

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**WORKSHOP AGENDA REQUEST**

**TO:** Board of County Commissioners

**FROM:** Mark McCauley, County Administrator

**DATE:** April 8, 2024

**SUBJECT:** Workshop: Consideration and Possible Selection of Candidates for the Healthier Together Aquatic Center Task Force; Task Force Formation and Methodology

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**STATEMENT OF ISSUE:**

To increase transparency, broaden geographic representation and study alternatives not yet considered, the Board of County Commissioners desired broader citizen participation in the process. The Healthier Together Aquatic Center Steering Committee then recommended creating a citizen staffed task force to consider alternate sites and construction methods for a potential aquatic center. In addition, it may consider adding other facilities to the potential public facilities district so benefits can accrue to public facilities other than the aquatic center.

**ANALYSIS:**

The task force will be comprised of two members selected by the Jefferson Aquatic Coalition and six members appointed by the Jefferson County Board of Commissioners with two from each of the three commissioner districts.

In this workshop, the Commissioners will discuss their preferred applicants for the task force, their relative interest and qualifications. The discussion may result in the selection of the six task force members with appointment letters to be subsequently signed by the Board.

Additionally, the Commissioners will review a document entitled "Task Force Formation and Methodology," which discusses the formation of the task force and how it will function (attached).

**FISCAL IMPACT:**

This request has no fiscal impact other than the staff time that city and county staff will devote to publishing agendas, conducting task force meetings, publishing minutes, maintaining a task force webpage and completing other administrative functions.

**RECOMMENDATION:**

That the Board of County Commissioners conduct the workshop, discuss and evaluate applicants and potentially make selections. In addition, that the Board review the "Task Force Formation and Methodology" document and approve it or give guidance regarding potential changes.

**REVIEWED BY:**

  
Mark McCauley, County Administrator

Date 4/3/24

## **Task Force Formation & Methodology**

### **1. Introductions /Pre-Work**

To effectively work together Task Force (TF) members should be able to meet one another in person before the first meeting begins (coffee and snacks for 30 minutes) and have an opportunity to socialize informally after the meeting as well. Since these task force members will not all know one another, everyone should submit a brief bio ahead of time (separate attachment which is circulated in advance of the meeting).

Online OPMA Training is offered to all Task Force members.

### **2. Meeting Protocols**

- a) The task force will comply with Robert's Rules of Order to the extent practicable especially as it relates to making, seconding, discussing and voting on motions.
- b) Meetings will be formally called to order, may be recessed if necessary and will be formally adjourned.

### **3. Meeting Cadence – Expected cadence is 2 hours every other week.**

Written public comment will be solicited the Friday before any Task Force Meetings and distributed to the members.

**Meeting 1** In Person: Welcome from Greg. Walk through goals, establish TF business norms, walk through roles & responsibilities relative to Healthier Together, PT City Council, BOCC, walk through & agree on desired outcomes, Q & A session. Walk through meeting schedule and provide reports and other materials. This is a shorter meeting than the others.

**Meeting 2** Online: Welcome from Kate. Review existing Opsi proposal. Presentation by Opsi consultants. Q & A session.

Required background reading: Opsi Final Report.

**Meeting 3** In Person: Welcome from John Mauro. MVP Review. Does this meeting include a tour of the MVP Pool? If so, meeting could take place in the Red Cross room at the MV. Presentation by all three consultants who prepared reports on the MVP. Q & A session. Invite full commission to attend. This would make this a special meeting of the BoCC.

Required background reading: the three reports.

**Meeting 4** Online: Welcome from Heidi. Review of Port Hadlock sites. Presentation on three alternative Port Hadlock sites Review of 2014 study of pool location preferences and, if possible, updated information on this topic by Wendy. (Further analysis needs to begin now to make this deadline). Presentation on PH Sewer completion timeline by Public Works. Q & A session.

Required background reading: 2014 location feasibility study,

**Meeting 5:** Online: Review of alternative pool designs and construction. Presentation by Sprung on their pool enclosures. Presentation by Myrtha Pool company. Discussion of alternative pool designs and configurations: indoor/outdoor, addition of steam room, public showers, coffee bar, other amenities. Q & A session.

Required prep: Review Sprung website, Sprung proposals, any other info we can garner on Myrtha.

Question of potential field trip to view Sprung pool in Boise, Idaho and possibly outdoor pools like Yost or Leavenworth. Is this an option for folks who want to go? If so, then TF members could report on their observations.

**Meeting 6:** Online: Review aquatic center capital and operation costs and comparative lifecycle costs. Review financing options: MPD, PFD, public-private partnership. Review cost recovery issues with and without a gym associated with an aquatic center. Possible presentations by Mark McCauley, PT bond counsel, and Wendy Bart on YMCA on aquatic cost recovery models, begin review of IFR. Q & A session.

Background reading: Lifecycle Report. PFD Financial Review by the Department of Commerce

**Meeting 7** In Person: Synthesis. Welcome from Greg. Opportunity for open round table discussion, further discussion on PFD IFR, updates on new information that was requested in previous meetings, summary of all public comments, etc. Q & A session.

Background reading: review public comments to date. PFD IFR.

**Meeting 8:** In Person: Recommendations. Welcome from Greg. Group makes recommendations on the following topics:

- a) preferred location
- b) preferred pool design focused on construction
- c) whether to add or subtract amenities and features (variant from Opsis design)
- d) comments on construction/operational costs - Discussion on lifecycle costs of each.

### **Meetings 9,10,11**

Presentations to HT Steering Committee, PT City Council, BOCC. These are three additional meetings on top of the envisioned 8! And these would be spaced apart in time . I think we ask for representatives to step forward to present....it probably could be just a few.



### **Task Force Norms**

It is important for TF members to agree to meeting norms: timeliness, courtesy, letting go of confirmation bias, willingness to ask tough questions, etc. Decisions will be reached by majority and will be supported in public by the whole TF. Agreement that if a TF member misses a meeting, they will view it in full online afterward.

### **Facilitation & Minutes**

The meeting facilitator will need to be very actively engaged and present for all meetings. Calling the meeting to order, careful time management, ensuring that all TF members participate, ensuring that all points of view are welcomed. Management of public comments online or in person. Secretary to take minutes of group discussion as they will not be making motions.

### **Transparency**

Even though the task force meetings aren't subject to the Open Public Meetings Act (OPMA), unless a quorum of the Port Townsend City Council or the Board of County Commissioners attends, we will mimic the OPMA to the greatest degree possible. Our goal is for the task force to be as transparent as possible. To that end we will:

- a) create a web page on the Jefferson County website where we will publish schedules, agendas and minutes of task force meetings as well as written public comment.
- b) take written public comment.
- c) welcome members of the public to attend task force meetings.