



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, December 23, 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 Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – Month of the meeting – Day of the 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 the request of any of the Commissioners.)

1. **CALL FOR BIDS** re: Olympic Discovery Trail – Anderson Lake Connection, County Project No. 18019893; Public Works; Engineer’s Estimate \$4,389,956

2. **RESOLUTION NO. ____** re: Adopting Jefferson County’s Mental Health Awareness Policy and Guidelines

3. **RESOLUTION NO. ____** re: Approving the equipment rental and revolving fund rental rates for the 2025 calendar year

4. **RESOLUTION** re: Amending pay rate for Jefferson County’s Administrator in Resolution No. 53-1014-24R Longevity Pay, Personal Time Off (PTO) and the 2023 Salary Schedule and Adopting the 2024, 2025 and 2026 Salary Schedules for the FLSA and Exempt Management and Professional Employees

5. **AGREEMENT AND SUBSCRIPTION AGREEMENT** re: Collective Bargaining Agreement and Trust Participation for Jefferson County Sheriff’s Office Command Staff; January 1, 2025 through December 31, 2027; Teamsters Local No. 589 and Teamsters Welfare Trust

6. **AGREEMENT** re: 2025 Lodging Tax Fund – Jefferson County Farmer’s Markets; In the Amount of \$24,214; County Administrator

7. **AGREEMENT** re: 2025 Lodging Tax Fund – Quilcene Historical Museum; In the Amount of \$91,500; County Administrator

8. **AGREEMENT** re: 2025 Lodging Tax Fund – Public Facilities District (PFD) Seed Funding; In the Amount of \$20,000; County Administrator

9. **AGREEMENT** re: 2025 Lodging Tax Fund – Jefferson County Parks and Recreation; In the Amount of \$50,000; County Administrator

10. **AGREEMENT** re: 2025 Lodging Tax Fund – Peninsula Trails Coalition; In the Amount of \$35,700; County Administrator

11. **AGREEMENT** re: 2025 Lodging Tax Fund – Forks Chamber of Commerce; In the Amount of \$61,297; County Administrator

12. **AGREEMENT** re: 2025 Lodging Tax Fund – Jefferson County Historical Society; In the Amount of \$84,550; County Administrator


13. **AGREEMENT** re: 2025 Lodging Tax Fund – Wooden Boat Foundation; In the Amount of \$45,000; County Administrator
 
 14. **AGREEMENT** re: 2025 Lodging Tax Fund – Quilcene Fair & Parade Association; In the Amount of \$10,000; County Administrator
 
 15. **AGREEMENT** re: 2025 Lodging Tax Fund – Olympic Peninsula Culinary Loop; In the Amount of \$17,100; County Administrator
 
 16. **AGREEMENT** re: 2025 Lodging Tax Fund – Olympic Peninsula Gateway Visitor; In the Amount of \$140,500; County Administrator
 
 17. **AGREEMENT** re: 2025 Lodging Tax Fund – Quimper Events Collective; In the Amount of \$28,500; County Administrator
 
 18. **AGREEMENT** re: 2025 Lodging Tax Fund – North Hood Canal Chamber of Commerce; In the Amount of \$50,000; County Administrator
 
 19. **AGREEMENT** re: 2025 Lodging Tax Fund – Olympic Peninsula Visitor Bureau dba Olympic Peninsula Tourism Council (OPTC); In the Amount of \$109,500; County Administrator
 
 20. **AGREEMENT** re: Paper to Digital Grant Award; In the Amount of \$94,000; Department of Community Development; Washington State Department of Commerce
 
 21. **AGREEMENT** re: Hearing Examiner Services; Not to exceed \$25,000; County Administrator; Bennu Law, Stephanie Marshall, Esq.
 
 22. **AGREEMENT** re: Hearing Examiner Services; Not to exceed \$25,000; County Administrator; Dykes Ehrlichman Law Firm
 
 23. **AGREEMENT** re: Jefferson County Conservation District; In the Amount of \$61.463, County Administrator; JC Conservation District
 
 24. **AGREEMENT, Amendment No. 1** re: Laundry Voucher Program; Additional Amount of \$4,000; Public Health; Mom’s Laundromat
 
 25. **AGREEMENT, Amendment No. 2** re: Rocky Brook and Powerlines Reach Habitat Restoration Design; No additional cost; Public Health; Natural Systems Design
 
 26. **AGREEMENT, Amendment No. 2** re: Juvenile Detention Facility; 2025 rate: \$150 day per bed, as needed; Juvenile Services; Kitsap County
 
 27. **AGREEMENT, Amendment No. 3** re: Consultant support of landfill post-closure care; Additional time; Public Works; Aspect Consulting
 
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28. **AGREEMENT, Change Order No. 2** re: Phase 2 – Water Reclamation Plant for the Port Hadlock UGA, Project No. 405-2114-0, Commerce Project No. 22-96515-026, Public Works; Interwest Construction
 
29. **POLICY** re: Pet Policy Pilot Project; Central Services
 
30. **APPROVAL OF MINUTES:** Regular Meeting Minutes of November 25, 2024, December 2, 9, and 16, 2024, and Special Meeting Minutes of November 21, 2024 (Joint ICG)
 
31. **APPROVAL OF PAYROLL WARRANTS:** Dated December 5, 2024 and totaling \$182,345.16 (Sound Health Wellness Trust)
 
32. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated December 16, 2024 and totaling \$2,725,272.38
 

REGULAR AGENDA:

- No set time **BRIEFING** re: Draft 2024 Jefferson County Public Right-of-Way Americans with Disabilities Act (ADA) Transition Plan  

Eric Kuzma, Assistant Public Works Director

- 9:30 a.m. **SWEARING IN OF COMMISSIONERS:** Judge Brandon Mack will be swearing in Commissioner Heidi Eisenhour and Commissioner-Elect Heather Dudley-Nollette; with an effective date of January 1, 2025

Brandon Mack, Superior Court Judge

- 9:45 a.m. **HEARING** re: 4th Quarter Budget Appropriations/Extensions; Various County Departments  

Mark McCauley, County Administrator
Judy Shepherd, Finance Manager

- No set time **DISCUSSION and POTENTIAL ACTION re: (2) Interfund Loan Resolutions:**
1) Interfund loan from the General Fund to the Community Development Fund; and
2) Interfund loan from the Capital Improvement Fund to the HJ Carroll Park Fund



Mark McCauley, County Administrator
Judy Shepherd, Finance Manager

10:30 a.m. **HEARING** re: An Ordinance establishing a separate office of the Coroner, and providing authority to appoint a non-lawyer Coroner in Jefferson County  

DISCUSSION and APPROVAL OF CONTRACT  

James Kennedy, Prosecutor
Melissa Pleimann, Civil Deputy Prosecuting Attorney
David Bradley, Owner of Bradley-Kosecs Funeral Home

No set time **DISCUSSION** re: Refining legislative priorities for Jefferson County  

Stephanie Wright, Strategies 360

No set time **REVIEW:** Annual review of the Lodging Tax Advisory Committee (LTAC)  

No set time **COMMISSIONERS BRIEFING SESSION**
No set time **RECESS**

1:30 p.m. **AFTERNOON SESSION**

No set time **DISCUSSION** re: Jefferson County climate adaptation and mitigation actions  

No set time **ADDITIONAL DISCUSSION ITEMS**

No set time **ADJOURNMENT** by 4:30 p.m.

COMMISSIONERS MEETING SCHEDULE The Week of December 23, 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, December 23, 2024

9:00 a.m. BOCC Meeting – Board

Tuesday, December 24, 2024

CHRISTMAS EVE – CLOSING AT 12:00 P.M.

Wednesday, December 25, 2024

HOLIDAY

Thursday, December 26, 2024

6:30 p.m. Jefferson County Fair Association Working Board Meeting – Kate

Agenda: December 23, 2024

Friday, December 27, 2024

9:00 a.m. Department of Natural Resources Encumbered Lands Workgroup – Heidi
12:30 p.m. KPTZ – Kate

Monday, December 30, 2024

NO BOCC MEETING – 5th Monday of the month

Tuesday, December 31, 2024

Nothing listed

Wednesday, January 1, 2025

HOLIDAY

Thursday, January 2, 2025

10:00 a.m. Olympic Area Agency on Aging - Heidi
11:00 a.m. Housing Discussion – Greg
1:30 p.m. AI Thinktank – Greg

Friday, January 3, 2025

12:30 p.m. KPTZ - 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. 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 and click on the Calendar tab.

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

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request