



AGENDA

Jefferson County Board of Commissioners

Regular Meeting **Tuesday** – February 20, 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 - Chair | Heidi Eisenhour, District 2 | Greg Brotherton, District 3

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 – 2024 Weekly Agenda Items – Month of the meeting – Day of the meeting

There is no timestamps for this 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. **RESOLUTION NO. ____** re: In the Matter of Finding and Determination to Declare Certain personal Property as Surplus and Authorize Disposal
 
2. **REQUEST for APPROVAL** re: Delegation of Authority to Approve Contracts with Conflict Attorneys Appointed by the Courts and Issuance of a Request for Proposals/Qualifications
 
3. **HAZARD MITIGATION GRANT AGREEMENT** re: Snow Creek Road MP. 0.84 Culvert Replacement, County Project No. 18020310; Total Project Amount: \$1,333,000 (\$997,500 in Federal funding and \$166,250 in State funding); Public Works; Washington State Military Department
 
4. **MEMORANDUM OF AGREEMENT – Correction** re: 2024 WSU Employee Salaries (Originally approved on February 5, 2024)
 
5. **AGREEMENT** re: Port Hadlock Wastewater Treatment Plant - SCADA Design and Installation; County Project No. 40521140; In the Amount of \$221,700; Public Works; Technical Services Inc. (TSI)
 
6. **AGREEMENT** re: Noxious Weed Control; In the Amount of \$5,000/year; WSU Extension; City of Port Townsend
 
7. **AGREEMENT, Amendment No. 1** re: Phase 1 – Site Preparation, Earthwork, and Utilities for the Port Hadlock Sewer; County Project No. 40521140; Additional Amount of \$5,000 for a Total Amount of \$35,000; Public Works; Van Aller Surveying
 
8. **APPROVAL of MINUTES:** Regular Meeting Minutes of January 2 and 8, 2024
 
9. **Payment of Jefferson County Vouchers/Warrants** Dated February 12, 2024 Totaling \$1,525,978.49 and Dated February 20, 2024 Totaling \$323,354.33
   
10. **Payment of Jefferson County Payroll Warrants** Dated February 5, 2024 Totaling \$165,789.82, and Dated February 16, 2024 Totaling \$108,371.22
   

REGULAR AGENDA:

No set time **COMMISSIONERS BRIEFING SESSION**

No set time **WORKSHOP** re: 2024 Emergency Management Workplan    

Willie Bence, Emergency Management Director

No set time **CERTIFICATION** of Annual Inventory of the Capitalized Assets as of
December 31, 2023  

County Administrator Mark McCauley
Clerk of the Board Carolyn Gallaway

10:30 a.m. **WORKSHOP** re: 2024 WSU Extension Workplan      

Amit Sharma, WSU Extension Director

11:00 a.m. **WORKSHOP AND POTENTIAL ACTION** re: Quilcene Community Park Site
Plan  

Matt Tyler, Parks and Recreation Manager

RECESS

AFTERNOON SESSION

ADDITIONAL DISCUSSION ITEMS

ADJOURNMENT (by 3:00 p.m.)

COMMISSIONERS MEETING SCHEDULE

The Week of February 19, 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

Monday, February 19, 2024

President's Day – County Offices will be closed

Tuesday, February 20, 2024

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

3:30 p.m. Jefferson Transit Authority Board – (Hybrid) Heidi

Wednesday, February 21, 2024

8:30 a.m. Budget Meeting – (Hybrid) Heidi

3:30 p.m. Chimacum Empowered Teens Coalition – (Virtual) Heidi

Thursday, February 22, 2024

Friday, February 23, 2024

12:00 p.m. 2024 Legislative Updates with WA. State Association of Counties – (Virtual) - Heidi

12:30 p.m. KPTZ "County Connections" Radio segment - 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).

Agenda: February 20, 2024

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 Provided Upon Request