



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – May 8, 2023 at 9:00 a.m.

This is a Hybrid meeting: Virtual and In-Person Attendance at
Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA

Kate Dean, District 1 | Heidi Eisenhour, District 2 | Greg Brotherton, District 3 – Chair

To view Agenda items, meeting materials and comments received, click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – Month of the meeting – Day of the meeting

You can join this meeting by using the following methods:

• Zoom Meeting: https://zoom.us/j/93777841705 This option will allow you to join the meeting live. You will need to enter an email address. If you wish to provide public comment, click on the hand icon at the bottom of the screen to “raise your hand.” Participation will be up to the Chair and Clerk
• Audio-only: Dial: 1-253-215-8782 and use Webinar ID: 937-7784-1705# This option will allow you to listen to the meeting live. If you wish to provide public comment, press *9 to “raise your hand.” Participation will be up to the Chair and Clerk Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384. If you need special accommodations, please contact our office 24 hours in advance.
• Website: www.co.jefferson.wa.us Follow the links under “Quick links,” “Videos of Meetings,” and click on “Today.” This option will allow you to watch the meeting live-streaming, with no participation.
• In-person: You are welcome to join this meeting in-person.

In the event of technical difficulties, at least one of the methods above will be accessible to the public. Please try all methods first before calling 360-385-9100 to report any issues.

Individuals may provide Public Comment using the following methods:

- Video: Refer to meeting instructions above
- Audio-only: Refer to meeting instructions above
- Email: You may submit comments/correspondence to us at: jeffbocc@co.jefferson.wa.us up through 11:59 p.m. the day before the meeting.

Public Comment Periods are dedicated to listening to the public. Each person may address the Board one time during these periods. To ensure equal opportunity for the public to comment, all comments shall be limited to 2 or 3 minutes per person, depending on the volume of public in attendance. Some Agenda items may have additional Public Comment Periods – these comment periods are for listening to comments specific to that Agenda item. The Chair may add additional Public Comment Periods throughout the meeting.

9:00 a.m. [**CALL TO ORDER**](#) GB called to order. HE present. KD excused absence.
9:01 a.m. [**PUBLIC COMMENT PERIOD – ALL TOPICS**](#)

[09:01:22 AM \(00:01:00\)](#) Comment
[09:04:26 AM \(00:04:04\)](#) Comment
[09:08:12 AM \(00:07:50\)](#) Comment
[09:11:38 AM \(00:11:16\)](#) Comment
[09:13:46 AM \(00:13:24\)](#) Response to comments

No set time **APPROVAL AND ADOPTION OF THE CONSENT AGENDA:**

(Items listed below have been distributed to the Commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda, at a specific time, at the request of any of the Commissioners.)

1. **MEMORANDUM of UNDERSTANDING** re: Lower Big Quilcene River Acquisition; Public Health; Hood Canal Salmon Enhancement Group
 
2. **AGREEMENT, Amendment No. 4** re: Community Inclusion Services; Additional Amount of \$65,520 for a Total of \$141,700.16; Public Health; Cascade Community Connections
 
3. **AGREEMENT** re: Jefferson County Accessible Community Advisory Committee (ACAC) to provide Increased Awareness and Accessibility for County Residents with Disabilities; In the Amount of \$7,000; Public Health; Washington State Employment Security Department
 
4. **AGREEMENT** re: Data Sharing on State Internal Opioid Dashboard Platform; No Dollar Amount, Exchange of Service Only; Public Health; Washington State Department of Health
 
5. **AGREEMENT** re: Road Departure Reduction Project; Supplement to State Funding Agreement; In the Amount of \$625,000; Public Works; Washington State Department of Transportation
 
6. **AGREEMENT, Amendment No. 6** re: Port Hadlock Sewer Project, Final Design; In the Amount of \$478,000; Public Works; Tetra Tech, Inc.
 
7. **AGREEMENT** re: Chimacum Drainage District; Facilitation Services; In the Amount of \$9,958; County Administrator; Peak Sustainability Group
 
8. **AGREEMENT** re: Microsoft Exchange Online Upgrade; In the Amount of \$63,002; Central Services; CDW Government, LLC
 
9. **LETTER of INTENT** re: ZEVIP Electric Vehicle Charging Stations Funding Opportunity; Central Services; EV Charging Solutions, Inc.
 
10. **LETTER of SUPPORT** re: U.S. Department of Transportation Electric Vehicle Charging Stations Funding Opportunity; Central Services; Energy Northwest
 
11. **MINUTES** re: Regular Meeting Minutes of May 1, 2023, and Special Meeting Minutes of May 1, 2023 (WSAC)
   

Central Services Director Chris Goy explained the proposed letters on the Consent Agenda regarding Electric Vehicle (EV) charging stations (Consent Agenda items No. 9 and 10). After review of the Consent Agenda, Commissioner Eisenhour **MOTION** to approve the Consent Agenda as presented. Chair Brotherton seconded the motion. The motion carried.

COMMISSIONERS BRIEFING SESSION: Commissioner Eisenhour discussed her recent meetings.

REGULAR AGENDA:

No set time **PROCLAMATION** re: Proclaiming May 8-14, 2023 as National Hospital Week
 

Chair Brotherton and Commissioner Eisenhour read the proclamation aloud. Commissioner Eisenhour **moved** to approve the proclamation as read. Chair Brotherton seconded the motion. The motion carried. Commissioner Eisenhour noted that Jefferson Healthcare has helped the community weather the storm. Chair Brotherton stated that the hospital has shown incredible resilience through this pandemic.

No set time **PROCLAMATION** re: Proclaiming the Week of May 15-21, 2023 as National Police Week and Observe May 15, 2023 as Peace Officer's Memorial Day
 

Chair Brotherton and Commissioner Eisenhour read the proclamation aloud. Commissioner Eisenhour **moved** to approve the proclamation as read. Chair Brotherton seconded the motion. The motion carried. Sheriff Joe Nole was present and thanked the Commissioners for the recognition and proclamation. He is thankful for the support of the Commissioners and support of the citizens in Jefferson County.

COMMISSIONERS BRIEFING SESSION - Continued: Chair Brotherton shared a video regarding a tour of the newly opened 7th Haven housing development. He noted that Jefferson County has a YouTube page with videos. County Administrator Mark McCauley requested, and was granted, the ability to make a couple of staffing announcements.

09:48:09 AM (00:47:47) County Administrator McCauley stated that Central Services Director Chris Goy's employment agreement states that after six months in his position, he will become the Deputy County Administrator. He thanked Director Goy for the work he has done for the County thus far, and congratulated him on his Deputy County Administrator title.

09:48:54 AM (00:48:33) County Administrator McCauley stated that Department of Community Development (DCD) is reorganizing the department. He announced that DCD Director Brent proposed that he become the new Chief Strategic Officer for Community Development Activities, vacate the Director position, and appoint Deputy Director Josh Peters to the position of DCD Director. County Administrator McCauley explained how he fully supports the staffing changes. He reviewed the open positions at DCD and how many applicants applied for each position. Later in the meeting, he also noted that the Director and Chief Strategic Officer positions will become effective June 1, 2023.

9:45 a.m.

BRIEFING and POTENTIAL ACTION re: 2023 Comprehensive Plan
Amendment Final Docket



Brent Butler, Department of Community Development (DCD)

Joel Peterson, Associate Planner

Department of Community Development (DCD) Associate Planner Joel Peterson gave a power point presentation that provided a brief review of the docket-setting process (Chapter 18.45 JCC), site-specific amendment proposals, and suggested text amendment proposals: 1) Community Development's Unified Development Code amendments proposal; and 2) Planning Agency (DCD and Planning Commission) Housing amendments proposal. DCD Director Brent Butler and Associate Planner Peterson addressed comments and questions posed by the Board.

10:22:16 AM (01:21:55) Associate Planner Peterson explained the next steps and potential action to be taken by the Commissioners. After discussion, **MOTION** Eisenhower moved that the Board of County Commissioners hold a hearing on the Final Docket for 2023 for Comprehensive Plan amendments. Chair Brotherton seconded the motion. The motion carried.

10:26:42 AM (01:26:20) Chair Brotherton opened the floor to allow public comments, and no comments were received.

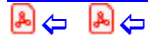
10:27:33 AM (01:27:11) Recess

10:34:40 AM (01:28:54) Reconvene. The Commissioners continued discussion on this topic in the afternoon session.

10:34:58 AM (01:29:12) County Administrator Mark McCauley noted that that the Department of Community Development Director and new Chief Strategic Officer position will become effective June 1, 2023.

No set time

UPDATE re: Building Stock Plans



Brent Butler, DCD Director

Department of Community Development Director Brent Butler gave a presentation on Building Stock Plans update which covered definitions and applicability, mission statement, background, responses and answers, timeline, funding and next steps.

10:53:06 AM (01:47:20) Planning Commission Matt Sircely was present to review the Planning Commissions subcommittee to review stock housing plans. He reviewed the selected designs: 1) Shape Arch Plan; the base of the unit is a garage, 2) Artisans Group Plan; good universal access, costs are hourly, 3) Urban Cottage Plan; modular, flexible design and assembly options, and 4) Yes Architecture Plan; multi split level design on a small footprint. He asked if the Board would like more outreach on this to gather more submissions? Director Butler continued his update.

11:13:10 AM (02:07:25) The Commissioners agreed to extending the timeline from 90 days to 120 days. They agreed with the proposed timeline.

11:13:32 AM (02:07:46) Director Butler continued his update and answered questions posed by the Board. He noted that DCD will have a list of projects, designs and costs available to the Commissioners by the end of July, 2023.

[11:26:57 AM \(02:21:11\)](#) Chair Brotherton called for public comments, and one comment was received.
[11:27:13 AM \(02:21:28\)](#) Comment
[11:28:46 AM \(02:23:00\)](#) Comment
[11:30:23 AM \(02:24:37\)](#) Response to comments and closing remarks. The Commissioners continued discussion on this topic in the afternoon session.

COMMISSIONERS BRIEFING SESSION – Continued: Chair Brotherton and county Administrator Mark McCauley discussed recent meetings they attended, and miscellaneous topics. The Commissioners and County Administrator reviewed upcoming meetings.

[11:59:27 AM \(02:53:41\)](#) Recess
[01:30:29 PM \(02:54:40\)](#) Reconvene

AFTERNOON SESSION

1:30 p.m. **DISCUSSION and POTENTIAL ACTION** re: Designation of Jefferson County's Associate Development Organization (ADO) for the 2023-2025 Biennium; July 1, 2023 to June 30, 2025 and **PUBLIC COMMENT**
 

County Administrator Mark McCauley explained that every two years WA state request that counties designate an ADO, that helps further economic development in counties. With a designation, flows monetary resources to help that ADO perform its mission. Typically, local governments add to that pool of resources. The ADO, in our case EDC Team Jefferson, can hire the talent they need to do their work. EDC Team Jefferson has been our traditional ADO. He added that the County, City of Port Townsend, Port of Port Townsend and Jefferson PUD No. 1 had a lengthy discussion about designating EDC Team Jefferson in 2021. That formulation led to a 5-year agreement that imposed requirements on EDC Team Jefferson and hold them more liable to their performance. He added that our ADO has been performing quite well. He reached out to the other entities if they agreed with the designation, and they concurred.

[01:37:44 PM \(03:01:55\)](#) After discussion, Commissioner Eisenhower moved to authorize Chair Brotherton to execute and submit the attached Associate Development Organization Certification/Designation Form to the Washington State Department of Commerce, designating EDC Team Jefferson as the County's Associate Development Organization for the 2023-2025 Biennium which is July 1, 2023 to June 30, 2025. Chair Brotherton seconded the motion and called for public comments.

[01:38:27 PM \(03:02:38\)](#) Comment
[01:41:09 PM \(03:05:20\)](#) Response to comment received. Chair Brotherton [called for a vote](#) on the motion. The motion carried.

ADDITIONAL DISCUSSION ITEMS

- [Update re: Building Stock Plans and Comprehensive Plan Amendments – continued discussion](#); the Commissioners continued discussing the DCD topics from earlier in the meeting
- [C-Pacer loans](#); Chair Brotherton reached out to another entity that may be interested in this type of loan.
- [Miscellaneous topics](#)

2:00 p.m.

BRIEFING re: North Olympic Peninsula Procurement Technical Assistance Center (PTAC) (now named APEX Accelerator)



Rebekah Miller, Clallam County Economic Development Council

Clallam County Economic Development Council Program Manager and Counselor Rebekah Miller was present to give a briefing on the North Olympic Peninsula PTAC, which is now named APEX Accelerator, funded by the Department of Defense. APEX helps for-profit small businesses succeed in the government marketplace. She reviewed services available for businesses at no cost: registration with www.SAM.gov, helping them get their Unique Entity Identification (UEI) number, individual one-on-one counseling sessions with an experienced APEX Accelerator counselor, and access to an expanded library of documents that includes Capability Statement templates, Request for Proposals (RFP) response checklists, and more. She noted that the benefits to local government is targeted marketing, untapped local resources and better bid proposals.

[02:25:47 PM \(03:49:58\)](#) Public Works Director Monte Reinders stated he is happy there is help for businesses in the County. He noted the importance of getting businesses on the works roster.

(Note: APEX is not an acronym for anything.)

2:30 p.m.

WORKSHOP re: 2023-2026 3-year Adoption Cycle (Replacing 2018 with 2021 Building Codes) and **PUBLIC COMMENT**



Brent Butler, DCD Director
Phil Cecere, Plans Examiner II

Department of Community Development Director Brent Butler and Plans Examiner Phil Cecere were present to give a briefing on the 2023-2026 3-year adoption cycle. They reviewed the Statement of Issue, provided a background on the process, analysis, possible delay of adoption, optional codes and next steps. They answered questions posed by the Board.

[03:51:35 PM \(05:15:46\)](#) Call for public comments, and no comments were received. One person attempted to make comment, but experienced technical difficulties.

[03:54:59 PM \(05:19:10\)](#) Energy Code update: Plans Examiner Phil Cecere explained some of the new requirements of the new Energy Code, which go into effect July 1, 2023.

[04:04:50 PM \(05:29:01\)](#) Closing remarks

[04:05:29 PM \(05:29:40\)](#) Comment

[04:06:24 PM \(05:30:35\)](#) Closing remarks

NOTICE OF ADJOURNMENT 4:06 p.m.

The Week of May 8, 2023

A snapshot of the meetings the Commissioners will be attending this week are notated below. If you would like to get more information on these meetings, please contact the Commissioners' Office at 360-385-9100 or send us an email at: jeffbocc@co.jefferson.wa.us

Monday, May 8, 2023

All Day Puget Sound Day on the Hill 2023 Conference – Washington DC (Kate)
09:00 a.m. BOCC Meeting - Hybrid (Board)
12:00 p.m. BOCC Special Meeting - WSAC Virtual Assembly (Board)

Tuesday, May 9, 2023

All Day Puget Sound Day on the Hill 2023 Conference – Washington DC (Kate)
11:00 a.m. Rayonier/District 2 Commissioner Meeting – Port Townsend (Greg)
1:00 p.m. Rayonier/District 3 Commissioner Meeting – Port Townsend (Greg)
2:00 p.m. Tourism Coordinating Council Board Meeting – In at Port Ludlow (Heidi)
2:30 p.m. Quilcene-Brinnon Empowered Teens Coalition Meeting – Virtual (Greg)
3:00 p.m. Behavioral Health Advisory Committee Meeting – Virtual (Heidi)
5:00 p.m. Peninsula College New President Welcome – Fort Worden Campus (Heidi)

Wednesday, May 10, 2023

All Day Puget Sound Day on the Hill 2023 Conference – Washington DC (Kate)
10:00 a.m. Olympic Region Clean Air Agency Board Meeting – Virtual (Greg)
2:00 p.m. Jefferson Transit Authority Finance Committee Meeting – Virtual (Heidi)
5:30 p.m. OlyCAP Board Meeting - Port Townsend OlyCAP Office (Greg)
6:00 p.m. Olympic Discovery Trail (ODT) Board Meeting – Virtual (Heidi)
7:00 p.m. Chimacum Grange Public Meeting – Chimacum (Heidi)

Thursday, May 11, 2023

All Day Puget Sound Day on the Hill 2023 Conference – Washington DC (Kate)
Noon Jefferson County Bar Association Meeting – Hybrid (Heidi)
3:00 p.m. Clean Water District Advisory Council Meeting – Virtual (Heidi)

Friday, May 12, 2023

All Day Out of Office - (Kate)

The County has various Boards and Committees that are subject to the Open Public Meetings Act (OPMA). Agendas for those meetings will be posted to the Jefferson County website calendar 24 hours prior to the start of the meeting. The Agendas will contain information on how to provide public comment, meeting access, and meeting materials (if available).

For more information, go to: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of Commissioners – Boards & Committees or click on the Calendar tab on the home page of the website.

THE COMMISSIONERS MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request
