



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – September 11, 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 – 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, KD, HE present
9:01 a.m. [PUBLIC COMMENT PERIOD](#) – ALL TOPICS

[09:01:51 AM \(00:01:10\)](#) Comment

[09:04:05 AM \(00:03:23\)](#) Comment (re: Consent Agenda Item No. 2)

[09:07:06 AM \(00:06:25\)](#) 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. **AGREEMENT** re: Increase Awareness and Accessibility for County Residents with Disabilities; In the Amount of \$5,678.52; Public Health; Washington State Employment Security Department **(removed for further discussion at a later date)**
 
2. **AGREEMENT** re: ADA Accessibility Upgrades; In the Amount of \$5,678.52; Public Health; Trinity United Methodist Church **(removed for further discussion at a later date)**
 
3. **AGREEMENT** re: Paper to Digital Conversion to Archives for Food Permits; In the Amount of \$8,674; Public Health; Office of Washington Secretary of State
 
4. **AGREEMENT, Amendment No. 1** re: Behavioral Health Consortium Project Director; Additional Amount of \$10,000 for a Total of \$136,000; Public Health; Fleming Professional Services, Lori J. Fleming
 
5. **AGREEMENT, Amendment No. 1** re: Chimacum Junior Senior High School Based Metal Health Services; Additional Amount of \$44,400 for a Total of \$67,800; Public Health; Cynthia Langston LLC
 
6. **AGREEMENT, Amendment No. 1** re: Port Townsend High School Based Mental Health Services; Additional Amount of \$44,400 for a Total of \$67,800; Public Health; Sun Path Healing, PLLC, Andrea Knutson
 
7. **AGREEMENT, Change Order No. 1** re: Phase 1 - Site Prep., Earthwork and Service Utilities for the Port Hadlock Sewer, Project No. 405-2114-0, Commerce Project No. 22-96515-026; Additional Amount of \$72,272.57 for a Project Total of \$1,316,518.35; Public Works; Seton Construction
 
8. **AGREEMENT, Change Order No. 2** re: Phase 1 – Site Prep., Earthwork and Service Utilities for the Port Hadlock Sewer, Project No. 405-2114-0, Commerce Project No. 22-96515-026; Additional Amount of \$134,009.17 for a Project Total of \$1,450,527.51; Public Works; Seton Construction
 
9. **LICENSE AGREEMENT re:** Use of County Property – Portion of Seal Rock Road Right-of-Way; Public Works; Judith Y. Meyers
 

10. **Payment of Jefferson County Payroll Warrants** Dated September 5, 2023 Totaling \$2,366,430.85
 

The Commissioners agreed to remove Consent Agenda Items No. 1 and 2, until County Administrator Mark McCauley can review in a couple weeks. Acting County Administrator/Public Works Director Monte Reinders commented on Public Works contracts on the Consent Agenda. After discussion, [09:19:45 AM \(00:19:03\)](#) **MOTION** – HE moved to approve the Consent Agenda, minus Consent Agenda Items No. 1 and 2 for legal review. KD seconded the motion, unanimous.

REGULAR AGENDA:

No set time [COMMISSIONERS BRIEFING SESSION](#): Commissioner Dean discussed recent meetings they attended, and miscellaneous items.

No set time [PROCLAMATION](#) re: Proclaiming September 11, 2023 as National Day of Service and Remembrance
 

All three Commissioners read aloud the proclamation. **MOTION**: Commissioner Eisenhower moved to approve the proclamation as read. Commissioner Dean seconded the motion which carried by a unanimous vote.

[09:35:32 AM \(00:34:50\)](#) The Commissioners commented on the attacks on 9/11.

[COMMISSIONERS BRIEFING SESSION – Continued](#): The Commissioners continued discussing recent meetings they attended, and miscellaneous items.

9:59 a.m. (9:55 a.m.) **MOMENT OF SILENCE**: The East Jefferson Fire Rescue will be ringing the Port Townsend Bell Tower located at 310 Tyler Street in Port Townsend to denote the time the South tower collapsed during the terrorist attack on September 11, 2001. The bell will ring a series of 3-4-3. The ringing protocol is used by many fire departments to honor the memory of firefighters and law enforcement who died in service, and the 2,997 who perished that day.

[COMMISSIONERS BRIEFING SESSION – Continued](#): The Commissioners and Acting County Administrator continued discussing recent meetings they attended, and miscellaneous items.

ADDITIONAL DISCUSSION ITEMS

- [Calendar coordination](#) and miscellaneous items
- [Solid Waste; Capital planning](#)
- [Community Wildfire Protection Plan](#); upcoming meeting
- [WSAC](#); fall conference

RECESS

[11:11:08 AM \(02:10:27\)](#) Recess until 11:29

[11:29:35 AM \(02:10:35\)](#) Reconvene

11:30 a.m. – Noon **EXECUTIVE SESSION** with Civil Deputy Prosecuting Attorney III and Human Resources Director re: 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**

[11:30:19 AM \(02:11:19\)](#) Executive Session 11:30 a.m.. to 12:00 p.m.

[12:02:08 PM \(02:11:49\)](#) Extension of Executive Session: 12:02 p.m. to 12:30 p.m.

[12:33:39 PM \(02:14:34\)](#) Reconvene – addressing tech issues

Extension of Executive Session: 12:36 p.m. to 12:46 p.m.

[12:48:01 PM \(02:17:14\)](#) End of Executive Session.

NOTICE OF ADJOURNMENT 12:48 p.m

COMMISSIONERS MEETING SCHEDULE The Week of September 11, 2023
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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, September 11, 2023

9:00 a.m. BOCC Meeting - Hybrid (Board)
5:00 p.m. Marine Resources Committee Member Recruitment Meeting – Virtual (Heidi)
5:30 p.m. Organic Seed Alliance (OSA) Community Field Day – Finnrivier, Chimacum (Heidi)

Tuesday, September 12, 2023

9:30 a.m. Puget Sound Partnership Leadership Council – Skokomish Tribe Community Center (Kate)
1:00 p.m. Climate Action & Resiliency Session Planning Meeting – Virtual (Kate)
2:00 p.m. Tourism Coordinating Council Meeting – Inn at Port Ludlow (Heidi)
3:00 p.m. Behavioral Health Advisory Committee (BHAC) Meeting – Hybrid (Heidi)
4:30 p.m. Jefferson County Human Service Meet-Up – Virtual (Heidi)

Wednesday, September 13, 2023

9:30 a.m. Puget Sound Partnership Leadership Council - Skokomish Tribe Community Center (Kate)
10:00 a.m. Anti-Racist Class – Virtual (Greg)
10:00 a.m. Olympic Region Clean Air Agency (ORCAA) Finance Meeting

Agenda: September 11, 2023

- 12:30 p.m. September Conference Planning Committee Meeting – Virtual (Heidi)
- 2:30 p.m. Housing Fund Board Special Meeting – Hybrid, Courthouse (Greg/Kate)
- 4:30 p.m. Olympic Community Action Programs (OlyCAP) Board Meeting – OlyCAP Office, PT (Greg)
- 5:00 p.m. Peninsula Trails Coalition Meeting / Open House - Fred Lewis Scout Cabin, PT (Heidi)

Thursday, September 14, 2023

- 10:00 a.m. Olympic Workforce Development Council Meeting – Virtual (Kate)
- 9:00 a.m. JeffCOM911 Board Meeting - Virtual (Greg)
- 1:00 p.m. Jefferson County Bar Association Meeting – First Floor Conference Room, Courthouse (Greg)
- 6:00 p.m. BoCC SPECIAL MEETING - Community Conversations – Quilcene Community Center (Board)
- 6:30 p.m. Fairgrounds Board Meeting – Jefferson County Fairgrounds (Kate)

Friday, September 15, 2023

- 10:00 a.m. Salish Behavioral Health-ASO Executive Board Meeting – Hybrid, Jamestown, Blyn (Greg)
- 11:00 a.m. Olympic Coast National Marine Sanctuary Advisory Council Meeting – Neah Bay (Heidi)
- 2:00 p.m. RECOMPETE Task Force Meetings – Virtual (Greg)

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