



MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – July 22, 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 the appointed time. She noted that next week is a 5th Monday, and therefore there will be no Board of County Commissioner meeting that day.

PUBLIC COMMENT PERIOD: Chair Dean called for public comments, and three comments were received. The Commissioners addressed the comments.

The meeting was recessed at 9:24 a.m. to address technical difficulties, and reconvened at 9:31 a.m. with all three Commissioners present.

PUBLIC COMMENT PERIOD - Continued: Chair Dean called for public comments, and one comment was received. The Commissioners addressed the comment. Commissioner Brotherton stated that he will follow-up next week regarding a comment about the Pleasant Harbor Master Planned Resort Development Agreement.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: County Administrator Mark McCauley noted a correction to Consent Agenda Item No. 5 re: Jefferson County Historical Society, the contract states they get 90% of funds, when it should read 100%. Commissioner Eisenhour moved to approve the Consent Agenda, with the correction to the Jefferson County Historical Society agreement, with them receiving 100% of funds, and not 90%. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Adoption of the Port Ludlow Drainage District Assessment System Ordinance; Hearing to be held on August 19, 2024 at 10:45 a.m. in the Commissioners' Chambers and Online on Zoom
2. **RESOLUTION NO. 41-0722-24R** re: Establishing Budget Objectives and Procedures for the 2025 Mid-Biennium Review and Modification
3. **AGREEMENT** re: Construction Phase Engineering Services for the Naylor's Creeks at West Valley Road and Gibbs Lake Road Culvert Replacements Project; In the Amount of \$30,991; Public Works; Sargent Engineers, Inc.
4. **AGREEMENT** re: Climate Planning Tasks in the 2023-2025 Biennium; In the Amount of \$300,000; Department of Community Development; Washington State Department of Commerce

DRAFT

5. **AGREEMENT** re: Historic Document Preservation; Variable – up to \$11,000 per year; County Administrator's Office; Jefferson County Historical Society
6. **AGREEMENT** re: Coroner Services; In the Amount of \$3,000 per quarter; Prosecuting Attorneys Office; Bradley-Kosec Funeral Home
7. **AGREEMENT** re: Facilitate Upcoming Behavioral Health Advisory Committee (BHAC) Opioid Planning Meeting; In the Amount of \$2,270; Public Health; Banks Consulting Group, LLC
8. **AGREEMENT** re: Epidemiology Assistance; In the Amount of \$9,434.05; Public Health; Clallam County
9. **AGREEMENT, Amendment No. 1** re: SR19 Rhody Drive Ped-Bike Improvements – South Segment, Project No. 1802095, WSDOT Project No TAP-0019(008)
10. **AGREEMENT, Change Order No. 2** re: Phase 2 Water Reclamation Plant for the Port Hadlock UGA, Project No. 405-2114-0, Commerce Project No. 22-96515-026
11. **REAPPOINTMENT** re: Lodging Tax Advisory Council (LTAC): Kevin Wooley and Tara McCauley
12. **REAPPOINTMENT** re: Jefferson County Marine Resources Committee: Bryan DeCaterina, Gordon King, and Jeff Taylor
13. **REAPPOINTMENT** re: Civil Service Commission: Ken Przygocki
14. **APPROVAL OF MINUTES:** Regular Meeting Minutes of July 15, 2024
15. **APPROVAL OF PAYROLL WARRANTS:** Dated July 5, 2024 Totaling \$165,801.68, and Dated July 19, 2024 Totaling \$103,003.84

DISCUSSION re: Fire Danger Level and Burn Restrictions, Changing from High to Very High: Fire Marshal Phil Cecere and Deputy Fire Marshal Brian Tracer were present to brief the Board on the new fire level, which is currently the same as neighboring Mason County. They shared the fire level map and fuel model, and answered questions posed by the Board.

PRESENTATION re: Clallam County Economic Development Council (EDC) re: APEX Accelerator Program Update: Clallam County EDC representatives Rebecca Miller and Justine Wagoner were present to provide an update on the North Olympic Peninsula APEX Accelerator program, which is a bridge between government agencies and businesses to fulfill procurement needs.

APEX Accelerators are part of a nationwide program to provide free technical assistance to businesses that wish to sell or contract with federal, state and/or local agencies for marketing, certifications and registrations, finding opportunities to bid, and interpreting solicitations and regulations. Ms. Miller shared that the benefits to local government include: targeted marketing, untapped local resources, better bid proposals, and support for the local economy. She reviewed some of the clients and businesses that they have assisted.

Commissioner Brotherton moved to support the APEX Accelerator program to the same \$10,000 limit as last year, as a match. Commissioner Eisenhour seconded the motion. Chair Dean called for public comments on the motion. Hearing no comments, she closed the public comment period. She called for a vote on the motion. The motion carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, miscellaneous topics, and reviewed their meeting schedules for the next two weeks.

Commissioners Meeting Minutes of July 22, 2024

The meeting was recessed at 11:16 a.m. and reconvened at 12:01 p.m. with all three Commissioners present.

QUARTERLY COUNTY COORDINATION MEETING: The Commissioners met with Elected Officials, Department Directors and staff to discuss the following items:

- Strategic Plan update; County Administrator Mark McCauley stated that BerryDunn will be assisting the County with implementation
- Legislative Priorities: Chair Dean reviewed legislative priorities, and departments shared their requests
- Roundtable
- Future topics

Elected Officials and staff present included: Assessor Jeff Chapman, Chief Deputy Assessor Sherrie Shold, Finance Manager Judy Shepherd, Auditor Brenda Huntingford, Treasurer Stacie Prada, Department of Community Development Director Josh Peters, Chief Civil Deputy Prosecuting Attorney Philip Hunsucker, County Administrator Mark McCauley, Superior Court Judge Brandon Mack, District Court Judge Mindy Walker, and Human Resources Director Sarah Melancon.

The meeting was recessed at 1:15 p.m. and reconvened at 1:31 a.m. with all three Commissioners present.

WORKSHOP re: Sewer Utility Code for the Irondale and Port Hadlock Urban Growth Area, Chapters 13.04 through 13.05 plus Appendix 1 of the Jefferson County Code: Public Works Director Monte Reinders and Wastewater Project Manager Samantha Harper were present to review the proposed Sewer Utility Code with the Board.

Public Works staff reviewed Section 13.04 through Section 13.05. They included the current draft ordinance with the agenda packet, and answered questions posed by the Commissioners.

Chair Dean opened the floor to allow for public comments, and two comments were received. After further discussion, Public Works staff stated that they intend to hold weekly workshops with the Commissioners throughout this process.

The meeting was recessed at 3:04 p.m. and reconvened at 3:09 p.m. with all three Commissioners present.

WORKSHOP re: SB5290 Implementation and Permit Fee Study Results: Department of Community Development (DCD) Director Josh Peters, Fire Marshal Phil Cecere, Administrative Services Manager Chelsea Pronovost, and Development Code Administrator Greg Ballard were present for discussion. Director Peters briefly reviewed the services DCD provides and covered the process and conclusions of their fee study group. The goal for the department is to adopt reasonable fees for full cost recovery.

DCD staff answered questions posed by the Board. After discussion, Chair Dean opened the floor for public comments, and four comments were received. This item will be addressed again during the

DRAFT

Commissioners Meeting Minutes of July 22, 2024

August 5, 2024 Commissioners' meeting where staff will bring forward a proposed fee schedule and a hearing notice, with a hearing date of August 19, 2024.

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

- Presentation to Adiel McKnight for her Certified Municipal Clerks designation

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 4:35 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 Eisenhour, Member