



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – October 16, 2023, 9:00 a.m.

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

CALL TO ORDER: Chair Greg Brotherton, Commissioner Kate Dean and Commissioner Heidi Eisenhour participated in the meeting. Chair Brotherton called the meeting to order at the appointed time.

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

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: The Commissioners reviewed the Consent Agenda which turned into a discussion regarding holding a future workshop to review County-wide RFP processes for various County funds. After discussion, Commissioner Dean moved to approve the Consent Agenda as presented. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

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

PROCLAMATION re: Proclaiming October 2023 as National Disability

Employment Month: All three Commissioners read aloud the proclamation. Commissioner Eisenhower moved to approve the proclamation. Commissioner Dean seconded the motion which carried by a unanimous vote. Chair Brotherton noted that he sits on the Intellectual Developmental Disabilities Advisory Board. He read from a list of local businesses, and thanked them for hiring those with developmental disabilities.

Developmental Disability Coordinator Anna McEnery and Cascade Community Connections staff member Taylor Webster were present and shared a few comments about the proclamation and thanked the Commissioners for their support.

The meeting was recessed at 9:51 a.m. and reconvened at 9:56 a.m. with all three Commissioners present.

WORKSHOP re: 2024-2025 Budget Briefing re: Funds Managed by the County

Administrator/Board of County Commissioners: County Administrator Mark McCauley, Finance Manager Judy Shepherd, and Clerk of the Board Carolyn Gallaway reviewed budgets for various funds managed by the County Administrator's Office. County Administrator McCauley noted that he will meet with Manager Shepherd before the Board, prior to the 2024-2025 Budget adoption.

COMMISSIONERS' BRIEFING SESSION: The Commissioners reviewed topics to discuss. Chair Brotherton noted that Washington State Representative Steve Tharinger will be in town on November 17, 2023 and he will be meeting 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 31, 2023 and November 1, 2023 for technological updates. There will be a BOCC Special Meeting/Quarterly Electeds meeting Friday, October 20, 2023 at 11:30 a.m.

The meeting was recessed at 11:58 a.m. and reconvened at 1:31 p.m. with all three Commissioners present.

BRIEFING re: Olympic Peninsula Tourism Strategic Plan:

Olympic Peninsula Tourism Commission (OPTC) Consultant Debbie Wardrop was present to give a presentation on the draft Olympic Peninsula Tourism Strategic Plan. Also present was OPTC Executive Director Marsha Massey. They answered questions posed by the Board.

CONTINUED BRIEFING re: Housing Infrastructure Grants – Connecting Housing to Infrastructure Program (CHIP): Department of Community Development (DCD) Chief Strategy Officer Brent Butler reviewed the overview of approach regarding UGA zoning, CHIP, outreach, and review of projects: 1) Old Alcohol Plant; and 2) Caswell-Brown Village. He answered questions posed by the Board. The Commissioners agreed to table conversation until later in the meeting.

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: The Commissioners continued deliberations. Fire Marshal Phil Cecere and Department of Community Development (DCD) Director Josh Peters were present and answered questions posed by the Board.

The Commissioners were concerned with the definition of agriculture, and discussed using an alternate definition that is more inclusive to what agriculture looks like today.

Fire Marshal Cecere will incorporate changes to the definition of agriculture, as discussed during the meeting, and potentially change the dollar threshold for a permit to \$5,000. He will bring forward an amended ordinance for the Commissioners to review and potentially approve on October 23, 2023.

CONTINUED BRIEFING re: Housing Infrastructure Grants – Connecting Housing to Infrastructure Program (CHIP): Department of Community Development (DCD) Chief Strategy Officer Brent Butler continued his presentation on CHIP grants. Bayside Housing representative Mike Moore was present and provided comment. After discussion, the Commissioners agreed to have Chief Strategy Officer Butler continue moving forward with the proposed projects.

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 3:29 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member