



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – November 20, 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:

• 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
• 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.
• Website: www.co.jefferson.wa.us 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.
• 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](#) GB called to order at 9:01 a.m., HE present. KD joined at 9:03
9:01 a.m. [PUBLIC COMMENT PERIOD](#) – ALL TOPICS

Comment
Comment
Comment
Comment
Comment
Comment

[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.)

1. **HEARING NOTICE** re: 2024-2025 Jefferson County Biennial Budget; Hearing Scheduled for Monday, December 4, 2023 at 11:15 a.m. in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA (Hybrid)
 
2. **AGREEMENT re:** Improving the Quality of Public Defense Services; In the Amount of \$29,406; County Administrator; Washington State Office of Public Defense
 
3. **AGREEMENT re:** Surrender of Leasehold; Quimper East; Public Health; State of Washington State Department of Natural Resources
 
4. **AGREEMENT re:** Surrender of Leasehold; Quimper West; Public Health; State of Washington State Department of Natural Resources
 
5. **AGREEMENT re:** Naylors Creek at West Valley Road and Gibbs Lake Road – Culvert Replacements; In an Amount up to \$60,000; Public Health; Washington Conservation and Recreation Office
 
6. **AGREEMENT re:** HJ Carroll Park Caretaker; In the Amount of \$5,648; Public Health; Dustin Willis
 
7. **AGREEMENT re:** Proctor House Alternative Detention Program; In the Amount of \$222,319.71; Juvenile Services; Kelli Parcher, Inc.
 
8. **AGREEMENT re:** Office Space Rental Lease; 101, 121 and 131 Oak Bay Road; WSU Extension; Hadlock Development Company, LLC
 
9. **AGREEMENT re:** Office Space Rental Lease; 97 Oak Bay Road; WSU Extension; Hadlock Development Company, LLC
 
10. **3-WAY PROFESSIONAL SERVICES AGREEMENT re:** Economic Development Services; Jefferson County Amount not to Exceed \$20,530; County Administrator; Clallam County EDC; Gordon Thomas Honeywell Government Relations
 

11. **INTERAGENCY AGREEMENT re:** Data Sharing; County Administrator's Office; Office of the Washington State Auditor
 
12. **LETTER of SUPPORT re:** Washington State Department of Natural Resources Proposed Expansion of the Dabob Bay Natural Area and Associated Inter-Grant Exchange
 
13. **ADVISORY BOARD RESIGNATION:** Jefferson County Board of Equalization; Daryl Gillette
 
14. **ADVISORY BOARD APPOINTMENT:** Conservation Futures Citizens Oversight Committee (CFCOC); Four-Year Term to represent Habitat Values; Cheryl Lowe
 
15. **ADVISORY BOARD APPOINTMENT:** Conservation Futures Citizens Oversight Committee (CFCOC); Four-Year Term to represent District No. 2; Tom Ehrlichman
 
16. **APPROVAL of MINUTES:** Regular Meeting Minutes of October 23, 2023, November 6 and 13, 2023, and Special Meeting Minutes of October 20, 2023 (Coordination) and October 23, 2023 (WSAC), and November 6, 2023 (WSAC)
     
17. **Payment of Jefferson County Payroll Warrants** Dated November 13, 2023 Totaling \$3,592.35
 
18. **Payment of Jefferson County Vouchers/Warrants** Dated November 13, 2023 Totaling \$1,146,423.32, and Jury Warrant Dated November 15, 2023 Totaling \$2,793.45
   

HE moved, KD seconded the motion. GB noted how little the County received for indigent defense, which we are mandated to provide. Mark – it's less than 3%. Unanimous vote on motion.

REGULAR AGENDA:

No set time **COMMISSIONERS BRIEFING SESSION:** The Commissioners and County Administrator discussed recent meetings they attended, which included the Washington State Association of Counties (WSAC) Fall Leadership Conference, Port Hadlock Sewer Project, and other miscellaneous topics.

Recess 10:27 a.m.

Reconvene 10:36 a.m.

10:30 a.m. **UPDATE** re: Washington State Department of Natural Resources (DNR) 3rd Quarter County Income Report  

Jill DeCianne, DNR Acting Region Manager
Drew Rosanbalm, DNR State Lands Assistant

DNR State Lands Assistant Drew Rosanbalm was present to review the 3rd quarter report and answered questions posed by the Board. Treasurer Stacie Prada joined the meeting to ask Mr. Rosanbalm about a

particular contract. DNR Acting Region Manager not present.

No set time **DISCUSSION** re: **AGREEMENT** re: Labor Relations and Human Resources Consulting Services; In the Amount of \$50,000; County Administrator; Braun Consulting Group  

Mark McCauley, County Administrator
Sarah Melancon, Human Resources Director

The Commissioners briefly discussed the proposed agreement during the November 13, 2023 meeting, and decided to not take-action at that time. Human Resources Director Sarah Melancon was present to answer questions posed by the Board. She requested that the Commissioners approve the current proposed contract, and revisiting collective bargaining in the future.

Commissioner Dean requested that once the collective bargaining is done in 2024, the County should issue an RFP for a new bargaining process moving forward. Director Melancon stated she can be committed to making that change. County Administrator Mark McCauley requested that if the Board agrees to approve the contract today, the Commissioners should strike paragraph 15.15, as we do not need a ratification clause.

Commissioner Eisenhour moved to approve an **AGREEMENT** re: Labor Relations and Human Resources Consulting Services in the amount of \$50,000 with Braun Consulting Group, and striking paragraph 15.15. Commissioner Dean seconded the motion, unanimous.

COMMISSIONERS' BRIEFING SESSION - **Continued:** The Commissioners reviewed upcoming meetings and KPTZ County Connections radio segment. County Administrator Mark McCauley requested that the Chair work with him over the lunch hour to formulate a Thanksgiving message to all County employees.

The meeting was recessed at 11:20 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

AFTERNOON SESSION

1:30 p.m. **BRIEFING** re: Healthier Together – Aquatic Center  

Carrie Hite, City of Port Townsend Director of Parks and Recreation Strategy
City of Port Townsend Director of Parks and Recreation Strategy Carrie Hite was present to give a briefing on revisions to the proposed aquatic center, which included a public shower facility. She reviewed financial analysis, proposed forming of a Public Facilities District (PFD) (county-wide), operational projections, and proposed next steps: BOCC appoints people to the PFD, PFD adopts ballot language for sales tax by February 20, 2024 for an April 2024 election.

After discussion, Chair Brotherton opened the floor to allow for public comments, and 24 comments were received.

Discussion continued regarding review of the RCW regarding creation of a Public Facilities District.

YMCA Director Wendy Bart joined the meeting to provide comments and answer questions she heard mentioned during the public comment period.

[The meeting was recessed at 2:58 p.m.](#) and reconvened at 3:05 p.m. with all three Commissioners present.

No set time [**WORKSHOP and POTENTIAL ACTION**](#) re: Public Works Request for Memorandum of Understanding with Waste Connections, DBA Olympic Disposal for Municipal Solid Waste Hauler Services  

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

Public Works Director Monte Reinders and Solid Waste Manager Al Cairns were present to request an MOU with Olympic Disposal. They answered questions posed by the Board. The Board agreed to have Public Works move forward with the MOU, for adoption on the Consent Agenda at a later date.

Manager Cairns notified the Board they received a request for waiver of the tipping fee beach cleanup, which is estimated to cost approximately \$720. The Commissioners noted they would like more time to review Resolution No. 74-95 regarding Jefferson County fee waiver policy. Public Works staff will prepare the item for Consent Agenda at a later date.

3:30 p.m. [**LEGISLATIVE UPDATE**](#) – with Elected Officials and Department Directors  

Kate Dean, Commissioner District No. 1

- Auditor's Office
 - HB1241 re: Harassment of Election Officials
 - UNK re: Simplifying voter change of address
- Assessor's Office
 - High-Quality Statewide Aerial Imagery Program
- Treasurer
 - Property tax; reduce workload, upload fees
 - Raising max investment fee to \$150
- Juvenile Services
 - HB1205 re: Better alignment of duties in the dependency
- Department of Community Development
 - Looking for bills that are equitable, and will assist with GMA
- Public Health
 - School environmental health programs
 - Child fatality review modernization RCW 70.05.170
 - WSALPHO recommendations
 - Syphilis treatment
 - Vaccine definition updates; to include RSV
 - Broaden statutory language of “vaccine” to include RSV vaccine

ADDITIONAL DISCUSSION ITEMS

NOTICE OF ADJOURNMENT 4:29 p.m.

COMMISSIONERS MEETING SCHEDULE The Week of November 20, 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, November 20, 2023

9:00 a.m. BOCC Meeting - Hybrid (Board)
12:00 p.m. BOCC Special Meeting - WSAC Virtual Assembly (Board)

Tuesday, November 21, 2023

6:00 p.m. Aquatic Center Community Discussion – Brinnon Community Center (Heidi)

Wednesday, November 22, 2023

All Day Out of Office (Greg)
10:00 a.m. House Local Government Committee Meeting – Virtual (Kate)
12:30 p.m. Chimacum Connection Conversation – Finnriver (Heidi)
2:30 p.m. Childcare Capacity/Family Support Meeting – Virtual (Kate)

Thursday, November 23, 2023

All Day County offices are closed

Friday, November 24, 2023

All Day County offices are closed

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 (username and password is: public) – 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 Prov