

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of Commissioners

FROM: Mark McCauley, County Administrator

DATE: July 22, 2024

RE: Agreement with the Jefferson County Historical Society: Preservation of Historic Documents

STATEMENT OF ISSUE:

In 2005 the Governor signed House Bill 1386 which increased document recording fees for a number of purposes, one of which was for historical preservation or historical programs, which may include preservation of historic documents. One dollar of the recording fee increase was set aside for this purpose. Since roughly 2012 the County has been providing 90% of the \$1.00 recording fee revenue to the Jefferson County Historical Society for this purpose.

ANALYSIS:

A search by the County and the Historical Society for contract documents memorializing this arrangement yielded a draft agreement but not a fully and duly executed agreement. Attached is an agreement that, if approved, will correct that situation. The County has been providing 90% of the revenue collected. The attached agreement will provide 100% of the revenue collected since the revenue can't be used for any other purpose. The Jefferson County Historical Society is the only incorporated non-profit institution in Jefferson County that does this work for the entire county.

FISCAL IMPACT:

This request is budget neutral – every dollar collected will be remitted to the Historical Society.

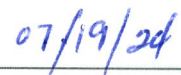
RECOMMENDATION:

Approve the attached agreement with the Historical Society.

REVIEWED BY:



Mark McCauley, County Administrator



Date

CONTRACT REVIEW FORM

Clear Form

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Jefferson County Historical Society

Contract No: JCHS Preservation 24-28

Contract For: Historic Document Preservation

Term: Through 2028

COUNTY DEPARTMENT: County Administrator

Contact Person: Mark McCauley

Contact Phone: 360-385-9130

Contact email: mmccauley@co.jefferson.wa.us

AMOUNT: Variable year to year but approximately \$11,000/yr

Revenue: N/A

Expenditure: see above

Matching Funds Required: N/A

Sources(s) of Matching Funds: N/A

Fund #: 001-060

Munis Org/Obj: 001-060

PROCESS:

- ☒ Exempt from Bid Process
- ☐ Cooperative Purchase
- ☐ Competitive Sealed Bid
- ☐ Small Works Roster
- ☐ Vendor List Bid
- ☐ RFP or RFQ
- ☐ Other: Amendment

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC [3.55.080](#) AND CHAPTER [42.23](#) RCW.

CERTIFIED: ☒ N/A: ☐

Signature

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐

Signature

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY (IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

Electronically approved as to form by
PAQ on 7/18/2024.
Electronically approved by Risk
Management on 7/18/2024.
Non-standard contract language.
Risk management decision. Low
risk.

HB1386 Contract with Jefferson County Historical Society

WHEREAS, HB1386, codified as RCW 36.22.170, includes a \$1.00 surcharge per instrument recorded by the county auditor, known as the "Commissioners Dollar" deposited in the county general fund "to be used at the discretion of the county commissioners to promote historical preservation or historical programs, which may include preservation of historic documents"; and

WHEREAS, the Jefferson County Historical Society is the only incorporated non-profit institution in Jefferson County with the mission to preserve the history of the entire county, and

WHEREAS, the Jefferson County Historical Society Research Center contains an estimated half million documents related to Jefferson County history maintained by an archivist according to accepted professional standards in a secure and environmentally appropriate facility open to the public year-round,

IN CONSIDERATION of the mutual covenants and agreements herein it is agreed by the parties as follows:

SECTION 1: SERVICES TO BE PERFORMED

The Jefferson County Historical Society shall

1. Continue to collect and preserve documents related to the history of Jefferson County.
2. Continue to make such documents available to the public on a regular schedule year round.
3. Assist other heritage organizations in Jefferson County including the Quilcene Museum with professional conservation, documentation, and collection organizing advice.
4. Offer collection advice in workshops for the general public.
5. Make the conservation laboratory at the Research Center available to other heritage organizations including the Quilcene Museum.

SECTION 2: RESPONSIBILITY OF JEFFERSON COUNTY

1. The COUNTY will provide the HISTORICAL SOCIETY with funding from the HB1386 revenues in support of their responsibilities as defined under this agreement.

2. Said funding is in the sum of 90% of the HB1386 revenues to be distributed on the first billing cycle following the final quarter of each year during which the fees were collected.

SECTION 3: TERM

This agreement will be for a term of five years commencing on January 1, 2024 and ending on December 31, 2028

SIGNATURES APPEAR ON THE NEXT PAGE.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be executed
this _____ day of _____ 2024.

Jefferson County
Board of Commissioners

Jefferson County Historical Society

Signature

Date

Printed Name / Title

By: _____
Kate Dean, Chair Date

SEAL:

ATTEST:

Carolyn Gallaway, CMC Date
Clerk of the Board

Approved as to form only:

 _____
Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney