



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – August 21, 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 – 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](#) GB, KD, HE present
9:01 a.m. [PUBLIC COMMENT PERIOD](#) – ALL TOPICS

[09:01:21 AM \(00:01:23\)](#) Comment
[09:04:40 AM \(00:04:42\)](#) Comment
[09:08:27 AM \(00:08:29\)](#) Comment
[09:12:35 AM \(00:12:37\)](#) Response to comments

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. **RESOLUTION NO. 34-23** re: Amending Longevity Pay, Personal Time Off (PTO) Accrual Rates and 2023 Salary Schedule and Adopting the 2024, 2025 and 2026 Salary Schedule for FLSA and Union Exempt Management and Professional Employees; Human Resources
 
2. **AGREEMENT, Interlocal** re: CDC National Syndromic Surveillance Program (NSS) for Early Notification of Community Based Epidemic Data Sharing; No Dollar Amount, Data Sharing Only; Jefferson County Public Health; Washington State Department of Health; Clallam County Public Health; Kitsap County Public Health
 
3. **AGREEMENT, Amendment No. 1** re: Community Navigator Assessment; No change in Dollar Amount, Modification of Service Only; Public Health; VillageReach
 
4. **AGREEMENT, Amendment No. 3** re: Provide Infant Mental Health Reflective Supervision Consultation to the Nurse Family Partnership Staff; No change in Dollar Amount, Time for Performance Extension Only; Public Health; Gina Veloni
 
5. **AGREEMENT** re: Facilitate ‘Becca Funding’ Programs to include Truancy, At Risk Youth and ‘Child in Need of Services’; Amount included in 2023-2024 Budget; Juvenile Services; Administrative Office of the Courts (AOC)
 
6. **AGREEMENT** re: Facilitate ‘CASA-GAL Funding’ to support Guardian ad Litem Program; In the Amount of \$41,530; Juvenile Services; Administrative Offices of the Courts (AOC)
 
7. **AGREEMENT** re: Facilitate ‘Functional Family Therapy’ (FFT); In the Amount of \$50,000; Juvenile Services; Marcus Farley, Options Counseling
 
8. **AGREEMENT** re: Facilitate ‘Parents for Parents’ (P4P) Program; In the Amount of \$20,774.05; Juvenile Services; Children’s Home Society of Washington
 
9. **AGREEMENT** re: On-Call Building Services; In the Amount of \$30,000; Community Development; BHC Consultants, LLC
 
10. **AGREEMENT** re: On-Call Development Review and Long-Range Planning; In the Amount of \$500,000; Community Development; SCJ Alliance
 

11. **AGREEMENT** re: On-Call Development Review and Long-Range Planning; In the Amount of \$115,000; Community Development; Cross Sound Consulting, LLC
 
12. **FINAL PLAT ALTERATION APPROVAL** re: “Samaras Plat,” SUB2022-00025, To Re-Locate a Utility Easement on Lot 1 of South Bay No. 2 Subdivision location at 310 Cameron Road, Port Ludlow, WA.; Applicant, Ernie and Kate Samaras; Community Development
 
13. **LETTER OF SUPPORT** re: Support for Olympic Neighbors; Housing Trust Fund, Department of Commerce
 
14. **ADVISORY BOARD RESIGNATION** re: Jefferson County Ferry Advisory Committee (FAC); Ferry User Representative, Valerie Pardo
 
15. **ADVISORY BOARD APPOINTMENT** re: Jefferson County Ferry Advisory Committee (FAC); Four (4) Year Term to Expire June 10, 2027; Ferry User Representative, Adam Levin
 
16. **Payment of Jefferson County Payroll Warrants** Dated August 4, 2023 Totaling \$159,744.43, Dated August 18, 2023 Totaling \$93,441.38 and Dated August 18, 2023 Totaling \$1,184.15
 
17. **Payment of Jefferson County Vouchers/Warrants** Dated August 14, 2023 Totaling \$597,676.31
 

[09:26:44 AM \(00:26:47\)](#) HE moved to approve the Consent Agenda as presented. KD seconded the motion, unanimous.

[09:27:36 AM \(00:27:38\)](#) **DISCUSSION re: Department of Community Development (DCD) Permitting:** DCD Director Josh Peters was present to answer questions raised during the Public Comment Period. He updated the Board on pending contracts that will help DCD address the permitting issues. He stated he will get in contact with Planner David Wayne Johnson to help answer a specific permit issue. The Board tabled discussion until Planner Johnson could be present.

REGULAR AGENDA:

[PROCLAMATION re: Proclaiming the Week of August 21-25, 2023 as Jefferson County Employee Recognition Week](#)



Mark McCauley, County Administrator
Sarah Melancon, Human Resources Director

All three Commissioners read aloud the proclamation. Commissioner Eisenhower moved to approve the proclamation. Commissioner Dean seconded the motion which carried by a unanimous vote.

Human Resources Director Sarah Melancon was present and provided information to the Commissioners about Employee Recognition Week activities, with an employee picnic to be held on Thursday. She noted the service years of employees who are also recognized on the proclamation.

No set time **COMMISSIONERS BRIEFING SESSION**: The Commissioners and County Administrator discussed recent meetings they attended, miscellaneous topics, and reviewed upcoming meetings.

[10:27:20 AM \(01:27:22\)](#) Recess

[10:31:32 AM \(01:27:49\)](#) Reconvene

10:30 a.m. **UPDATE** re: Washington State Department of Natural Resources (DNR) 2nd Quarter County Income Report



 2nd Quarter County Income Report



 David Hern, DNR PPT Presentation re: Timber sales, Timeline, Appraisals and Contract Administration

Mona Griswold, State Uplands Special Projects Coordinator, DNR

Jill DeCianne, Acting Regional Manager, DNR

Drew Rosanbalm, Olympic Region State Lands Assistant, DNR

DR, MG, JD and David Hern present for discussion. DR reviewed the 2nd Quarter County Income Report with the Board.

[10:51:38 AM \(01:47:54\)](#) DH provided a presentation which included how DNR conducts timber sales, timeline, appraisals and contract administration.

[10:54:52 AM \(01:51:08\)](#) KD excused herself from the meeting for an appointment. She returned to the meeting at: 11:24 a.m.

[11:21:26 AM \(02:17:42\)](#) End of presentation, question/answer

[11:23:42 AM \(02:19:59\)](#) JD closing remarks.

No set time **BRIEFING and POTENTIAL ACTION** re: Public Works Capital Transportation Program



Monte Reinders, Public Works Director

Eric Kuzma, Assistant Public Works Director

MR and EK reviewed projects on the PW Capital Transportation Program and the upcoming 2024-2029 Six-Year Transportation Improvement Program (TIP).

[12:06:59 PM \(03:03:16\)](#) Recess

[01:30:37 PM \(03:03:33\)](#) Reconvene

AFTERNOON SESSION

1:30 p.m. [WORKSHOP](#) re: Lower Big Quilcene Riverscape Restoration Project, Linger Longer Bridge Grant



Tami Pokorny, Natural Resources Program Coordinator
Randy Johnson, Habitat Program Manager, Jamestown S’Klallam Tribe
Gus Johnson, Habitat Program Manager, Hood Canal Salmon Enhancement Group

GJ stated they received a \$25 Million RAISE Grant for this project. RJ provided powerpoint on the Linger Longer project and potential southside setback levee. Other staff participating in discussion: Monte Reinders, Eric Kuzma. Also present: Tami Pokorny.

No set time [WORKSHOP](#) and **POTENTIAL ACTION** re: Hoh River Resiliency – Lindner Complex Reach Agreement to Develop Reach-Scale Restoration Design; Washington State Recreation and Conservation Office (RCO)



Tami Pokorny, Natural Resources Program Coordinator

TP present to give a presentation on the Hoh River Resiliency project – Lindner Complex. She stated they would like to put out an RFP next week. **MOTION:** HE moved to approve the Hoh River Resiliency – Lindner Complex Reach Design Agreement; July 1, 2023 to June 30, 2026; to develop reach-scale restoration design in the amount of \$1,289,860. KD seconded motion, which carried by a unanimous vote.

[ADDITIONAL DISCUSSION ITEMS](#)

- [KPTZ; BOCC radio schedule](#)
- [Update re:](#) DCD Steve Smith (public comment from the morning session); DCD requested 2 weeks to reply
- [Shelton/Fairmont powerlines](#)
- [Calendar Coordination](#)
- Email outage; update
- Closing remarks

[NOTICE OF ADJOURNMENT](#) 3:28 p.m.

COMMISSIONERS MEETING SCHEDULE

The Week of August 21, 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, August 21, 2023](#)

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

[Tuesday, August 22, 2023](#)

8:30 a.m. 2024-2025 Budget Training – Virtual (Greg)

9:00 a.m. Hood Canal Tour re: Federal Delegation Staff and Agencies – (Kate)

10:30 a.m. Strategic Plan Project Meeting – Virtual (Heidi)

11:00 a.m. Jefferson County Community Foundation (JCCF) Board Meeting – Virtual (Heidi)

Agenda: August 21, 2023

- 4:00 p.m. Meet with S360 Lobbyist – Port Townsend (Kate)
6:00 p.m. BoCC SPECIAL MEETING - Port Hadlock Wastewater System Groundbreaking – (Board)

Wednesday, August 23, 2023

- 9:00 a.m. Dosewallips River Collaboration Meeting – Brinnon Community Center (Greg)
1:00 p.m. OlyCAP Strategic Planning Meeting – Virtual (Greg)
2:00 p.m. Economic Development Council (EDC) Finance Committee Meeting – Virtual (Kate)
2:30 p.m. Housing Fund Board Meeting – Hybrid (Kate/Greg)

Thursday, August 24, 2023

- 9:00 a.m. Jeffcom 911 Board Meeting – Hybrid (Greg)
11:00 a.m. Public Infrastructure Fund Board Special Meeting – Hybrid (Heidi)
1:00 p.m. WSAC Bylaws Committee Meeting – Virtual (Kate)
2:00 p.m. State Auditor’s Office Entrance Conference – Virtual (Greg)
4:00 p.m. THING Festival Reception - Fort Worden (Kate)

Friday, August 25, 2023

- All Day Out of Office – (Kate)

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 – 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