



MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – July 8, 2024, 9:00 a.m.

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

CALL TO ORDER: As Chair Kate Dean was anticipated to join the meeting around 10:00 a.m., Commissioner Heidi Eisenhour stepped in as Acting Chair. Acting Chair Eisenhour and Commissioner Greg Brotherton participated in the meeting. Acting Chair Eisenhour called the meeting to order at the appointed time. Commissioner Dean joined the meeting at 9:42 a.m. and Acting Chair Eisenhour continued Chairing duties for the entirety of the meeting.

PUBLIC COMMENT PERIOD: Acting Chair Eisenhour called for public comments, and six comments were received. The Commissioners addressed the comments.

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

1. **RESOLUTION NO. 38-0708-24R** re: Authorizing a Washington Recreation and Conservation Office Youth Athletic Facility Maintenance Grant for Memorial Field Infrastructure Replacement
2. **CALL FOR BIDS** re: Supply of Aggregate for 2025-2026 Jefferson County Bituminous Surface Treatment Program
3. **AGREEMENT** re: Coastal Observation and Seabird Survey Team (COASST) – Dead Bird Citizen Science for Youth Community Members; In the Amount of \$17,953; Public Health; University of Washington
4. **AGREEMENT** re: E911 County Basic Service Operations (E25-16); In the Amount of \$294,843; Jefferson County JeffCOM 911; Washington State Military Department
5. **AGREEMENT, Amendment No. 1** re: Mental Health Therapy Services for Children at the Brinnon School District; Additional Amount of \$37,418 for a total of \$74,836; Public Health; Jumping Mouse Children's Center at the Brinnon School District
6. **AGREEMENT, Amendment No. 1** re: Mental Health Therapy Services for Children at the Chimacum School District; Additional Amount of \$38,531 for a total of \$77,062; Public Health; Jumping Mouse Children's Center at the Chimacum School District
7. **AGREEMENT, Amendment No. 1** re: Social Support Services – Alternative to Traditional Environmental Complaint Enforcement; Additional Amount of \$30,000 for a total not to exceed \$60,000; Public Health; MCS Counseling Group
8. **AGREEMENT, Amendment No. 2** re: Community Wildfire Protection Plan; In an amount not to exceed \$125,000; County Administrator; SWCA Environmental Consultants

9. **AGREEMENT, Amendment No. 3** re: Breast, Cervical and Colon Health Program; Up to \$5,000; Jefferson County Public Health; Public Health of Seattle King County
10. **AGREEMENT, Amendment No. 6** re: Housing Incarcerated Individuals for the Department of Corrections; Increase in current bed rate; Sheriff's Office; Washington State Department of Corrections
11. **APPROVAL OF MINUTES:** Special Meeting Minutes of June 26, 2024 (WSAC), June 28, 2024 and Regular Meeting Minutes of June 24, 2024 and July 1, 2024
12. **Payment of Jefferson County Payroll Warrants** Dated July 5, 2024 Totaling \$2,310,522.61

UPDATE re: Jefferson County Forestry Strategic Plan: On February 5, 2024, Jefferson County entered into a 5-Year contract with Chickadee Forestry to continue development of the County's Sustainable Forestry Program. One of the early tasks required in the professional services agreement was the development of a Sustainable Forestry Program Strategic Plan. Chickadee Forestry Owner Mallore Weinheimer and Consultant Katrina Amaral were present to review the 5-Year Plan. The Vision Statement states: "In 25 years, Jefferson County's land stewardship is a thriving, financially self-sustaining model of success for multi-use forest management that creates outdoor spaces enjoyed by a community that values the rural economic benefit and connections to the land that ecological timber harvests and local lumber supply chains can provide."

They reviewed areas of focus which include: Timber harvests, land acquisition, financial, outreach and communications, and partnerships. An estimated goal of 6,000 acres of forestland will be needed to make the forestry program economically sustainable. County forest management is small, and not intended to displace other types of forest management, instead it will add options for forest management at a smaller scale. Chickadee Owner Weinheimer and Consultant Amaral answered questions posed by the Board.

Chair Kate Dean joined the meeting during the forestry discussion.

BRIEFING AND POTENTIAL ACTION re: Establishment of a Local Emergency Planning Committee (LEPC), and Approval of By-laws and Appointment of Members: Department of Emergency Management Planning Coordinator Bradley Brooks was present to explain the requirement for each County to form a LEPC, per Washington Administrative Code Section 118-40-150. He reviewed the process for forming the committee, recruitment of new members, and noted that LEPC will need to review the County's Emergency Response Plan. He answered questions posed by the Board.

The Commissioners discussed membership, and stated that they would like to amend the resolution in a way that does not limit LEPC membership to ten members. Clerk Carolyn Gallaway will modify the resolution and bring forward later in the meeting.

UPDATE re: Jefferson County Historical Society (JCHS) & Museum of Art + History: JCHS Executive Director Tara McCauley was present to brief the Board on activities and goals of the Jefferson County Historical Society. She reviewed the plans and timeline for a new Museum of Art + History.

The meeting recessed at 10:56 a.m. and reconvened at 11:01 am. with all three Commissioners present.

HEARING re: Moratorium on Short Term Rentals: Acting Chair Eisenhower opened the public hearing on Ordinance No. 03-0610-24. Department of Community Development (DCD) Director Josh Peters provided history on the moratorium on Short Term Rentals, which when it was first adopted, it was for one-year. On June 10, 2024, the Moratorium had to be reissued, and they kept the initial one-year deadline. He explained that the current moratorium expires in April 2025, though it may be lifted sooner, along with establishment of updated Short Term Rental development regulations. Commissioner Dean asked what the public response received has been thus far? Director Peters explained that there was initial feedback on the original moratorium, but for the most part, people are aware that the process is happening, and he has not heard much new feedback.

Acting Chair Eisenhower opened the hearing for public testimony. The following individuals provided testimony: Shellie Yarnell – Brinnon, and Tom Thiersch – Jefferson County. Hearing no further testimony, she closed the public hearing.

Director Josh Peters responded to testimony and clarified statements he made previously regarding current permit holders. He noted that staff will incorporate every thing they've heard into an actual ordinance that will be reviewed by the Planning Commission. The next Planning Commission meeting will be held on July 17, 2024, to hold discussion, and plan for the hearing. He shared a link with the public: <https://www.co.jefferson.wa.us/1731/Short-Term-Rentals>. Acting Chair Eisenhower noted that the online self-service portal to search permits is now up and running online.

After deliberations, Commissioner Dean moved to adopt **ORDINANCE NO. 03-0610-24** re: Relating to Development Regulations for Short-Term Rentals, Declaring an Emergency, and Establishing a Moratorium on Acceptance and Processing of Applications for Hospitality Establishment Permits for Transient Residences or Transient Guest Houses per Jefferson County Code (JCC) 18.20.210(3). Commissioner Brotherton seconded the motion which carried by a unanimous vote. The same ordinance was approved June 10, 2024, and the action taken today by the Board affirmed the ordinance.

BRIEFING AND POTENTIAL ACTION re: Establishment of a Local Emergency Planning Committee (LEPC), and Approval of By-laws and Appointment of Members - Continued: The Commissioners continued discussion regarding creation of a LEPC. They reviewed the amended resolution, and made further edits. After discussion, Commissioner Dean moved to approve **RESOLUTION NO. 39-0708-24R** re: Establishment of a Local Emergency Planning Committee and Membership Appointments, as amended. Commissioner Brotherton seconded the motion. Acting Chair Eisenhower called for public comments on the motion, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

Commissioner Brotherton moved to appoint the slate of members to the Local Emergency Planning Committee, as shown on the screen and presented on the agenda. Commissioner Dean seconded the motion which carried by a unanimous vote.

The initial LEPC members are as follows: Andrew Stockton representing the American Red Cross, Apple Martine representing the Jefferson County Public Health, David Pederson representing Taylor

Shellfish Farms, Dwayne A. Wendorf representing the Port Townsend Paper Company, LLC, Gary Maxfield representing Jefferson Transit, Joe Nole representing the Jefferson County Sheriff Office, Thomas A. Olson representing City of Port Townsend Police Department, Pete Brummel representing East Jefferson Fire Rescue, Tim Callister representing the United States Navy, and Timothy M. McKern Quilcene Fire Rescue.

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

NOTICE OF ADJOURNMENT: Chair Dean adjourned the meeting at 11:51 a.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