



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – October 23, 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** GB –noted that past Central Services Director Chris Goy has passed away. He moved to approve the courthouse flag at half-staff until October 30, 2023. KD

seconded the motion, unanimous. GB called for a moment of silence for him. KD and HE provided comments about Chris.

9:01 a.m. **PUBLIC COMMENT PERIOD** – ALL TOPICS

[09:09:43 AM \(00:07:43\)](#) Comment

[09:14:21 AM \(00:12:21\)](#) Response to comment

[09:21:43 AM \(00:19:44\)](#) Comment

[09:25:17 AM \(00:23:17\)](#) Response to comment

REGULAR AGENDA:

No set time **PROCLAMATION** re: Proclaiming the Week of October 22-28, 2023 as Pro Bono Week
 

Rafael Urquia, Clallam-Jefferson County Pro Bono Lawyers

The Commissioners read aloud the proclamation. KD moved to approve the proclamation as read. HE seconded the motion, unanimous.

[09:32:29 AM \(00:30:30\)](#) RU – said a few words about Chris Goy. He addressed the proclamation, and noted how important providing legal services to those with limited funds. Last year, they donated approx. 1000 hours in Jefferson and Clallam County. They raised almost 25k to 27k in funding.

[09:35:03 AM \(00:33:03\)](#) The Commissioners provided closing remarks and thanked RU and his colleagues for their service, leadership, and generosity.

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. **RESOLUTION NO. 45-23** re: Cancellation of Unclaimed Warrants Exceeding One Year
 
2. **RESOLUTION NO. 46-23** re: Adopting a Fee Schedule to Support the Commercial Property Assessed Clean Energy and Resiliency (C-PACER) Program within Jefferson County Chapter 15.20 of the Jefferson County Code, Administered by the Department of Community Development
 
3. **HEARING NOTICE** re: Setting Ad Valorem Tax Levies for 2024; Hearing Schedules for Monday, November 13, 2023 at 9:30 a.m. in the Commissioners' Chambers (Hybrid)
 
4. **AGREEMENT** re: North Pacific Coast Marine Resources Committee Support; In the Amount of 40,000; Public Health; Washington State Department of Fish and Wildlife
 
5. **AGREEMENT** re: Road Departure Reduction Project; In the to be determined; Public Works; KT Contracting Company
 

6. **AGREEMENT re:** Oak Bay Electric Project; In the Amount of \$78,687.10; Public Works; Henden Electric
 [↩](#)
7. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$10,000; County Administrator; Emerald Towns Alliance
 [↩](#)
8. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$50,000; County Administrator; Forks Chamber of Commerce and Visitor Center
 [↩](#)
9. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$17,400; County Administrator; Jefferson County Chamber of Commerce
 [↩](#)
10. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$15,000; County Administrator; Jefferson County Farmers Market
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11. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$50,000; County Administrator; Jefferson County Historical Society
 [↩](#)
12. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$55,000; County Administrator; North Hood Canal Chamber of Commerce
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13. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$12,000; County Administrator; Peninsula Trails Coalition
 [↩](#)
14. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$55,000; County Administrator; The Production Alliance
 [↩](#)
15. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$10,000; County Administrator; Quilcene Fair and Parade
 [↩](#)
16. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$51,000; County Administrator; Quilcene Historical Museum
 [↩](#)
17. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$275,000; County Administrator; Tourism Coordinating Council
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18. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$110,000; County Administrator; Tourism Coordinating Council – Olympic Peninsula Gateway Visitor Center
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19. **AGREEMENT re:** 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$10,000; County Administrator; Wooden Boat Foundation
 [↩](#)

20. **AGREEMENT** re: Change Order No. 1; Snow Creek Road MP 0.84 Culvert Replacement, County Project No. 18020310, County Road No. 352909, FEMA Hazard Mitigation Grant No. D21-031; Public Works; Bruch and Bruch Construction
 
21. **ADVISORY BOARD RESIGNATIONS (4) and APPOINTMENTS (6)** re: Jefferson County Marine Resources Committee update: **RESIGNATIONS:** Marine Science Alternate, Nam Siu; Marine Science Alternate, Brent Vadopalas; District No. 1 Representative, Solenne Walker; and Joannie Hendricks, District No. 3 Alternate. **APPOINTMENTS:** District No. 1 Representative, Brad Bebout; District No. 1 Alternate Representative, Timothy Behrenfeld; District No. 3 Representative, Joanie Hendricks; District No. 3 Alternate Representative, Tim Cross; Marine Science Representative, Emily Buckner; and Marine Science Alternate, Christopher Kelley
 
22. **ADVISORY BOARD RESIGNATION re:** Conservation Futures Citizen Oversight Committee (CFCOC); Open Interest – Equity, Food and Land Advocate Representative, Cameron Jones
 
23. **ADVISORY BOARD REAPPOINTMENT re:** Conservation Futures Citizen Oversight Committee (CFCOC); Coastal Areas Representative, Richard Jahnke
 
24. **APPROVAL of MINUTES:** Regular Meeting Minutes of October 16, 2023, and Special Meeting Minutes of October 16, 2023 (WSAC)
 
25. **Payment of Jefferson County Payroll Warrants** Dated October 19, 2023 Totaling \$1,038.93, and Dated October 20, 2023 Totaling \$91,510.14
   
26. **Payment of Jefferson County Vouchers/Warrants** Dated October 16, 2023 Totaling \$2,521,716.51, and Dated October 18, 2023 Totaling \$3,732.71 (Jury)
   

[09:46:19 AM \(00:44:20\)](#) KD moved to approve the Consent Agenda. HE seconded the motion. Unanimous.

9:45 a.m. [HEARING re: Emergency Supplemental Budget Appropriation/Extension;](#)
Central Services
 

Judy Shepherd, Finance Manager

[09:48:25 AM \(00:46:25\)](#) GB opened the hearing.

[09:49:02 AM \(00:47:03\)](#) County Administrator Mark McCauley provided intro and explained the need for adjusting the Central Services budget.

[09:50:45 AM \(00:48:45\)](#) GB opened the floor to allow for public testimony. Hearing no testimony, he closed the public testimony.

[09:51:34 AM \(00:49:35\)](#) Deliberations ensued.

[09:56:13 AM \(00:54:13\)](#) HE moved to approve **RESOLUTION NO. 47-23** re: re emergency supplement - KD seconded the motion, unanimous.

No set time **COMMISSIONERS BRIEFING SESSION**: The Commissioners and County Administrator discussed recent meetings they attended, miscellaneous topics, and reviewed upcoming meetings.

[10:46:13 AM \(01:44:13\)](#) Review of upcoming meetings

[11:09:39 AM \(02:07:39\)](#) Recess

[01:31:04 PM \(02:08:21\)](#) Reconvene

RECESS

AFTERNOON SESSION

1:30 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 Inspector

PC reviewed the amendments with the Board. The Commissioners deliberated on edits.

[02:31:01 PM \(03:08:17\)](#) After deliberations, Commissioner Dean moved to adopt an ordinance amending Title 15, as amended today. Commissioner Eisenhower seconded the motion but noted there should be other items to adopt as well. Commissioner Dean withdrew her motion.

MOTION Commissioner Dean moved to adopt **ORDINANCE NO. 05-1023-23** re: An Ordinance 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, as amended today. Commissioner Eisenhower seconded the motion. Chair Brotherton called for public comments.

[02:33:31 PM \(03:10:48\)](#) Comment

[02:34:53 PM \(03:12:10\)](#) Comment

[02:38:12 PM \(03:15:29\)](#) Deputy Prosecuting Attorney (DPA) Barbara Ehrlichman proposed that the Commissioners include verbiage that states the ordinance becomes effective on the date of adoption. Fire Marshal Cecere stated that he agrees because there is a chance that the State may not adopt the 2021 building code, and that would be a barrier. The Commissioners noted that the title of the ordinance states “adoption of the 2021 building code.” Chair Brotherton stated the title could be amended to say, adopting the next version of the International Building Code. DPA Ehrlichman proposed taking out the verbiage regarding the 2021 version.

[02:42:21 PM \(03:19:37\)](#) Chair Brotherton asked Commissioner Dean and Commissioner Eisenhour were agreeable to the amendments as proposed by DPA Ehrlichman? They stated they agreed to the friendly amendment. He called for a vote on the motion. The motion carried by a unanimous vote.

No set time

DISCUSSION and **POTENTIAL ACTION** re: Planning Commission Appointments and **PUBLIC COMMENT**



Josh Peters, Department of Community Development (DCD) Director
Joel Peterson, DCD Associate Planner

[02:47:29 PM \(03:24:45\)](#) The Commissioners deliberated on the appointments to the Planning Commission.

[02:48:39 PM \(03:25:56\)](#) HE moved to appoint Mike Shultz to the unexpired term for the District 2 PC position which runs to March 17, 2026 (check video for exact motion.) KD seconded the motion, unanimous.

[02:50:03 PM \(03:27:20\)](#) KD moved to approve Ahren Stroming to the PC District No. 1 position, unexpired term to March 17, 2024. HE seconded the motion which carried by a unanimous vote.

[02:52:30 PM \(03:29:47\)](#) Closing remarks by Joel Peterson and Josh Peters. They provided a Shoreline Master Program update. Josh Peters noted there will be a Joint BOCC Special Meeting/Planning Commission Meeting on Saturday, January 20, 2024 in the afternoon.

No set time

Continued discussion re: Addressing questions from earlier re: Budget Appropriation for Central Services. Finance Manager Judy Shepherd rejoined the meeting to report on the questions the Commissioners had from the hearing that took place during the morning session.

[03:02:33 PM \(03:39:50\)](#) Recess until 3:05 p.m.

[03:08:16 PM \(03:39:57\)](#) Reconvene

2:30 p.m. to 3:00 p.m. **EXECUTIVE SESSION** to Review the Performance of a Public Employee. No discussion of Salaries, Wages, and Other Conditions of Employment to be Generally Applied within the County; and, No Final Action on the Hiring, Setting the Salary of an Individual Employee or Class of Employees, or Discharging or Disciplining an Employee; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(g). Staff: Human Resources Director

[03:08:58 PM \(03:40:39\)](#) Executive Session: 3:09 p.m. 3:45 p.m.

[03:46:30 PM \(03:40:58\)](#) Extension of Executive Session: 3:47 p.m. to 4:02 p.m.

[04:04:13 PM \(03:42:07\)](#) Extension of Executive Session: 4:04 p.m. to 4:10 p.m.

[04:11:57 PM \(03:43:04\)](#) End of Executive Session. No action to be taken, therefore no public comment.

ADDITIONAL DISCUSSION ITEMS

- [Board and Committee Vacancies](#)  
- [Proclamation re: Observance of Chris Goy](#) – The Commissioners will hold a Special Meeting to celebrate the life of Chris Goy. They will approve the proclamation at that meeting.

NOTICE OF ADJOURNMENT 4:24 p.m.

COMMISSIONERS MEETING SCHEDULE The Week of October 23, 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 23, 2023

9:00 a.m. BOCC Meeting - Hybrid (Board)

Tuesday, October 24, 2023

8:30 a.m. Jefferson County Finance Committee Meeting – Hybrid, Courthouse (Greg)
8:30 a.m. MRSC Board Nominating Committee Meeting – Virtual (Kate)
9:00 a.m. Jump Playground - RCO Funding Board Meeting – Virtual (Heidi)
11:00 a.m. Jefferson County Community Foundation (JCCF) Board Meeting – Virtual (Heidi)
11:00 a.m. EDC Finance Committee Meeting – Virtual (Kate)
3:30 p.m. Port Townsend Empowered Teens Coalition October Meeting – Virtual (Kate)
6:00 p.m. Olympic Angels Board Meeting – Sequim (Greg)

Wednesday, October 25, 2023

All Day WSAC County Planning Conference – Olympia (Heidi)
8:30 a.m. Jefferson County Budget Meeting – Hybrid, Courthouse (Board)
2:30 p.m. Housing Fund Board Meeting – Hybrid, Courthouse (Kate/Greg)
2:30 p.m. Childcare Capacity/Family Support Weekly Check-in – Virtual (Kate)

Thursday, October 26, 2023

All Day WSAC County Planning Conference – Olympia (Heidi)
9:00 a.m. JeffCOM911 Board Meeting -Virtual (Greg)
11:00 a.m. Jefferson County Childcare Convening Meeting – Virtual (Kate)
2:00 p.m. North Olympic Development Council (NODC) Meeting – Virtual (Kate)
3:30 p.m. WSAC Federal Issues Meeting – Virtual (Heidi)

Friday, October 27, 2023

All Day WSAC County Planning Conference – Olympia (Heidi)
1:00 p.m. NAS Whidbey Community Leadership Forum - Naval Air Station Whidbey Island (Kate)
2:30 p.m. KPTZ Radio Show Speaker re: Farming – On-Air (Heidi)

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).

Agenda: October 23, 2023

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