



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – February 5, 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 County 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:

• 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** KD called to order, County Administrator Mark McCauley welcomed new Central Services Director Tracy Coleman.

9:01 a.m. **PUBLIC COMMENT PERIOD** – ALL TOPICS

[09:06:55 AM \(00:04:07\)](#) Comment – showalter
[09:10:20 AM \(00:07:32\)](#) Comment – Maggie unhoused people
[09:13:44 AM \(00:10:56\)](#) Comment – Gordon king
[09:16:52 AM \(00:14:04\)](#) Comment – Kim Thompson
[09:19:05 AM \(00:16:17\)](#) Comment – Julia cochrane
[09:20:19 AM \(00:17:31\)](#) Comment – jean ball
[09:23:25 AM \(00:20:37\)](#) Response to comments
[09:37:12 AM \(00:34:23\)](#) Aquatic Facility Steering Committee debrief

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.)

If you are having trouble viewing attached agenda items, go to: www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public)– Board of County Commissioners – BOCC Agenda Packets – 2024 Weekly Agenda Items – Month of the meeting – Day of the meeting

1. **RESOLUTION NO. ____** re: Re-establishing Jefferson County Cash Drawer, Petty Cash Account and Revolving Fund Amounts in Various County Departments
 
2. **HEARING NOTICE** re: Community Development Block Grant - Corona Virus (CDBG-CV) Contract Close-out; hearing to be held on February 20, 2024 at 2:00 p.m. (HYBRID)
 
3. **AWARD of CONTRACT** re: Construction of the Phase 3 Low Pressure Sewer Collection System for the Port Hadlock UGA; In the Amount of \$4,997,707; Public Works; Seton Construction
 
4. **MEMORANDUM of AGREEMENT** re: 2024 WSU Employee Salaries
 
5. **AGREEMENT** re: Gibbs Lake Park Caretaker; In the Amount of \$18,887; Public Works; Cher Albright
 
6. **AGREEMENT** re: Extended Warranty and Preventative Maintenance and Support for Superior Court Audio/Visual; In the Amount of \$6,667.00; Superior Court; Justice AV Solutions
 
7. **AGREEMENT** re: Forestry Related Professional Services; In the Amount of \$72,000 per year through December 31, 2028; County Administrator; Chickadee Forestry LLC
  (removed and approved later in the meeting)
8. **AGREEMENT** re: American Rescue Plan Act (ARPA) Funds for the Quilcene Park – Skate Park Design; In the Amount of \$20,000; County Administrator; StrongerTowns
 

9. **AGREEMENT** re: Partnership with Clallam County Noxious Weed Control Board; In the Amount of \$5,000; WSU Extension Noxious Weed Control Board; Clallam County Noxious Weed Control Board
 
10. **AGREEMENT** re: 2024 Affordable Housing/Homelessness Grant Funding; Woodley Place Rental Subsidies; In the Amount of \$95,489; County Administrator; Bayside Housing
 
11. **AGREEMENT** re: Safe Babies Approach Services within Tribal Communities; Superior Court; Center for Children and Youth Justice
 
12. **AGREEMENT, Easement Amendment** re: Perpetual Slope Easements to Operate and Maintain Undi Road Bypass; In the Amount of \$2,000; Public Works; Washington State Department of Natural Resources
 
13. **AGREEMENT, Amendment No. 1** re: Marine Resource Committee Marine Stewardship Projects; Time extension; WSU Extension; Washington State Department of Ecology
  **MRC Time Extension - See instructions above on how to view this document**
14. **AGREEMENT, Amendment No. 1** re: SR 19 Rhody Drive Ped-Bike Improvements – South Segment Project No. 1802095, WSDOT Project No. TAP-0019(009); In the Amount of \$175,830; Public Works; Washington State Department of Transportation
 
15. **AGREEMENT, Technical Amendment 24-01**; Sheriff's Office Support Services; Human Resources Department; Teamsters Local 589
 
16. **ADVISORY BOARD APPOINTMENTS (3) and REAPPOINTMENTS (2)** re: Climate Action Committee: Reappointment of: 1) Cindy Jayne – Position 9, Term expires December 31, 2026; and 2) Kate Chadwick – Position 14, Term expires December 31, 2026; Appointment of: 1) Crystie Kisler – Position 10, Term expires on December 31, 2025; 2) Jamie Duyck – Position 12, Term expires December 31, 2024; and 3) Krista Myers – Position 13, Term expires December 31, 2024
 
17. **ADVISORY BOARD APPOINTMENTS (2)** re: Growth Management Steering Committee: 1) Scott Mauk; Port Hadlock UGA Representative; and 2) Andrew Schwartz; Brinnon RVC
 
18. **ADVISORY BOARD REAPPOINTMENT** re: Solid Waste Advisory Committee (SWAC); Two (2) Year Term to Expire February 5, 2026; Port of Port Townsend, Pete Hanke
 
19. **APPROVAL of MINUTES:** Regular Meeting Minutes of December 4, 2023
 
20. **Payment of Jefferson County Vouchers/Warrants** Dated January 22, 2024, Totaling \$1,203,617.14
 

[09:46:30 AM \(00:43:42\)](#) HE moved to approve the consent agenda minus item 7, for future discussion. GB second, unanimous.

REGULAR AGENDA:

9:45 a.m.

**MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT
UPDATE**

Dr. Allison Berry, Public Health Officer
Willie Bence, Emergency Management Director

Dr. Berry provided an update on the viruses circulating in Jefferson County.

[10:18:56 AM \(01:16:08\)](#) Emergency Management Director Willie Bence discussed atmospheric river alerts – mainly in California, winter snow events, a reminder to have emergency road kits in your vehicles, check-in with your neighbors, thankfulness to the local winter welcoming center, snow level potentially affecting water levels, wildfire concerns during warm months,

He addressed FEMA reimbursement during the COVID-19 pandemic – approximately \$250,000.

[10:29:43 AM \(01:26:55\)](#)

No set time

PRESENTATION and POTENTIAL ACTION re: Noxious Weed Control
Board update and Noxious Weed-Free Program   

Sophie DeGroot, Noxious Weed Control Coordinator

No set time

COMMISSIONERS BRIEFING SESSION

Kate Dean – Chair, Commissioner District 1
Heidi Eisenhour, Commissioner District 2
Greg Brotherton, Commissioner District 3

DISCUSSION re: AGREEMENT re: Forestry Related Professional Services; In the Amount of \$72,000 per year through December 31, 2028; County Administrator; Chickadee Forestry LLC (Consent Agenda Item No. 7): County Administrator Mark McCauley explained the proposed contract with Chickadee Forestry.

RECESS

AFTERNOON SESSION 1:30 p.m.

2:00 p.m.

CONTINUED DELIBERATIONS re: Shoreline Master Program  

Josh Peters, DCD Director
Barbara Ehrlichman, Civil Deputy Prosecuting Attorney

No set time

DISCUSSION and POTENTIAL ACTION re: RESOLUTION NO. ____ re:
Defer Consideration of Site-Specific and Suggested Amendments of the
Comprehensive Plan and the Unified Development Code Received by the
Department of Community Development After March 1, 2024 Until the 2026
Annual Amendment Cycle, to Allow Staff Time to Complete the 2025 Periodic
Review and Update of the Comprehensive Plan and Development Regulations by
June 30, 2025, as Required by RCW 36.70A.130(5)(b)  

Josh Peters, DCD Director

ADDITIONAL DISCUSSION ITEMS

- Legislative update

NOTICE OF ADJOURNMENT

COMMISSIONERS MEETING SCHEDULE

The Week of February 5, 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, February 5, 2024

9:00 a.m. BOCC Meeting – (Hybrid) Board
12:00 p.m. WSAC Virtual Assembly – (Virtual) Heidi
4:00 p.m. Discussion: Port Townsend and Marine Renewable Energy Project - (Virtual) Greg

Tuesday, February 6, 2024

6:00 p.m. Marine Resources Committee – (Virtual) Heidi
3:00 p.m. Skatepark Meeting – Greg
6:00 p.m. Skatepark Public Charrette - Greg

Wednesday, February 7, 2024

2:00 p.m. Short Farm Work Group Meeting – Heidi
2:00 p.m. Meeting with Sprung - Greg
6:00 p.m. Jefferson County Peninsula Trails Coalition Full Board Meeting – Heidi

Thursday, February 8, 2024

10:00 a.m. Model Ordinance Advisory Committee – Meeting 3 – Heidi
4:00 p.m. Jefferson Timber Collective Meeting – Heidi

Friday, February 9, 2024

9:30 a.m. Olympic Peninsula Tourism Commission Plan Review - Heidi
12:00 p.m. 2024 Legislative Updates – (Virtual) Heidi
12:00 p.m. CCR Meeting – Heidi
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. 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