



DRAFT

MINUTES

Regular Meeting – May 8, 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 a hearing in Washington D.C. Chair Brotherton called the meeting to order at the appointed time.

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

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Central Services Director Chris Goy explained the proposed letters on the Consent Agenda regarding Electric Vehicle (EV) charging stations (Consent Agenda items No. 9 and 10). After review of the Consent Agenda, Commissioner Eisenhour moved to approve the Consent Agenda as presented. Chair Brotherton seconded the motion. The motion carried.

1. **MEMORANDUM of UNDERSTANDING** re: Lower Big Quilcene River Acquisition; Public Health; Hood Canal Salmon Enhancement Group
2. **AGREEMENT, Amendment No. 4** re: Community Inclusion Services; Additional Amount of \$65,520 for a Total of \$141,700.16; Public Health; Cascade Community Connections
3. **AGREEMENT** re: Jefferson County Accessible Community Advisory Committee (ACAC) to provide Increased Awareness and Accessibility for County Residents with Disabilities; In the Amount of \$7,000; Public Health; Washington State Employment Security Department
4. **AGREEMENT** re: Data Sharing on State Internal Opioid Dashboard Platform; No Dollar Amount, Exchange of Service Only; Public Health; Washington State Department of Health
5. **AGREEMENT** re: Road Departure Reduction Project; Supplement to State Funding Agreement; In the Amount of \$625,000; Public Works; Washington State Department of Transportation
6. **AGREEMENT, Amendment No. 6** re: Port Hadlock Sewer Project, Final Design; In the Amount of \$478,000; Public Works; Tetra Tech, Inc.
7. **AGREEMENT** re: Chimacum Drainage District; Facilitation Services; In the Amount of \$9,958; County Administrator; Peak Sustainability Group
8. **AGREEMENT** re: Microsoft Exchange Online Upgrade; In the Amount of \$63,002; Central Services; CDW Government, LLC
9. **LETTER of INTENT** re: ZEVIP Electric Vehicle Charging Stations Funding Opportunity; Central Services; EV Charging Solutions, Inc.
10. **LETTER of SUPPORT** re: U.S. Department of Transportation Electric Vehicle Charging Stations Funding Opportunity; Central Services; Energy Northwest
11. **MINUTES** re: Regular Meeting Minutes of May 1, 2023, and Special Meeting Minutes of May 1, 2023 (WSAC)

COMMISSIONERS' BRIEFING SESSION: Commissioner Eisenhower discussed recent meetings she attended and miscellaneous topics.

PROCLAMATION re: Proclaiming May 8-14, 2023 as National Hospital Week: Chair Brotherton and Commissioner Eisenhower read the proclamation aloud. Commissioner Eisenhower moved to approve the proclamation as read. Chair Brotherton seconded the motion. The motion carried. Commissioner Eisenhower noted that Jefferson Healthcare has helped the community weather the storm. Chair Brotherton stated that the hospital has shown incredible resilience through this pandemic.

PROCLAMATION re: Proclaiming the Week of May 15-21, 2023 as National Police Week and Observe May 15, 2023 as Peace Officer's Memorial Day: Chair Brotherton and Commissioner Eisenhower read the proclamation aloud. Commissioner Eisenhower moved to approve the proclamation as read. Chair Brotherton seconded the motion. The motion carried.

Sheriff Joe Nole was present and thanked the Commissioners for the recognition and proclamation. He is thankful for the support of the Commissioners and support of the citizens in Jefferson County.

COMMISSIONERS BRIEFING SESSION - Continued: Chair Brotherton shared a video regarding a tour of the newly opened 7th Haven housing development. He noted that Jefferson County has a YouTube page with videos. County Administrator Mark McCauley requested, and was granted, the ability to make staffing announcements.

County Administrator McCauley stated that Central Services Director Chris Goy's employment agreement states that after six months in his position, he will become the Deputy County Administrator. He thanked Director Goy for the work he has done for the County thus far, and congratulated him on his Deputy County Administrator title.

County Administrator McCauley stated that Department of Community Development (DCD) is reorganizing the department. He announced that DCD Director Brent Butler proposed that he become the new Chief Strategic Officer for Community Development Activities, vacating the Director position, and appointing Deputy Director Josh Peters to the position of DCD Director. County Administrator McCauley explained how he fully supports the proposed staffing changes. He reviewed the open positions at DCD and how many applicants applied for each position. Later in the meeting, he also noted that the DCD Director and Chief Strategic Officer positions will become effective June 1, 2023.

BRIEFING re: 2023 Comprehensive Plan Amendment Final Docket: Department of Community Development (DCD) Associate Planner Joel Peterson gave a power point presentation that provided a brief review of the docket-setting process (Chapter 18.45 JCC), site-specific amendment proposals, and suggested text amendment proposals: 1) Community Development's Unified Development Code amendments proposal; and 2) Planning Agency (DCD and Planning Commission) Housing amendments proposal. DCD Director Brent Butler and Associate Planner Peterson addressed comments and questions posed by the Board.

Associate Planner Peterson explained the next steps and potential action to be taken by the Commissioners. After discussion, Commissioner Eisenhower moved that the Board of County Commissioners hold a hearing on the Final Docket for 2023 for Comprehensive Plan amendments.

Chair Brotherton seconded the motion. The motion carried. Chair Brotherton opened the floor to allow public comments, and no comments were received.

The meeting was recessed at 10:27 a.m. and reconvened at 10:34 a.m. with Chair Brotherton and Commissioner Eisenhour present.

UPDATE re: Building Stock Plans: Department of Community Development (DCD) Director Brent Butler gave a presentation on Building Stock Plans update which covered definitions and applicability, mission statement, background, responses and answers, timeline, funding and next steps.

Planning Commission member Matt Sircely was present to review the Planning Commission's subcommittee to review stock housing plans. He reviewed the selected designs: 1) Shape Arch Plan; the base of the unit is a garage, 2) Artisans Group Plan; good universal access, costs are hourly, 3) Urban Cottage Plan; modular, flexible design and assembly options, and 4) Yes Architecture Plan; multi split level design on a small footprint. After discussion, the Commissioners agreed to extending the timeline from 90 days to 120 days.

Director Butler continued his update and answered questions posed by the Board. He noted that DCD will have a list of projects, designs and costs available to the Commissioners by the end of July, 2023.

Chair Brotherton called for public comments, and two comments were received. The Commissioners continued discussion on this topic during the afternoon session.

COMMISSIONERS' BRIEFING SESSION - Continued: Chair Brotherton and County Administrator Mark McCauley discussed recent meetings they attended, and miscellaneous topics. The Commissioners and County Administrator reviewed upcoming meetings.

The meeting was recessed at 11:59 a.m. and reconvened at 1:30 p.m. with Chair Brotherton and Commissioner Eisenhour present.

DISCUSSION re: Designation of Jefferson County's Associate Development Organization (ADO) for the 2023-2025 Biennium; July 1, 2023 to June 30, 2025: County Administrator Mark McCauley explained that every two years Washington State requests that counties designate an ADO, to help further economic development in counties. With a designation, flows monetary resources to help that ADO perform its mission. Typically, local governments add to that pool of resources. The ADO, in our case EDC Team Jefferson, can hire the talent they need to do their work. He noted that EDC Team Jefferson has been our traditional ADO.

County Administrator McCauley added that the County, City of Port Townsend, Port of Port Townsend and Jefferson PUD No. 1 had a lengthy discussion about designating EDC Team Jefferson in 2021. That formulation led to a 5-year agreement that imposed requirements on EDC Team Jefferson and hold them more liable to their performance. He added that our current ADO has been performing quite well. He reached out to the other entities if they agreed with the designation, and they concurred.

After discussion, Commissioner Eisenhour moved to authorize Chair Brotherton to execute and submit the attached Associate Development Organization Certification/Designation Form to the Washington

State Department of Commerce, designating EDC Team Jefferson as the County's Associate Development Organization for the 2023-2025 Biennium, which is July 1, 2023 to June 30, 2025. Chair Brotherton seconded the motion and called for public comments, and one comment was received. After further discussion, Chair Brotherton called for a vote on the motion. The motion carried.

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

- Update re: Building Stock Plans and Comprehensive Plan Amendments – continued discussion; the Commissioners continued discussing the DCD topics from earlier in the meeting
- C-Pacer loans; Chair Brotherton reached out to an entity that may be interested in this type of loan
- Miscellaneous topics

BRIEFING re: North Olympic Peninsula Procurement Technical Assistance Center (PTAC), now named APEX Accelerator: Clallam County Economic Development Council Program Manager and Counselor Rebekah Miller was present to give a briefing on the North Olympic Peninsula PTAC, which is now named APEX Accelerator, funded by the Department of Defense. APEX helps for-profit small businesses succeed in the government marketplace. She reviewed services available for businesses at no cost: registration with www.SAM.gov, helping them get their Unique Entity Identification (UEI) number, individual one-on-one counseling sessions with an experienced APEX Accelerator counselor, and access to an expanded library of documents that includes Capability Statement templates, Request for Proposals (RFP) response checklists, and more. She noted that the benefits to local government is targeted marketing, untapped local resources and better bid proposals.

Public Works Director Monte Reinders stated he is happy there is help for businesses in the County. He noted the importance of getting businesses on the works roster.

WORKSHOP re: 2023-2026 3-Year Adoption Cycle (Replacing 2018 with 2021 Building Codes): Department of Community Development Director Brent Butler and Plans Examiner Phil Cecere were present to give a briefing on the 2023-2026 3-year adoption cycle. They reviewed the Statement of Issue, provided a background on the process, analysis, possible delay of adoption, optional codes and next steps. They answered questions posed by the Board.

After discussion, Chair Brotherton called for public comments, and no comments were received. A member of the audience asked for an Energy Code update. Plans Examiner Cecere explained some of the requirements of the new Energy Code, which go into effect July 1, 2023. The Board listened to another public comment and provided closing remarks.

DRAFT

Commissioners Meeting Minutes of May 8, 2023

NOTICE OF ADJOURNMENT: Chair Brotherton adjourned the meeting at 4:06 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