



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – October 16, 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 (Username and Password is: public)

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](#)
9:01 a.m. [PUBLIC COMMENT PERIOD](#) – ALL TOPICS

[09:02:37 AM \(00:02:10\)](#) Comment

[09:05:23 AM \(00:04:56\)](#) Comment

[09:08:39 AM \(00:08:12\)](#) Comment

[09:10:59 AM \(00:10:31\)](#) Comment

[09:14:01 AM \(00:13:34\)](#) Response to comments. Chair Brotherton noted that the hearing deliberations re: Building Codes, will occur at 2:30 p.m.

[09:29:54 AM \(00:29:27\)](#) Comment

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. **AGREEMENT** re: Self-Determination and Self Advocacy Services/Education; In the Amount of \$17,000; Public Health; People First of Washington
 
2. **AGREEMENT, Amendment No. 1** re: Public Health Mobile App; 2023-2024 increase to \$6,810.58; Public Health; Civic Plus
 
3. **AGREEMENT, Amendment No. 1** re: 2023 Lodging Tax Grant Funding; Additional Funding in the Amount of \$29,000 for a total of \$91,000; North Hood Canal Chamber of Commerce
 
4. **AGREEMENT, CHANGE ORDER No. 2** re: Master control panel between systems; In the Amount of \$438,000; Public Works; Ovivo USA LLC
   
5. **AGREEMENT, Amendment No. 7** re: Port Hadlock Sewer Project; Final Design for Collections and Treatment; In the Amount of \$261,243; Public Works; Tetra Tech, Inc.
 
6. **APPROVAL to ISSUE a Request for Proposals (RFP)** re: Public Infrastructure Fund; In the Amount of \$800,189
 
7. **APPROVAL of MINUTES:** Regular Meeting Minutes of October 9, 2023, and Special Meeting Minutes of October 6, 2023 (West End Community Outreach)
   
8. **Payment of Jefferson County Payroll Warrants** Dated October 5, 2023 Totaling \$2,178,330.12
 
9. **Payment of Jefferson County Vouchers/Warrants** Dated October 9, 2023 Totaling \$1,600,001.39
 

The Commissioners reviewed the Consent Agenda which turned into a discussion re: County-wide RFP processes for various County funds. After discussion, **MOTION:** KD moved to approve the Consent Agenda as presented. HE seconded the motion which carried by a unanimous vote.

REGULAR AGENDA:

No set time **PROCLAMATION** re: Proclaiming October 2023 as National Disability Employment Month 

Anna McEnery, Developmental Disability Coordinator

[09:40:56 AM \(00:40:29\)](#) All three Commissioners read aloud the proclamation.

[09:43:42 AM \(00:43:15\)](#) HE moved to approve the Proclamation. KD seconded the motion, unanimous.

[09:44:00 AM \(00:43:32\)](#) GB – noted he is a Intellectual Developmental Disabilities Advisory Board (IDDAB) member, he read from a list of local businesses, and thanked them for employing those with developmental disabilities.

[09:45:38 AM \(00:45:11\)](#) AM thanked the Commissioners for helping celebrating National Disability Employment Month.

[09:48:31 AM \(00:48:04\)](#) Taylor Webster from Cascade Community Connections was also present and thanked the Commissioners for the proclamation. She explained what her business does to assist those with disabilities.

[09:51:45 AM \(00:51:18\)](#) Recess

[09:56:58 AM \(00:51:56\)](#) Reconvene

No set time **WORKSHOP** re: 2024-2025 Budget Briefing re: Funds Managed by the County Administrator/Board of County Commissioners 

Mark McCauley, County Administrator
Judy Shepherd, Finance Manager
Carolyn Gallaway, Clerk of the Board

MM, JS and CG reviewed budgets for various funds managed by the County Administrator's Office. MM stated he and JS will meet again with the BOCC, prior to 2024-2025 budget adoption.

COMMISSIONERS BRIEFING SESSION: The Commissioners reviewed topics to discuss and Chair Brotherton noted that Steve Tharinger will be in town on 11/17/23 and meet with staff. The Commissioners and County Administrator reviewed recent meetings, upcoming meetings, Community Connections radio segment/topics, calendar coordination and miscellaneous topics.

Commissioner Eisenhower noted that the Solid Waste transfer station will be closed Tuesday October 31st and November 1st for technological updates. Also noted: There will be a BOCC Special Meeting/Quarterly Electeds meeting this Friday, October 20, 2023 at 11:30 a.m.

[11:58:39 AM \(02:53:37\)](#) Recess

[01:31:49 PM \(02:54:14\)](#) Reconvene

AFTERNOON SESSION

1:30 p.m. [BRIEFING](#) re: Olympic Peninsula Tourism Strategic Plan  

Heidi Eisenhour, Commissioner District No. 2
Debbie Wardrop, Olympic Peninsula Tourism Commission Consultant

DW provided a presentation on a draft Olympic Peninsula Tourism Strategic Plan. She shared next steps.

No set time [CONTINUED BRIEFING](#) and **POTENTIAL ACTION** re: Housing Infrastructure Grants – Connecting Housing to Infrastructure Program (CHIP)  

Brent Butler, Chief Strategy Officer DCD

BB reviewed the overview of approach re: UGA zoning, CHIP and outreach, review of projects: 1) Old Alcohol Plant; and 2) Caswell-Brown Village. BB answered questions posed by the Board. The Commissioners agreed to table conversation until later in the meeting.

2:30 p.m. [CONTINUED DELIBERATIONS](#) re: **HEARING re:** Adopting the 2021 Versions of the International Building Codes and Adopting New Exceptions; Amending the Definition of Agricultural Building in Title 15; Adopting a Commercial Fire Inspection Program; Amending the Enabling Code of the Fire Marshal; and Amending Titles 2 and 15 of the Jefferson County Code  

Phil Cecere, Fire Marshal/Building Official
Brent Butler, Chief Strategy Officer DCD

The Commissioners continued deliberations. PC answered questions by the Board. The Commissioners were concerned with the definition of agriculture, and Commissioner Dean noted she is concerned that the proposed ordinance may overly box in a too-limited definition of agriculture. Also present was DCD Director Josh Peters, who answered questions by the Board, as needed. The Board discussed using an alternate definition that is more inclusive to what agriculture looks like today.

[02:52:36 PM \(04:15:00\)](#) Discussion about the definition of “agriculture.” (timestamp off, discussion started prior)

[02:55:51 PM \(04:18:16\)](#) Continued deliberations on other elements of the proposed ordinance.

[03:03:23 PM \(04:25:48\)](#) Next steps – rework resolution to encompass all the edits as discussed today.

The Commissioners agreed they were in favor of adoption by reference of the building and energy code.

[03:05:55 PM \(04:28:20\)](#) Next steps, closing remarks. The ordinance will be updated and brought forward next week with the following changed: Definition of Ag building, and dollar threshold (potential change to \$5,000).

[CONTINUED BRIEFING](#) and **POTENTIAL ACTION** re: Housing Infrastructure Grants – Connecting Housing to Infrastructure Program (CHIP): BB continued reviewing the presentation slides with the Board.

[03:15:06 PM \(04:37:31\)](#) Bayside Housing representative present to comment

[03:21:21 PM \(04:43:45\)](#) Continued presentation. Commissioner Dean excused herself from the remainder of the meeting.

[03:25:46 PM \(04:48:11\)](#) Brent suggested to keep moving with both projects.

[03:28:17 PM \(04:50:42\)](#) Closing remarks/next steps. The Commissioners agreed for Brent to carry on with the projects.

NOTICE OF ADJOURNMENT 3:29 p.m.

COMMISSIONERS MEETING SCHEDULE

The Week of October 16, 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, October 16, 2023

9:00 a.m. BOCC Meeting - Hybrid (Board)
12:00 p.m. BOCC Special Meeting - WSAC Virtual Assembly (Board)

Tuesday, October 17, 2023

8:30 a.m. LEOFF I Retirement/Disability Board Special Meeting – BoCC Chambers, Courthouse (Greg)
8:30 a.m. Puget Sound Partnership Leadership Council Executive Committee Meeting – Virtual (Kate)
1:30 p.m. Jefferson Transit Authority Board Meeting – Hybrid (Board)

Wednesday, October 18, 2023

9:00 a.m. WA. State Department of Revenue (DOR) Training re: Open Space/Levies – Virtual (Heidi)
1:00 p.m. Hood Canal Coordinating Council (HCCC) Board of Directors Meeting – Hybrid (Kate)
2:30 p.m. Childcare Capacity/Family Support Meeting – Virtual (Kate)

Thursday, October 19, 2023

All Day Out of Office (Greg)
2:00 p.m. North Olympic Development Council Meeting – Virtual (Kate)
3:30 p.m. WSAC Federal Issues Meetings - Virtual (Heidi)

Friday, October 20, 2023

All Day Out of Office (Greg)
All Day Hood Canal Coordinating Council (HCCC) Strategics Planning Retreat – Poulsbo, WA. (Kate)
11:30 a.m. BOCC Special Meeting - Jefferson County Coordination w/Electeds – Hybrid (Board)

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.

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

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request
