



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – October 9, 2023, 9:00 a.m.

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

CALL TO ORDER: Chair Greg Brotherton and Commissioner Heidi Eisenhour participated in the meeting. Commissioner Kate Dean was absent due to her attendance at the Washington State Board of Health meeting. Chair Brotherton called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Brotherton called for public comments, and one comment was received. The Commissioners addressed the comment.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Eisenhour moved to approve the Consent Agenda as presented. Chair Brotherton seconded the motion. The motion carried.

1. **HEARING NOTICE re: RESOLUTION NO. 42-23** re: Emergency Supplemental 2023 Budget Appropriations/Extension for additional road maintenance projects – Fund 501; Hearing scheduled for Monday, October 23, 2023 at 9:45 a.m. in the Commissioners Chambers, Jefferson County Courthouse (HYBRID)
2. **RESOLUTION NO. 43-23** re: Initiating a County Road Project Designated as Upper Hoh Road M.P. 8 Bank Stabilization; Public Works
3. **RESOLUTION NO. 44-23** re: Initiating a County Road Project Designated as Oil City Road M.P. 0.5 Culvert Replacement; Public Works
4. **CALL FOR BIDS** re: Phase 2 Membrane Bioreactor Wastewater Treatment Plant for Port Hadlock UGA; County Project No. 405-2114-0, Commerce Project No. 22-96515-026; Public Works
5. **AGREEMENT** re: 2023-2025 Grant Administered through the Northwest Straits Commission for Marine Resources Committee (MRC) Sponsored Marine Stewardship Projects; In the Amount of \$250,000; Jefferson County Extension, Washington State University; Washington State Department of Ecology
6. **AGREEMENT** re: Quilcene School District No. 48 - School Based Mental Health Services; In the Amount of \$44,400; Public Health; Natalie Dettmer, LMHC
7. **AGREEMENT** re: Conversion of Access to Database Migration to Laserfiche for Physical Records; In the Amount of \$28,000; Central Services; Cities Digital, Inc. (CDI)
8. **AGREEMENT, Amendment No. 4** re: Development and Management of Jefferson County Sustainable Forestry Program; Additional Amount of \$53,000 for a Total of \$188,000; County Administrator; Chickadee Forestry

9. **FINAL PLAT ALTERATION APPROVAL** re: Buckland SUB2022-00023, To Re-Designate Septic Drain Field of Lot 2, Rush Short Plat Subdivision at 4997 Flagler Road, Nordland; Department of Community Development (DCD); John and Patti Buckland

COMMISSIONERS' BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, miscellaneous items, and reviewed upcoming meetings.

PROCLAMATION re: Indigenous People's Day, October 9, 2023: Chair Brotherton and Commissioner Eisenhour read aloud the proclamation regarding Indigenous People's Day. Commissioner Eisenhour moved to approve the proclamation. Chair Brotherton seconded the motion. The motion carried.

Representatives from the Jamestown S'Klallam Tribe, Port Gamble S'Klallam Tribe and the Makah Tribe were present and shared songs and provided comments.

WORKSHOP re: 1) Oak Bay Campground Electrical Expansion Project; and 2) 2024 Parks and Recreation Lodging Tax Advisory Committee (LTAC) Grant Discussion: Parks and Recreation Manager Matt Tyler was present to report on the Oak Bay electrical expansion project and a missed opportunity for LTAC funding that will create a \$45,000 shortfall for Parks and Recreation programs. After discussion, Commissioner Eisenhour moved to allocate \$72,510 in capital funds to the Oak Bay Upper Campground for electrical improvements, which is 12 new electrical panels. Chair Brotherton seconded the motion. He called for public comment, and one comment was received. He called for a vote on the motion. The motion carried. Commissioner Eisenhour stated there may be a future opportunity for an LTAC supplemental RFP.

The meeting was recessed at 11:02 a.m. and reconvened at 1:32 p.m. with Chair Brotherton and Commissioner Eisenhour present.

BRIEFING re: Housing Infrastructure Grants – Connecting Housing to Infrastructure Program (CHIP): Department of Community Development (DCD) Chief Strategy Officer Brent Butler was present and provided a brief overview of the CHIP program. He noted that applications are due by October 31, 2023 and reviewed the proposed projects with the Board.

After discussion, Chair Brotherton moved to authorize the Chief Strategy Officer to apply for two grants, one in partnership with Caswell-Brown Village and OlyCAP, and the other in partnership with Bayside Housing to support the Port Hadlock Motel, by applying for the October 31, 2023 CHIP Grants. Commissioner Eisenhour seconded the motion. The motion carried.

The meeting was recessed at 1:59 p.m. and reconvened at 2:25 p.m. with Chair Brotherton and Commissioner Eisenhour present.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners continued reviewing their calendars.

HEARING re: Adopting a New Chapter of the Jefferson County Code, Chapter 15.20, “to Establish a Jefferson County Commercial Property Assessed Clean Energy and Resilience (C-PACER) Program: Department of Community Development (DCD) Chief Strategy Officer Brent Butler was present and gave a presentation on the C-PACER Program. He reviewed the draft ordinance, accompanying documents, and potential amendments. He noted that the C-PACER programs are codified in RCW 36.165. Some of the types of projects that are envisioned are: Energy and water efficiency, electrification improvement, renewable energy, electrical vehicle charging, seismic hardening, fire detection and suppression, flood readiness, stormwater management, and emergency storage. Chief Strategy Officer Butler answered questions posed by the Board.

Chair Brotherton opened the floor to allow for public testimony. Hearing no testimony, he closed the public hearing. After deliberations, Commissioner Eisenhower moved to adopt **ORDINANCE NO. 04-1009-23** re: Adopting a New Chapter of the Jefferson County Code, Chapter 15.20, “to Establish a Jefferson County Commercial Property Assessed Clean Energy and Resilience (C-PACER) Program, as amended in the presentation today. Chair Brotherton seconded the motion. The motion carried.

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

- Discussion with Fire Marshal Phil Cecere and Chief Civil Deputy Prosecuting Attorney re: future fireworks bans
- Discussion re: DCD staffing, upcoming radio segment and miscellaneous topics

The meeting was recessed at 3:08 p.m. and reconvened at 3:27 p.m. with Chair Brotherton and Commissioner Eisenhower present.

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: Fire Marshal Phil Cecere provided a presentation on the draft ordinance which pertains to amendments to the Jefferson County Code for building and fire considerations. He reviewed the proposed changes to the Jefferson County Code. After the presentation, Chair Brotherton opened the floor to allow for public testimony. The following individual provided testimony: Tom Thiersch, Jefferson County. Hearing no further testimony, Chair Brotherton stated he will extend the written hearing testimony deadline to October 13, 2023 at 4:30 p.m. and that the Commissioners will hold continued hearing deliberations on October 16, 2023 at 2:30 p.m.

After further deliberations, Chair Brotherton closed the oral portion of the hearing, noting the written hearing testimony has been extended through October 13, 2023 at 4:30 p.m. During Mr. Thiersch’s testimony, he indicated there was no free version of the Building Code available online. Fire Marshal Cecere reported that staff corrected that issue during the hearing, and a link to the building code is now available on their web page.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 4:17 p.m. until the next regular meeting or special meeting as properly noticed.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member