,354; Public Works; Terry and Susan Taylor
7. **AGREEMENT** re: Maintaining restoration plantings on the Dosewallips and Big Quilcene River Floodplains; no cost; Public Health; Jefferson County Conservation District
8. **AGREEMENT** re: Conservation Futures Fund: Tarboo Wildlife Preserve – West Slope Forest Addition; In the amount of \$150,000; Public Health; Northwest Watershed Institute
9. **AGREEMENT** re: Special sex offender disposition treatment; Not to exceed \$16,415; Juvenile Services; Thomas Sherry
10. **AGREEMENT, Amendment No. 1** re: MRC-sponsored marine stewardship projects; increase of \$13,000 for a total of \$121,000; WSU Extension; Washington State Department of Ecology
11. **AGREEMENT, Amendment No. 1** re: School-to-Work Program services; additional amount of \$8,000 for outreach services; Public Health; Cascade Community Connections

12. **ADVISORY COUNCIL RESIGNATION:** Tourism Coordinating Council (TCC); Port Hadlock/Tri-Area/Discovery Bay position; Aaron Terada
13. **ADVISORY BOARD APPOINTMENT:** Intellectual Developmental Disability Advisory Board (IDDAB); Self-advocate, Camille Vigeant
14. **ADVISORY COMMITTEE RESIGNATION:** Solid Waste Advisory Committee (SWAC); District No. 3 representative, Tim Deverin
15. **APPROVAL OF MINUTES:** Regular Meeting Minutes of March 3, 10, 17 and 24, 2025, and Special Meeting Minutes of March 26, 2025
16. **APPROVAL OF PAYROLL EXPENSE REPORT:** Dated April 4, 2025 and totaling \$2,632,464.04
17. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated March 24, 2025 and totaling \$1,174,605.07

PROCLAMATION re: Proclaiming April 7-13, 2025 as National Public Health

Week: Public Health Director Apple Martine was present and addressed concerns about ongoing state and federal budget cuts affecting public health departments, expressing commitment to continuing their services, despite the challenges.

All three Commissioners read aloud the proclamation. Commissioner Brotherton moved to approve the proclamation. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry provided an update on current infectious diseases, noting declining flu and COVID-19 activity but rising concerns over a national measles outbreak, which poses a significant risk to Jefferson County due to low local vaccination rates. She also highlighted the impact of recent federal and state funding cuts on essential public health services -including testing, vaccination access, and outbreak response - which are straining local efforts to keep the community safe.

Emergency Management Director Willie Bence provided information regarding East Jefferson Fire and Rescue's free Wildfire Ready home assessments, highlighted funding losses affecting local emergency preparedness and climate-related services, and expressed concern over FEMA's proposed reductions in disaster support and grant programs.

WORKSHOP re: Aquatic Survey Analysis: Commissioner Brotherton, Jefferson Aquatic Coalition (JAC) President Diane McDade, JAC members Kathryn Meyer, Katelyn Bosley, and MJ Metzger were present to review the aquatic survey materials with the board.

JAC members presented detailed results from a resident-led, county-wide survey assessing community support, usage, and preferences for a new mid-county aquatic center. The survey received nearly 3,000 responses, which showed strong support for a new facility and associated public funding. Key features requested were swim lessons, wellness programs, and a hot tub. The Commissioners participated in discussion with JAC members.

DISCUSSION re: Adoption of Jefferson County Personnel Administration Manual:

Human Resources Director Sarah Melancon noted that she has met previously with the Commissioners to review potential amendments to the Personnel Administration Manual. She presented the final amendments to the manual, and answered questions posed by the Board.

After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 19-0407-25R** re: Updating the Jefferson County Personnel Administration Manual, as presented today. Commissioner Dudley-Nollette seconded the motion, which carried by a unanimous vote.

The meeting was recessed 11:27 a.m. and reconvened at 11:30 a.m. with all three Commissioners present.

CONTINUED DISCUSSION re: Resolution to establish the Commercial Fire Inspection Program: Fire Marshal Phil Cecere reviewed the draft resolution that will formally establish a commercial fire inspection program, aimed at enhancing safety and meeting insurance rating requirements. The program includes routine inspections, increased transparency, and potential future partnerships with local fire districts. Fire Marshal Cecere answered questions posed by the Board.

After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 20-0407-25R** re: Adopting Jefferson County's Fire Safety Inspection Program. Chair Eisenhower seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION: Commissioner Dudley-Nollette reviewed recent meetings she attended, and miscellaneous topics.

The meeting was recessed at 12:01 p.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 2:00 p.m. Chair Eisenhower announced that the Executive Session will be held from 1:31 p.m. to 2:01 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: Acting County Administrator, Chief Civil Deputy Prosecuting Attorney (DPA), Civil DPA, and Department of Community Development Director. The Board resumed the regular meeting at 2:01 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:04 p.m. to 2:15 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:17 p.m. There was no proposed action, and therefore no public comment taken on this topic.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:00 p.m. to 2:30 p.m. Chair Eisenhower announced that the Executive Session will be held from 2:17 p.m. to 2:30 p.m. regarding Attorney-Client Privilege, Actual Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: Acting County Administrator, Chief Civil Deputy Prosecuting Attorney (DPA), and Civil DPA. The Board concluded the Executive Session and resumed the regular meeting at 2:31 p.m. There was no proposed action, and therefore no public comment taken on this topic.

CONTINUED DELIBERATIONS: Amendments to Jefferson County Code for regulating Short-Term Rentals (STRs): DCD Director Josh Peters, Code Development Administrator (CDA) Greg Ballard, and Principal Planner Mo-chi Lindblad were present for deliberations. CDA Ballard provided a brief history of discussions and staff work that led to the proposed draft for review today. Civil Deputy Prosecuting Attorney Ariel Speser joined the meeting and shared her screen to

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review the latest changes to the ordinance. County staff answered questions posed by the Board.

Staff reviewed updates which focused on policy changes following feedback from public hearings and the Planning Commission. Some key issues included the implementation of a 4% cap on short-term rentals, the removal of a general six-month grace period (except for legal non-conforming uses), and clarification that only permitted, permanent structures are eligible for short-term rental use. The Commissioners contemplated including park models, yurts, and RVs, but ultimately decided these would need further permitting before being allowed.

After discussion, Commissioner Dudley-Nollette moved to adopt **ORDINANCE NO. 03-0407-25** re: An Ordinance Repealing Ordinance 03-0610-24, a Moratorium on acceptance and processing of application for hospitality establishment permits for transient residences or transient guest houses pursuant to Jefferson County Code (JCC) 18.20.210(3); and adopting amendments to JCC 17.60, General Provisions of Title 17 Master Planned Resorts, JCC 18.10 Definitions; JCC 18.15 Land Use Districts; JCC 18.20.200 Home Business [*JCC 18.20.200 Home Business removed later from ordinance title, as no changes were ultimately adopted in this section*]; JCC 18.20.210 Hospitality establishments and JCC Chapter 18.40, Permit Application and Review Procedures / SEPA implementation, as amended today. Commissioner Brotherton seconded the motion. After a brief discussion, Chair Eisenhour 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:

- Legislative update

NOTICE OF ADJOURNMENT: Chair Eisenhour 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:

Heidi Eisenhour, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heather Dudley-Nollette, Member