



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – December 18, 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 (username and password is: public)– Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – Month of the meeting – Day of the meeting

You can join this meeting by using the following methods:

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| <ul style="list-style-type: none">• 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 |
| <ul style="list-style-type: none">• 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. |
| <ul style="list-style-type: none">• 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**
9:01 a.m. **PUBLIC COMMENT PERIOD – ALL TOPICS**

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. **ORDINANCE NO. ____** re: Amending the Jefferson County Comprehensive Plan and Title 18 of the Jefferson County Code; Adding the Mineral Resource Lands Overlay to the Comprehensive Plan Land Use Map as proposed in File No. MLA2021-0019 (Miles Sand and Gravel); Approving Rezones as proposed in File No. ZON2023-00004 (Gifford-Yep) and ZON2023-00006 (Midori Farm/M&J Investments); Amending miscellaneous provisions in the Comprehensive Plan and Title 18 of the Jefferson County Code
 
2. **RESOLUTION NO. ____** re: Updating the Travel Policy as Appending 'D' of the Jefferson County Personnel Manual
 
3. **HEARING NOTICE** re: Shoreline Master Program – Hearing to be held January 8, 2024 at 10:30 a.m.
 
4. **CALL FOR BIDS** re: Port Hadlock Sewer Project; Phase 3 – Low Pressure Sewer Collection System
 
5. **APPROVAL OF THE CONTINUATION OF THE JEFFERSON COUNTY PUBLIC OFFICIAL POSITION SCHEDULE BOND No. 52BSBH126;** Issued by Harford Fire Insurance Company for the Treasurer, Clerk, Sheriff, Auditor, Prosecuting Attorney, Engineer, Commissioners #1, #2, and #3, Judge and Assessor
 
6. **INTERLOCAL AGREEMENT:** Between the City of Port Townsend and Jefferson County to Study a Possible County-wide Public Facilities District for Construction and Operation of Facility for a Pool and Other Activities
  **UPDATED document**  
7. **AGREEMENT and SUBSCRIPTION AGREEMENT** re: Collective Bargaining Agreement and Trust Participation for Jefferson County Sheriff's Office Administrative Staff Employees; January 1, 2024 through December 31, 2026; Teamsters Local No. 589 and Teamsters Welfare Trust
 
8. **AGREEMENT** re: Solid Waste Facilities Replacement Planning Services; In the Amount of \$83,140; Public Works; Pertee, Inc.
 
9. **AGREEMENT re:** On-Call Environmental Services; Payment per fee schedule; Public Health; Mott Macdonald, LLC
 
10. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program Mini Grant; In the Amount of 1,000; Public Health; Brinnon School District No. 46
 

11. **AGREEMENT, Amendment No. 1** re: Fairgrounds Management; An additional amount up to \$39,000, dependent upon fund balance; County Administrator; Jefferson County Fair Association
 
12. **AGREEMENT, Amendment No. 1** re: Nurse Family Partnership Supervisor; Not to exceed \$75,000; Public Health; Kitsap Public Health District
 
13. **AGREEMENT, Amendment No. 1** re: Residential Substance Abuse Treatment Program; Sheriff's Office; Believe in Recovery
 
14. **AGREEMENT, Amendment No. 2** re: Salish BH-ASO Interlocal Agreement; New Expiration Date of December 31, 2025; County Administrator; Salish Behavioral Health Interlocal: Kitsap County, Clallam County and Jamestown S'Klallam Tribe
 
15. **AGREEMENT, Amendment No. 4** re: Residential Substance Abuse Treatment Program; Sheriff's Office; Washington State Health Care Authority
 
16. **AGREEMENT, Amendment No. 5** re: Periodic Review of the Shoreline Master Program; Additional Amount of \$6,750; Department of Community Development; BERK Consulting, Inc.
 
17. **AGREEMENT, Change Order No. 6** re: Phase 1 – Site Prep, Earthwork, and Service Utilities for the Port Hadlock Sewer, Project No. 405-2114-0
 
18. **AGREEMENT, Amendment No. 8** re: Final Wastewater Treatment Plant Design Changes; Tetra Tech, Inc.
 
19. **REQUEST BOARD APPROVAL** re: Increase in 2024 Public Infrastructure Fund Project Funding by \$176,000, from \$809,000 to \$985,000; and PIF Board 2024 Project Funding Recommendations
 
20. **ADVISORY BOARD RESIGNATION** re: Conservation Futures Citizen Oversight Committee; Guy Dobbys
 
21. **ADVISORY BOARD APPOINTMENTS (1)** re: Jefferson County Public Infrastructure Fund (PIF) Board; Citizen – District No. 3, Four-year term to expire December 18, 2027; Dan Ventura
 
22. **ADVISORY BOARD APPOINTMENTS (2)** re: Jefferson County Board of Equalization; Letters to appointed members Joni Blanchard and Joe Langjahr
 
23. **Payment of Jefferson County Payroll Warrants** Dated December 5, 2023 Totaling \$162,624.40
 
24. **Payment of Jefferson County Vouchers/Warrants** Dated December 11, 2023 Totaling \$1,793,772.78 and Dated December 18, 2023 Totaling \$234,851.80
   

REGULAR AGENDA:

No set time **COMMISSIONERS BRIEFING SESSION**

Greg Brotherton, Chair, Commissioner District 3
Heidi Eisenhour, Commissioner District 2
Kate Dean, Commissioner District 1

10:00 a.m. **HEARING** re: 4th Quarter Budget Appropriations/Extensions; Various County Departments

Mark McCauley, County Administrator
Finance Manager Judy Shepherd

No set time **DISCUSSION and POTENTIAL ACTION** re: Temporary Revisions to the Solid Waste Transfer Station Operating Hours

Monte Reinders, Public Works Director
Al Cairns, Solid Waste Manager

RECESS

AFTERNOON SESSION

1:30 p.m. **WORKSHOP** re: Septage Capacity

Pinky Mingo, Environmental Health and Water Quality Manager

2:00 p.m. **DISCUSSION and POTENTIAL ACTION** re: Brinnon Reach Assessment and Conceptual Design power point

Tami Pokorny, Natural Resources Program Coordinator
John Soden, Natural Systems Design Senior Biologist
Josh Peters, DCD Director
Brent Butler, DCD Chief Strategy Officer
Amanda Christofferson, Grants Manager
Pinky Mingo, Environmental Health and Water Quality Manager
Alisa Hasbrouck, Environmental Health Manager
Michael Dawson, Water Quality Manager

No set time **DISCUSSION and POTENTIAL ACTION:** Letter re: Hood Canal Coordinating Council (HCCC) grant proposal for Snow & Salmon Creek Watershed Planning

Kate Dean, Commissioner, District No. 1
Alicia Oliveras, Hood Canal Coordinating Council

3:00 p.m. **DISCUSSION and POTENTIAL ACTION re: ORDINANCE NO. ____**
re: Adopting a Fee Schedule for the Office of the County Fire Marshal within the
Department of Community Development and **PUBLIC COMMENT**  
power point  

Josh Peters, DCD Director
Phil Cecere, Fire Marshal/Chief Building Official

No set time **DISCUSSION and POTENTIAL ACTION re: Stock Plans and**
PUBLIC COMMENT   **power point**

Brent Butler, DCD Chief Strategy Officer
Phil Cecere, Fire Marshal/Chief Building Official

ADDITIONAL DISCUSSION ITEMS

- Board and Committee Vacancies  
- Board and Committee Assignments  
- Warming Center update

NOTICE OF ADJOURNMENT

COMMISSIONERS MEETING SCHEDULE The Week of December 18, 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, December 18, 2023

9:00 a.m. BOCC Meeting - Hybrid (Board)
4:30 p.m. Jefferson County Foundation Budget Board Meeting – (Heidi)

Tuesday, December 19, 2023

1:30 p.m. Jefferson Transit Authority Board Meeting – Hybrid (Board)

Wednesday, December 20, 2023

1:00 p.m. Hood Canal Coordinating Council – Virtual (Kate)

Thursday, December 21, 2023

9:00 a.m. JeffCom911 Board Meeting – Virtual (Greg)
9:30 a.m. Public Employee Recognition Committee – (Heidi)
2:00 p.m. North Olympic Development Council – (Kate)
2:30 p.m. Board of Health Monthly Meeting – Hybrid (Board)

Friday, December 22, 2023

12:30 p.m. Radio Show with Assessor Jeff Chapman – (Kate)

Agenda: December 18, 2023

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).

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