



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – April 10, 2023

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 the meeting in-person. This option may be limited as we are operating at 50% room occupancy at this time.

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

[09:03:16 AM \(00:01:36\)](#) Comment

[09:07:12 AM \(00:05:32\)](#) Response to comments. The Commissioners reviewed one item on the consent agenda and then took additional public comment.

[09:15:49 AM \(00:14:09\)](#) Comment

[09:18:27 AM \(00:16:47\)](#) Comment

[09:21:55 AM \(00:20:15\)](#) Response to comments. The Commissioners reviewed more items on the consent agenda and then took additional public comment.

[09:27:15 AM \(00:25:35\)](#) Comment

Response to comments.

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. 17-23 (15-23 previously assigned, updated this to 17-23)** re: Creating a County Project – East Jefferson Culvert Lining
 
2. **DIGITAL SUBMITTAL CERTIFICATION** re: County Road Administration Board (CRAB) Reports for 2022
 
3. **AGREEMENT** re: Community Wildfire Protection Plan; In the Amount of \$167,481; Central Services; SWCA Environmental Consultants
 
4. **AGREEMENT** re: Snow Creek Road Culvert Replacement MP 0.84 Culvert Replacement, County Project No. 18020310, County Road No. 352909, FEMA Hazard Mitigation Grant No. D21-031; In the Amount of \$1,092,394; Public Works; Bruch and Bruch Construction
 
5. **AGREEMENT** re: Grant of Temporary Easement to Washington State Department of Transportation (WSDOT) for Temporary Use of County Right-of-Way for SR104 Roundabout Project; Public Works; WSDOT
 
6. **AGREEMENT** re: State Homeland Security Grant Program Contract E22-185R; In the Amount of \$57,538; Emergency Management; Washington State Emergency Management Division
 
7. **AGREEMENT** re: State Homeland Security Grant Program Contract E23-090; In the Amount of \$32,006; Emergency Management; Washington State Emergency Management Division
 
8. **AGREEMENT** re: State Homeland Security Grant Program Contract E23-154; In the Amount of \$26,930; Emergency Management; Washington State Emergency Management Division
 
9. **AGREEMENT** re: Emergency Management Performance Grant E23-146; In the Amount of \$31,866; Emergency Management; Washington State Emergency Management Division
 

10. **AGREEMENT** re: **Derelict Crab Pot Removal** and Outreach; Amount up to \$6,000; WSU Extension/Marine Resources Committee; Applied Education Foundation
 
11. **AGREEMENT** re: Side Scan Sonar; Amount up to \$9,000; WSU Extension/Marine Resources Committee; Coastal Sensing & Survey
 
12. **AGREEMENT** re: Microsoft Exchange Online Upgrade; In the Amount of \$63,002; Central Services; CDW Government LLC
 
13. **AGREEMENT, Amendment No. 3** re: Recovery Café; Additional Amount of \$25,000 for a total of \$180,000; Public Health; Dove House
 
14. **AGREEMENT, Amendment No. 3** re: Lower Big Quilcene Floodplains Acquisition; One-Year Project Extension; Public Health; Washington State Recreation and Conservation Office
 
15. **MINUTES** re: Regular Meeting Minutes of April 3, 2023, and Special Meeting Minutes of April 3, 2023 (WSAC), and April 5, 2023 (WSDOT)
     
16. **Payment of Jefferson County Payroll Warrants** Dated April 5, 2023 Totaling \$2,314,205.47 (Records of all claims submitted for payment along with A/P Warrants approved by the Payroll Services Manager are retained in the Jefferson County Auditor's Office.)
 

09:35:40 AM (00:34:00) HE moved to approve the Consent Agenda. KD seconded the motion, unanimous.

No set time **PROCLAMATION** re: Proclaiming the Week of April 9-15, 2023 as Public Safety Telecommunicators Week  

GB and HE read the proclamation aloud. HE moved to approve the proclamation. GB second, unanimous. The Commissioners spoke to the importance of the 9-1-1 dispatchers.

No set time **COMMISSIONERS BRIEFING SESSION** – The Commissioners discussed recent meetings they attended, miscellaneous topics, and reviewed upcoming meetings. Acting County Administrator Monte Reinders provided an update of Public Works activities. Central Services Director Chris Goy provided an update re: County email system.

10:27:19 AM (01:25:39) Recess

10:31:49 AM (01:26:02) Reconvene

10:30 a.m.

BID OPENING re: Pavement Marking on County Roads in Calendar Years
2023-2025  

Conor Ferry, Public Works Engineer Technician

CF and Eric Kuzma present. Engineer's estimate is \$542,599.00 over 3 years, and the County will pay for the paint.

10:33:39 AM (01:27:51) Specialized Pavement Markings (SPM) **TOTAL BID: \$615,320.00**

10:35:16 AM (01:29:28) Stripe Rite Incorporated **TOTAL BID: \$616,891.20**

10:37:06 AM (01:31:18) Monte Reinders stated that does not include the cost of paint, so it will cost the County over a million to paint the roads for 3 years.

10:38:45 AM (01:32:58) GB asked about striping on Shine Road.

Staff will review bids for accuracy and recommend a bid award recommendation at a later date.

10:45 a.m.

BID OPENING re: Supply of Aggregate for Bituminous Surface Treatment in
Jefferson County  

Conor Ferry, Public Works Engineer Technician

10:46:13 AM (01:40:26) Engineer's estimate: \$513,397.00 over 2 years, with ability to extend contract.

10:47:04 AM (01:41:16) Northwest Rock Inc **TOTAL BID: \$480,000**

10:48:07 AM (01:42:20) Bruch and Bruch **TOTAL BID: \$524,118**

Staff will review bids for accuracy and recommend a bid award recommendation at a later date.

COMMISSIONERS BRIEFING SESSION – Continued: Commissioner Dean and Commissioner Eisenhower reviewed upcoming meetings and scheduling conflicts.

11:00 a.m.

DISCUSSION and POTENTIAL ACTION re: In the Matter of Repealing
Resolution No. 12-20 re: Declaration of Emergency of the Covid-19 Pandemic,
and Repealing and Replacing Resolution No. 49-22 re: Adopting a 13th
Temporary County Policy Based on Emergency Response to the COVID-19
Pandemic; to Add New Temporary Personnel Policies and **PUBLIC**
COMMENT  

HR Director Sarah Melancon reviewed the draft resolution with the Board. Clerk of the Board Carolyn Gallaway stated that Philip Hunsucker (not present), Barbara Ehrlichman (not present) and Sarah Melancon reviewed the draft resolution and made edits. Director Melancon answered questions posed by Monte Reinders regarding the proposed changes to the personnel policy as a result of this resolution. Discussion continued. KD proposed to add a section regarding encouraging staff to mask if they're not feeling well. Director Melancon will incorporate edits and report back later in the meeting.

[11:14:08 AM \(02:08:20\)](#) Chair Brotherton called for public comments

[11:14:29 AM \(02:08:42\)](#) Comment

[11:18:12 AM \(02:12:24\)](#) Response to comments. Chair Brotherton noted that since there will be an approval of edits later in the meeting, there will be another public comment period on this topic. Continued discussion. KD noted there are vulnerable populations that we need to respect, those that have compromised immune systems and she suggested that verbiage could be added to the resolution. Director Melancon will return at approximately 11:45 a.m. with a draft document to review and edit in real-time.

COMMISSIONERS BRIEFING SESSION – Continued: Chair Brotherton reviewed his upcoming meetings. The Commissioners agreed to move the afternoon items up to the morning session.

ADDITIONAL DISCUSSION ITEMS

- [Legislative Update](#)

DISCUSSION and POTENTIAL ACTION – Continued: re: **In the Matter of Repealing Resolution No. 12-20 re: Declaration of Emergency of the Covid-19 Pandemic, and Repealing and Replacing Resolution No. 49-22 re: Adopting a 13th Temporary County Policy Based on Emergency Response to the COVID-19 Pandemic; to Add New Temporary Personnel Policies:** Director Melancon reviewed the draft resolution on-screen. The Commissioners reviewed and made edits.

After discussion, **MOTION:** HE moved to approve **RESOLUTION NO. 16-23 re: In the Matter of Repealing Resolution No. 12-20 re: Declaration of Emergency of the Covid-19 Pandemic, and Repealing and Replacing Resolution No. 49-22 re: Adopting a 13th Temporary County Policy Based on Emergency Response to the COVID-19 Pandemic; with new temporary personnel policies as amended today.** KD seconded the motion. Chair Brotherton called for public comments. Hearing no comments, he called for a vote on the motion. The motion carried by a unanimous vote.

ADDITIONAL DISCUSSION ITEMS

- [NACo Steering Committee Appointment;](#) Commissioner Eisenhower  

NOTICE OF ADJOURNMENT 12:08 p.m.

COMMISSIONERS MEETING SCHEDULE The Week of April 10, 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

Agenda: April 10, 2023

Monday, April 10, 2023

09:00 a.m. to 4:30 p.m. BOCC Meeting - Hybrid (Board)

Noon BOCC Special Meeting - WSAC Virtual Assembly (Board)

Tuesday, April 11, 2023

10:00 a.m. Jefferson County Community Foundation Meeting – Virtual (Heidi)

11:00 a.m. Economic Development Council Finance Committee Meeting – Virtual (Kate)

11:30 a.m. Jefferson County Public Utility District (PUD) No. 1 10 Year Celebration -

2:00 p.m. Tourism Coordination Council (TCC) Meeting – In at Port Ludlow (Heidi)

2:30 p.m. Quilcene-Brinnon Empowered Teens Coalition Meeting – Virtual (Greg)

Wednesday, April 12, 2023

8:30 a.m. Olympic Region Clean Air Agency (ORCAA) Finance Committee Meeting – Virtual (Greg)

9:00 a.m. Chimacum Job Fair Update/Check-in – BoCC Chambers, Courthouse (Heidi)

10:00 a.m. Olympic Region Clean Air Agency (ORCAA) Board Meeting – Virtual (Greg)

10:30 a.m. Jefferson County Strategic Plan Project Team Meeting – Virtual (Heidi)

Noon 1/10th of 1% DATA/ Fire CARES Meeting – Virtual (Heidi)

2:15 p.m. Childcare / Family Support Center Project Meeting – Virtual (Kate)

5:30 p.m. OlyCAP Board Meeting – OlyCAP Office, Port Townsend (Greg)

6:00 p.m. Olympic Discovery Trail (ODT) Board Meeting - Virtual (Heidi)

6:00 p.m. Legislative Steering Committee Roundtable - Olympic (Kate)

7:00 p.m. Chimacum Grange Meeting – Chimacum (Heidi)

Thursday, April 13, 2023

8:00 a.m. Jefferson County Extension, Washington State University Director Interviews - Virtual (Heidi)

8:00 a.m. Legislative Steering Committee Session - Olympic (Kate)

12:30 p.m. Interview re: Jefferson County Fairgrounds – KPTZ (Kate)

1:00 p.m. Trust Land Transfer Touch Base Meeting – Virtual (Heidi)

3:00 p.m. Jefferson County Child Care Facility Project Meeting – Virtual (Kate)

3:00 p.m. Behavioral Health Consortium (BHC) Meeting – Virtual (Greg)

Friday, April 14, 2023

All Day Out of Office – (Heidi)

All Day Local 20/20 Transportation Lab (TLab) Conference - American Legion, Port Townsend (Kate)

10:00 a.m. Community Conversation Committee Meeting – 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.

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

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request
