



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – November 13, 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 (username and password is: public)– 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](#)
9:01 a.m. [PUBLIC COMMENT PERIOD](#) – ALL TOPICS – no comments received

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. **HEARING NOTICE** re: Jefferson County 2024-2029 Six-Year Transportation Improvement Program; Hearing Scheduled for Monday, December 4, 2023 at 1:30 p.m. in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA (Hybrid)  
2. **INTERLOCAL AGREEMENT** re: Law Enforcement Services; Jefferson County Sheriff's Office; Hoh Tribe  
3. **INTERLOCAL AGREEMENT** re: North Pacific Coast Marine Resources Committee (NPC MRC) Implementation; Public Health; Clallam County  
4. **AGREEMENT** re: Working Advance Long-term Payables; Public Health; Department of Social and Health Services  
5. **AGREEMENT** re: Labor Relations and Human Resources Consulting Services; In the Amount of \$50,000; County Administrator; Braun Consulting Group   (Removed and later approved)
6. **AGREEMENT** re: Economic Development Services; In the Amount of \$10,000; County Administrator; Clallam EDC  
7. **AGREEMENT, Amendment No. 1** re: Purchase and Sale of Real Estate Agreement for Quimper West; Extension of Time; Public Health; Washington State Department of Natural Resources  
8. **AGREEMENT, Amendment No. 1** re: Purchase and Sale of Real Estate Agreement for Quimper East; Extension of Time; Public Health; Washington State Department of Natural Resources  
9. **AGREEMENT**, Amendment No. 2 re: Executive Search Services; Additional Amount of \$29,500 for a total of \$129,499; County Administrator; Prothman  
10. **AGREEMENT**, Amendment No. 16 re: Consolidated Services Contract; Additional Amount of \$238,600 for a total of \$7,548,717; Public Health; Washington State Department of Health  
11. **REQUEST to CONVENE Board of Equalization** re: Hearing Property Tax Appeals for the Year of 2023  
12. **Payment of Jefferson County Payroll Warrants** Dated November 3, 2023 Totaling \$2,221,472.53  

13. **Payment of Jefferson County Vouchers/Warrants** Dated November 6, 2023 Totaling \$1,061,558.80  

[09:06:40 AM \(00:05:16\)](#) KD moved to approve the Consent Agenda minus item No. 5. HE seconded the motion. The motion carried by a unanimous vote.

REGULAR AGENDA:

No set time [COMMISSIONERS BRIEFING SESSION](#): The Commissioners discussed recent meetings they attended.

[09:27:07 AM \(00:25:42\)](#) Public Comment

[09:27:17 AM \(00:25:52\)](#) Comment

[09:32:16 AM \(00:30:51\)](#) Response to comments (timestamp off)

9:30 a.m. [HEARING](#) re: Setting 2024 Ad Valorem Tax Levies for Jefferson County Levy in 2023 and Collection in 2024



Mark McCauley, County Administrator
Jeff Chapman, Assessor

[09:34:34 AM \(00:33:09\)](#) Assessor Jeff Chapman and Lauralee Kiesel were present for the hearing. The Assessor explained how levies are set and how a final levy rate is set.

[09:55:38 AM \(00:54:13\)](#) Chair Brotherton opened the hearing to allow for public testimony. The following individual provided testimony:

[09:56:55 AM \(00:55:30\)](#) Cheri Van Hoover, Port Hadlock

[09:58:55 AM \(00:57:30\)](#) Chair Brotherton closed public testimony.

[09:59:16 AM \(00:57:51\)](#) Deliberations ensued. Assessor Chapman noted that there is a distress going on with mills, and two mills have shut down in Washington State.

[10:03:45 AM \(01:02:20\)](#) HE moved to approve **RESOLUTION NO 49-23** re: Increase in the Jefferson County General Fund Levy for 2024 Taxes. KD seconded the motion, unanimous.

[10:04:22 AM \(01:02:57\)](#) KD moved to approve **RESOLUTION NO. 50-23** re: Increase for the Jefferson County Road Levy for 2024 Taxes. HE second, unanimous.

[10:04:42 AM \(01:03:18\)](#) He moved to approve **RESOLUTION NO. 51-23** re: Diversion of Road Levy for Traffic Law Enforcement for the 2024 General Fund Budget. KD second, unanimous.

[10:05:05 AM \(01:03:40\)](#) KD moved to approve **RESOLUTION NO. 52-23** re: Increase for the Jefferson County Conservation Futures Tax Levy for 2024 Taxes. HE second, unanimous.

[10:05:57 AM \(01:04:32\)](#) KD moved to approve a **LETTER** to Assessor Chapman re: 2024 Real and Personal Property Levy Amounts. HE seconded the motion, unanimous.

[10:06:46 AM \(01:05:21\)](#) Chair Brotherton closed the public hearing, and the Commissioners thanked the Assessor team for their work on this.

No set time [WORKSHOP and POTENTIAL ACTION](#) re: Proposed Fee Ordinance and Resolutions; Hearing Scheduled for November 27, 2023 at 10:30 a.m.



[Presenting:](#) Barbara Ehrlichman, Civil Deputy Prosecuting Attorney

- [Jen Moore](#), Chief Civil Deputy
- [Brenda Huntingford](#), Auditor
- [Lori Bailey](#), Deputy County Clerk
- [Ken Hugoniot](#); Public Records Administrator
- [Pinky Feria Mingo](#), Director of Environmental Health

[10:23:26 AM \(01:22:01\)](#) Continued discussion.

[10:24:23 AM \(01:22:58\)](#) KD moved to approve the hearing notice re: public fee changes... HE seconded, unanimous.

[10:25:39 AM \(01:24:14\)](#) Recess

[10:36:34 AM \(01:24:45\)](#) Reconvene

[10:36:38 AM \(01:24:49\)](#) **DISCUSSION re: AGREEMENT re: Labor Relations and Human Resources Consulting Services; In the Amount of \$50,000; County Administrator; Braun Consulting Group (Consent Agenda Item No. 5):** Human Resources Director Sarah Melancon explained the benefits of using Braun Consulting Group for labor relations. The County Administrator and HR Director answered questions posed by the Board. Commissioner Dean requested that HR department put out an RFP for a new partner to work with in collective bargaining. MM – current method manages employee relations well, but if the desire is to seek a new partner, they will. Continued discussion.

3:00 – 3:30 p.m. [EXECUTIVE SESSION](#) to 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). Staff: Human Resources Director

Chair Brotherton noted during the morning session that the Executive Session would be moved before noon to accommodate Commissioner Eisenhower's schedule.

[10:48:29 AM \(01:36:40\)](#) Executive Session: 10:50 am to 11:20 am

[11:21:21 AM \(01:37:35\)](#) End of Executive Session. No action to be taken, and therefore no public comment

[11:22:10 AM \(01:38:25\)](#) **COMMISSIONERS BRIEFING SESSION – Continued:** The Commissioners and County Administrator continued discussed recent meetings they attended, miscellaneous topics, calendar coordination and reviewed upcoming meetings.

[11:56:30 AM \(02:12:45\)](#) Recess

[01:30:43 PM \(02:13:14\)](#) Reconvene. GB and HE present. KD joined at 1:31 p.m.

AFTERNOON SESSION

1:30 p.m.

[DISCUSSION and POSSIBLE ACTION](#) re: Proposed 2023 Comprehensive Plan and Unified Development Code (UDC) Annual Amendments; Direction to Draft Ordinance or Hold Public Hearing



Josh Peters, DCD Director
Joel Peterson, Associate Planner

Associate Planner Joel Peterson provided presentation and answered questions posed by the Board. He reviewed the proposed CPA/UDC remaining project schedule with the Board. After discussion, [02:07:22 PM \(02:49:54\)](#) HE moved to approve the PC recommendation on the docket, and that staff prepares – CHECK VIDEO for full motion. KD seconded the motion, which carried by a unanimous vote. [timestamp](#).

ADDITIONAL DISCUSSION ITEMS – not discussed.

[NOTICE OF ADJOURNMENT](#) 2:09 p.m.

COMMISSIONERS MEETING SCHEDULE

The Week of November 13, 2023

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, November 13, 2023

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

Tuesday, November 14, 2023

All Day WSAC County Leaders Conference (Heidi)

All Day WSAC County Leaders Conference (Kate)

8:30 a.m. Brinnon Wastewater Meeting – PUD Office (Greg)

3:00 p.m. Behavioral Health Advisory Committee (Greg)

Wednesday, November 15, 2023

All Day WSAC County Leaders Conference (Heidi)

All Day WSAC County Leaders Conference (Kate)

11:00 a.m. Jefferson County Accountability Exit Meeting (Greg)

Thursday, November 16, 2023

All Day WSAC County Leaders Conference (Heidi)

All Day WSAC County Leaders Conference (Kate)

2:30 p.m. Board of Public Health Meeting - Hybrid – Courthouse Chambers (Greg)

Agenda: November 13, 2023

5:00 p.m. Intergovernmental Collaborative Group - Point Hudson Pavilion (Board)

Friday, November 17, 2023

9:00 a.m. Joint Olympic Consortium Board and the Olympic Workforce Development Council (Kate)

11:00 a.m. Olympic Coast SAC Meeting (Heidi)

11:30 a.m. County Coordination Meeting – Courthouse Chambers (Board)

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 (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