



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – May 6, 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 9:05 a.m.

PUBLIC COMMENT PERIOD: Chair Dean called for public comments, and seven comments were received. The Commissioners addressed the comments. Commissioner Brotherton noted that they have received many emailed comments regarding a proposed temporary concrete batch plant in Gardiner.

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. 26-24** re: Relating to contracting indebtedness; amending Resolution No. 04-24, which authorized the issuance, sale and delivery of a grant anticipation note to provide funds to carry out additions to and betterments to the wastewater treatment plant being constructed in the Port Hadlock area
2. **RESOLUTION NO. 27-24** re: Create County Project Designated as Olympic Discovery Trail (ODT)- Puget Sound to Pacific (PS2P); County Road No. 850200
3. **CHANGE ORDER No. 1** re: Phase 2 – Water Reclamation Plant for the Port Hadlock UGA; In the Amount of \$42,288.15; Jefferson County Public Works; InterWest Construction of Burlington, Washington
4. **AGREEMENT** re: Port Townsend Community Center Flooring Replacement; In the Amount of \$79,976.97; Central Services; McCrorie Carpet One
5. **AGREEMENT** re: Jefferson County Civil Alarm Notification System; In the Amount of \$20,597; Jefferson County Sheriff's Office; SecureTech Systems, Inc.
6. **AGREEMENT** re: Hoh Watershed Adventure Project; In the Amount of \$13,464; Public Health; Futurewise
7. **AGREEMENT** re: Professional Services; In the Amount of \$7,700; Jefferson County Public Health; The Shape of Things, SPC (DBA Fire & Flow)
8. **AGREEMENT** re: Food Inspection Form Consulting; In the Amount not to Exceed \$10,000; Jefferson County Public Health; Tyler Technologies, Inc.
9. **AGREEMENT, Amendment No. 1** re: School-based Mental Health Services; A reduction of \$7,800; Public Health; Natalie Dettmer

10. **AGREEMENT, Amendment No. 19** re: Consolidated Contracts; Additional Amount of \$57,229 for a Total of \$8,197,713; Jefferson County Public Health; Washington State Department of Health
11. **AGREEMENT, Amendment No. 1** re: Extension of the 2023 Affordable Housing Grant Funding for Critical Home Repairs; County Administrator; Habitat for Humanity
12. **AGREEMENT** re: Professional Services; In the Amount of \$472,750; Jefferson County Department of Community Development; BERK Consulting, Inc.
13. **REQUEST TO TERMINATE AGREEMENT** re: Jefferson County Chamber of Commerce Lodging Tax Grant
14. **REQUEST FOR APPROVAL:** Delegation of Authority to the County Administrator to Sign and Issue a Purchase Order to Procure a Number of Gravity™ Budget Modules
15. **ADVISORY BOARD RESIGNATION** re: Jefferson County Parks and Recreation Advisory Board; Malloree Weinheimer
16. **ADVISORY BOARD REAPPOINTMENT** re: Intellectual/Development Disabilities Advisory Board; Shelby MacMeekin, to expire May 6, 2027
17. **ADVISORY BOARD REAPPOINTMENTS (2)** re: Jefferson County Parks and Recreation Advisory Board; 1.) Taylor McCormack, to expire May 6, 2026; and 2) Suzie Marshall, to expire May 6, 2026
18. **APPROVAL OF MEETING MINUTES** re: Regular Meeting Minutes of April 22, 2024
19. **Payment of Jefferson County Payroll Warrants** Dated April 5, 2024 Totaling \$170,201.17
20. **Payment of Jefferson County Vouchers/Warrants** Dated April 22, 2024 Totaling \$994,098.08

PROCLAMATION re: Proclaiming May 6-12, 2024 as Nurses Week: All three Commissioners read aloud the proclamation. Commissioner Brotherton moved to approve the proclamation. Commissioner Eisenhour seconded the motion which carried by a unanimous vote. Public Health Director Apple Martine, Community Health Educator Denise Banker and Public Health Officer Dr. Allison Berry commented on all the things that Public Health nurses do to assist the community.

PUBLIC HEALTH UPDATE: Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson and Clallam County, which included a report on COVID-19 and the Avian Bird Flu. She answered questions posed by the Board. The Commissioners agreed to give a pause on the Public Health updates until approximately September, 2024, or until a public health emergency arises.

The meeting was recessed at 10:13 a.m. and reconvened at 10:16 a.m. with all three Commissioners present.

HEARING re: 2024 First Quarter Budget Appropriations/Extensions; Various County Departments: Chair Dean opened the hearing. Finance Manager Judy Shepherd provided a presentation on the First Quarter 2024 appropriations which covered the General Fund and Other Funds. She answered questions posed by the Board. Commissioner Eisenhour stated that the Non-Departmental Fund budget request states Peak Consulting shows “PLDD,” but it is not for the Port Ludlow Drainage District, but instead should be corrected to say Chimacum Drainage District.

Chair Dean noted that under the DCD budget, the Fire Marshal benefits and salary lines should be added to the ongoing appropriation column.

Chair Dean opened the floor to allow for public testimony. Hearing no testimony, she closed the public hearing. After a brief deliberation, Commissioner Eisenhour made a motion that she later recalled. She moved to approve **RESOLUTION NO. 28-24** re: 2024 First Quarter Budget Appropriations/Extension; Various County Departments, with the amendment discussed earlier by making the Deputy Fire Marshal position expenses ongoing, as opposed to one-time as they are currently listed. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

PROCLAMATION re: Proclaiming May 5-11, 2024 as Professional Municipal

Clerks Week: All three Commissioners read aloud the proclamation. Chair Dean moved to approve the proclamation. Commissioner Eisenhour seconded the motion which carried by a unanimous vote. The Commissioners noted the important work done by the Clerk of the Board Carolyn Gallaway and Deputy Clerk of the Board Adiel McKnight. Clerk of the Board Gallaway thanked the Board and County Administrator for the acknowledgement and covered a few key tasks that are handled by the office. She noted that Executive Assistant Wendy Housekeeper is working towards her Certified Municipal Clerk designation as well.

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended and miscellaneous topics.

HEARING re: Adopting Rules for Ordinances, Resolutions and Motions in

Jefferson County: Chair Dean opened the public hearing and noted that the proposed Ordinance will add more transparency. Deputy Prosecutor Melissa Pleimann was present to answer questions posed by the Board. She noted that the ordinance is a project of Chief Civil Deputy Prosecuting Attorney Philip Hunsucker and past employee Civil Deputy Prosecuting Attorney Barbara Ehrlichman. Although edits were previously discussed, ultimately no changes have been made to the original draft ordinance.

Chair Dean opened the hearing to allow for public testimony. The following individual provided testimony: Cynthia Koan – Port Townsend. Hearing no further testimony, she closed the public hearing.

The Commissioners discussed the testimony made by Planning Commissioner Cynthia Koan regarding Planning Commission public hearing requirement and legal review, and allowed Member Koan to continue providing comments and clarifying statements regarding process.

Department of Community Development (DCD) Director Josh Peters joined the meeting to further shed light regarding the Planning Commission portion of the ordinance.

Clerk of the Board Carolyn Gallaway noted that the current Resolution number formatting is 01-24, and the proposed Resolution formatting outlined in Section 7(d)(iii) is 01-0103-24, which is the current Ordinance number formatting. She would like to keep the current numbering process for Resolutions.

The Board agreed to seeking clarification on amendments, and will discuss further with Chief DPA Hunsucker, tentatively set for May 28, 2024.

COMMISSIONERS' BRIEFING SESSION - Continued: Commissioner Brotherton continued discussing recent meetings he attended, and miscellaneous topics.

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

WORKSHOP re: New Burn Regulations: Fire Marshal Phil Cecere, EJFR Chief Bret Black, EJFR Assistant Fire Chief Brian Tracer, Quilcene Fire and Rescue Chief Tim McKern, and Quilcene Deputy Fire Chief Don Svetich were present for discussion and answer questions posed by the board. Fire Marshal Cecere provided a presentation regarding proposed burn regulations for clarity of public understanding. He noted that the Olympic Regional Clean Air Association (ORCAA) is concerned with air issues associated with outdoor burning.

Fire Marshal Cecere explained that he is wanting to use terminology for “burn regulations,” and save the term burn “Ban” for an all-out ban on burning of any kind. He reviewed a drought map, draft burn restriction levels and open flame device list, and proposed new code language. The Commissioners reviewed potential next steps for defining who has authority to change the fire danger levels and the corresponding burn restriction level, which included the following:

- Annual BOCC Resolution (current)
- Burn Board (possibility)
- Based upon consultation between the Fire Marshal, County Fire Chiefs, and in consideration of the current atmospheric and field conditions (current option for extension)

After discussion, the Commissioners agreed with the third option, which is the current option for extension. Fire Marshal Cecere will draft an ordinance regarding burn regulation stages.

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

- Olympic Tourism Master Plan 2024-2029
- Sponsorship request re: Habitat for Humanity Mason Street Neighborhood Phase 1 Infrastructure Installation
- County’s \$2.5 Million request for Caswell-Brown Village Shelter was accepted by Congressman Derek Kilmer, and will be moving forward
- Commissioner Briefing Session – Continued, miscellaneous topics, and Calendar Coordination
- Commissioner Eisenhower will be Acting Chair during the May 13, 2024 BOCC meeting

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 4:21 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 Eisenhower, Member