



# AGENDA

## Jefferson County Board of Commissioners

### Regular Meeting **Tuesday** – January 2, 2024 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](http://www.co.jefferson.wa.us) – Services – Laserfiche Web Portal (username and password is: public)– Board of County Commissioners – BOCC Agenda Packets – 2024 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"><li>• <b>Zoom Meeting:</b> <a href="https://zoom.us/j/93777841705">https://zoom.us/j/93777841705</a><br/>This option will allow you to join the meeting live. You will need to enter an email address. <b>If you wish to provide public comment, click on the hand icon at the bottom of the screen to “raise your hand.”</b> Participation will be up to the Chair and Clerk</li></ul>                                                                                            |
| <ul style="list-style-type: none"><li>• <b>Audio-only:</b> Dial: 1-253-215-8782 and use Webinar ID: 937-7784-1705#<br/>This option will allow you to listen to the meeting live. <b>If you wish to provide public comment, press *9 to “raise your hand.”</b> Participation will be up to the Chair and Clerk<br/>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.</li></ul> |
| <ul style="list-style-type: none"><li>• <b>Website:</b> <a href="http://www.co.jefferson.wa.us">www.co.jefferson.wa.us</a> 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.</li></ul>                                                                                                                                                                                                        |
| <ul style="list-style-type: none"><li>• <b>In-person:</b> You are welcome to join this meeting in-person.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                  |

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](mailto: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](#) and [REORGANIZATION OF THE BOARD](#)**

GB called to order and wished everyone a Happy New Year. HE nominated KD as Chair of the BOCC in 2024. GB seconded the motion. Unanimous. KD opened the floor for public comment.

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

[09:05:42 AM \(00:06:31\)](#) Comment

[09:09:07 AM \(00:09:56\)](#) Comment

[09:15:09 AM \(00:15:57\)](#) Comment

[09:19:59 AM \(00:20:48\)](#) Response to comments

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.)

**AV Capture: Click on “Related Docs” tab above for complete list of documents**

1.      **CALL FOR BIDS and CONTRACT PLANS** re: Center Road 2R Overlay Project, M.P. 10.34 to M.P 14.58, Project No. 1802096, County Rd No. 931507, CRAB RAP Project No. 1622-01  
 
2.      **AWARD of CONTRACT** re: Phase 2 Membrane Bioreactor Wastewater Treatment Plant for Port Hadlock UGA, County Project No. 405-2114-0, Commerce Project No. 22-96515-026; Public Works; Interwest Construction, Inc.  
 
3.      **AGREEMENT** re: Legislative Representation and Lobbying Services; \$72,000 per year; County Administrator; Strategies 360  
 
4.      **AGREEMENT** re: Public Infrastructure Funding – JCIA Eco-Industrial Park; In the Amount of \$350,000; County Administrator; Port of Port Townsend  
 
5.      **AGREEMENT** re: Public Infrastructure Funding – Port Hadlock Sewer Debt Service; In the Amount of \$85,000 per year for 20 years; County Administrator; Jefferson County Public Works  
 
6.      **AGREEMENT** re: Public Infrastructure Funding – Glen Cove Infrastructure Feasibility and Design; In the Amount of \$250,000; Jefferson County  
 
7.      **AGREEMENT** re: Therapeutic Support for Independent Living Project; In the Amount of \$22,240; Juvenile Services; Owl 360  
 
8.      **AGREEMENT** re: Septic Professional Certification Testing; No cost to the County; Public Health; Washington On-Site Sewage Association (WOSSA)  
 
9.      **AGREEMENT** re: Fish Barrier Culvert Replacements at Three Sites on Upper Hoh Road and Two Sites on Oil City Road; In the Amount of \$53,754; Public Works; Trout Unlimited  
 
10.      **AGREEMENT** re: Cassel Creek Bridge Cleaning on Oil City Road; In the Amount of \$20,159; Public Works; Washington State Department of Transportation  
 

11. [AGREEMENT](#) re: SR104/Paradise Bay Roundabout Detours; Construction work to take place between April 1, 2024 and July 30, 2024; Public Works; Washington State Department of Transportation  
 
12. [AGREEMENT](#) re: Haul Road/Detour for SR104/SR19 Roundabout; Construction work to take place between April 1, 2024 and July 30, 2024; Public Works; Washington State Department of Transportation  
 
13. **AGREEMENT** re: Nurse Family Partnership; In the Amount of \$12,000; Public Health; Clallam County  
 
14. **AGREEMENT** re: Data Sharing for Home Visiting Services; Public Health; Washington State Department of Health  
 
15. **AGREEMENT** re: 2024 Funding Water Quality Improvement and Protection; In the Amount of \$59,673; County Administrator; Jefferson County Conservation District  
 
16. [AGREEMENT](#) re: Epidemiology Transition; In the Amount of \$6,930; Public Health; Kitsap Public Health District  
 
17. **AGREEMENT, Amendment No. 1** re: Services for people who experience intellectual/developmental disabilities; In the Amount of \$304,353; Public Health; DSHS Developmental Disabilities Administration  
 
18. [AGREEMENT, Amendment No. 2](#) re: Public Infrastructure Fund - Sims Gateway Project and Boatyard Expansion; In the Amount of \$300,000; County Administrator; Port of Port Townsend, City of Port Townsend; Jefferson County PUD No. 1  
 
19. **AGREEMENT, Amendment No. 4** re: Lower Big Quilcene Floodplains Acquisition; Public Health; Washington Recreation and Conservation Office  
 
20. **ADVISORY BOARD APPOINTMENT (1)** re: Solid Waste Advisory Committee (SWAC); District 2 Citizen Representative; Don Rhoden  
 
21. [ADVISORY BOARD REAPPOINTMENT](#) (1) re: Housing Fund Board; 1) 3-Year Term to Expire December 31, 2026; Peggy Webster, and **CORRECTION to REAPPOINTMENT (1)** re: Housing Fund Board; 1) 3-Year Term to Expire December 31, 2025; Viki Sonntag  
 
22. **MOTION TO TERMINATE AGREEMENT re:** Professional Services Agreement AD-24-001; Public Health; Kitsap Public Health District  
 
23. **Payment of Jefferson County Payroll Warrants** Dated December 20, 2023 Totaling \$90,969.74  
 

24. **Payment of Jefferson County Vouchers/Warrants** Dated December 26, 2023 Totaling \$972,983.35



[09:33:54 AM \(00:34:42\)](#) GB moved to approve. HE second, unanimous.

**REGULAR AGENDA:**

[09:33:54 AM \(00:34:42\)](#)

No set time **COMMISSIONERS BRIEFING SESSION:** The Commissioners reviewed recent meetings they attended.

9:45 a.m. **MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT UPDATE**

Dr. Allison Berry, Public Health Officer  
Willie Bence, Emergency Management Director

Dr. Berry provided an update on viruses circulating in Jefferson County and the United States. [Emergency Management](#) Director Willie Bence provided information on warming centers, NIXLE alerts, and an anticipated higher rainfall for January through March.

10:15 a.m.

[10:16:43 AM \(01:17:31\)](#) Recess

[10:20:54 AM \(01:17:49\)](#) Reconvene

**HEARING** re: Conservation Futures Funding in 2023



Tami Pokorny, Natural Resources Program Coordinator

TP introduced CFCOC Acting Chair Ross Harbor (SP) and said there are 3 draft resolutions that reflect the recommendation of the committee to fully fund the projects. Lower Chimacum Creek Mainstem Acquisition Project, North Barry Snow Creek Project, and Schmidt Farm Project.

[10:24:57 AM \(01:21:51\)](#) KD opened the floor to allow for hearing testimony. The following individuals provided testimony:

[10:25:36 AM \(01:22:31\)](#) Sarah Spaeth, Port Townsend

[10:27:26 AM \(01:24:21\)](#) KD closed testimony. HE moved to approve the three resolutions, and then withdrew her motion.

[10:27:59 AM \(01:24:53\)](#) Commissioner Brotherton moved to approve **RESOLUTION NO. 01-24** re: Dedication of Conservation Futures Funds to the Lower Chimacum Creek Mainstem Acquisition Project as Authorized by and in Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Public Open Spaces. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

[10:28:39 AM \(01:25:33\)](#) Commissioner Brotherton moved to approve **RESOLUTION NO. 02-24** re: Dedication of Conservation Futures Funds to the North Barry Snow Creek Project Authorized by and in Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Public Open Spaces. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

[10:29:01 AM \(01:25:55\)](#) Commissioner Brotherton moved to approve **RESOLUTION NO. 03-24** re: Dedication of Conservation Futures Funds to the Schmidt Farm Project a Authorized by and in Accordance with Jefferson County Code Section 3.08.030(7) to Provide a System of Public Open Spaces. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

**COMMISSIONERS BRIEFING SESSION - Continued:** The Commissioners and County Administrator discussed recent meetings they attended and reviewed upcoming meetings. The Commissioners also discussed upcoming Workshops, guidance to departments and KPTZ radio topics.

**Boards and Committee Assignments:** The Commissioners reviewed and made edits to the Boards and Committee Assignments list. The Commissioners will make final edits and approve during the afternoon session.

[11:45:43 AM \(02:42:37\)](#) Recess

[01:31:59 PM \(02:42:49\)](#) Reconvene

## **AFTERNOON SESSION**

1:30 p.m.                      **DISCUSSION and POTENTIAL ACTION re: RESOLUTION NO. \_\_\_\_** re: Contracting indebtedness; providing for the issuance, sale, and delivery of a grant anticipation note to provide funds to carry out additions to and betterments to the Wastewater Treatment Plant being constructed in the Port Hadlock area; fixing or setting parameters with respect to certain terms and covenants of the notes; appointing the County's designated representative to approve the final terms of the sale of the note; and providing for other related matters



Stacie Prada, Treasurer  
Monte Reinders, Public Works Director  
Jim Nelson, DA Davidson & Co, Placement Agent  
Marc Greenough, Foster Garvey PC, Bond Counsel

SP introduced JN and MG, Tommy Sandstrom with Foster Garvey. She provided intro. JN provided a presentation re: Grant anticipation note financing for the Port Hadlock Wastewater Treatment Plant. Monte Reinders noted that even though they have grants, they will need financing while they wait for

the grant funding to come in. JN – they reviewed bank RFPs with the Board, and recommended that the County use Kitsap Bank.

1:55 p.m. Network outage – zoom meeting ended abruptly. Recess was called at 1:58 p.m. (to view the video for the remainder of the meeting, go to [www.co.jefferson.wa.us](http://www.co.jefferson.wa.us) – then go to Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Zoom Files

2:11 p.m. reconvene

HE moved to approve **RESOLUTION NO. 4-24** re: Contracting indebtedness; providing for the issuance, sale, and delivery of a grant anticipation note to provide funds to carry out additions to and betterments to the Wastewater Treatment Plant being constructed in the Port Hadlock area; fixing or setting parameters with respect to certain terms and covenants of the notes; appointing the County's designated representative to approve the final terms of the sale of the note; and providing for other related matters. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

2:00 p.m. to 2:30 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)

**DISCUSSION, POTENTIAL ACTION with PUBLIC COMMENT re:  
TOPIC OF THE EXECUTIVE SESSION**

Executive Session: 2:15 to 2:45 p.m. joined by HR Director and County Administrator

2:45 End of Executive Session

2:46 Commissioner Eisenhour moved to extend our contract with County Administrator Mark McCauley for a year, with an option for another year extension after that. She stated she is thrilled to have him sticking with us. Commissioner Brotherton seconded the motion. Chair Dean noted the contract expires June of this year, so it will go through June of the following year. KD opened the floor to allow for public comments. No comments received. Vote on motion, unanimous.

GB moved to approve the Boards and Committee assignments and presented and discussed earlier today. HE seconded the motion, unanimous.

**ADDITIONAL DISCUSSION ITEMS**

- Board and Committee Assignments – continued: GB moved to approve the Boards and Committee assignments and presented and discussed earlier today. HE seconded the motion, unanimous.  ← draft
- Strategic Plan Implementation; roles in implementation

**NOTICE OF ADJOURNMENT 2:55 p.m.**

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**COMMISSIONERS MEETING SCHEDULE**  
**The Week of January 1, 2024**

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](mailto:jeffbocc@co.jefferson.wa.us)

Monday, January 1, 2024

All day County offices are closed for New Year's Day

Tuesday, January 2, 2024

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

6:00 p.m. Marine Resources Committee - Heidi

Wednesday, January 3, 2024

1:30 p.m. Housing Fund Board Special Meeting - Kate

Thursday, January 4, 2024

9:00 a.m. Economic Development Council - Kate

6:30 p.m. Jefferson County Peninsula Trails Coalition – Virtual (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).

For more information, go to: [www.co.jefferson.wa.us](http://www.co.jefferson.wa.us) – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – Boards & Committees or click on the Calendar tab on the home page of the website.

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COMMISSIONERS MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

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Americans with Disabilities Act (ADA) Accommodations Provided Upon Request