



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – November 21, 2022

Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA

This is a Hybrid meeting: Virtual and In-Person Attendance

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

To view Agenda items, click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2022 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 and others can be accommodated using Washington Relay Service at 1-800-833-6384. |
| <ul style="list-style-type: none">• 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. |
| <ul style="list-style-type: none">• In-Person: You are welcome to join the meeting in-person. This option may be limited as we are operating at 50% room occupancy at this time. |

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.

9:00 a.m. **CALL TO ORDER**

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

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. To view comments/correspondence received thus far, click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2022 Weekly Agenda Items – Month of the meeting – Day of the meeting

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: 2023 Jefferson County Mid-Biennium Review and Modification; Hearing Scheduled for Monday, December 5, 2022 at 9:45 a.m. in the Commissioners Chambers
 
2. **RESOLUTION NO. 53-22** re: In the Matter of Designating the New County Critical Information Technology Room a “Special Facility;” Jefferson County Central Services
 
3. **RESOLUTION NO. 54-22** re: In the Matter of Imposing Emergency Load Limits on County Roads 2022-2023 Winter Season; Jefferson County Public Works
 
4. **AGREEMENT** re: Haul Road/Detour - Detouring SR-19 Traffic over Center Road (SR-19/SR-104 Roundabout Construction); No Dollar Amount; Jefferson County Public Works; Washington State Department of Transportation
 
5. **AGREEMENT** re: Haul Road/Detour - Detouring SR-116 Traffic over Chimacum Road and Irondale Road During Construction of a Bridge at Chimacum Creek; No Dollar Amount; Jefferson County Public Works; Washington State Department of Transportation
 
6. **AGREEMENT** re: Radio Tower Project: Morgan Hill Emergency Transmitter Project; In the Amount of \$65,000; Jefferson County Administrator; KPTZ FM 91.9
 
7. **AGREEMENT** re: Interlocal Olympic Consortium Board Operations for Workforce Innovation and Development: No Dollar Amount; Jefferson County Administrator; Kitsap County and Clallam County
 
8. **AGREEMENT** re: ARPA Grant Funding for Evans Vista Housing Project; In the Amount of \$500,000; Jefferson County Administrator; City of Port Townsend
 
9. **AGREEMENT** re: ARPA Grant Funding for Community Health and Wellness Center; In the Amount of \$100,000; Jefferson County Administrator; City of Port Townsend
 
10. **AGREEMENT, Amendment No. 1** re: Chimacum Confluence Project Phase I and II Environmental Site Assessments; In the Amount of \$20,750 provided by the MOU with North Olympic Salmon Coalition, Agreement No. TCPIPG-2123-JeCoPH-00039; Jefferson County Public Health; Evren Northwest, Inc.
 
11. **AGREEMENT, Amendment No. 1** re: Drop-In and Scheduled Mental Health Counseling for Youth Enrolled at Quilcene School District; Additional Amount of \$16,800 for a Total of \$40,200; Jefferson County Public Health; Ann Murray, DBA Content Counseling, LLC
 

12. **AGREEMENT** re: To Support Workforce Capacity and Emergency Response; In the Amount of \$35,000; Jefferson County Public Health; National Association of County and City Health Officials (NACCHO)
 
13. **AGREEMENT** re: Provide Five (5) Brief Videos to Combat the Concept of a “Faceless Government;” In the Amount of \$9,830 provided by the NACCHO Grant; Jefferson County Public Health; Whaleheart Productions
 
14. **AGREEMENT, Amendment No. 9** re: 2022-2024 Consolidated Contracts; Additional Amount of \$11,625 for a Total of \$4,125,549; Jefferson County Public Health Services; Washington State Department of Health (DoH)
 
15. **MEMORANDUM OF AGREEMENT (MOA)** re: Hiring and Retention Incentive for Corrections Officers; Various Amounts; Jefferson County Human Resources; Federal Order of Police (FOP) Union covering Jefferson County Sheriff’s Office Support Services (JCSOUSS)
 
16. **MEMORANDUM OF UNDERSTANDING (MOU), Amendment No. 1** re: Allow Employees Option to “Opt-Out” of Medical Coverage; No Dollar Amount, Terms Only; Jefferson County Human Resources; Teamsters Local No. 589 Union covering Public Works Department
 
17. **REQUEST TO CONVENE** re: Hearing Property Tax Appeals for the Year 2022; Jefferson County Board of Equalization
 
18. **MOTION** re: Request Authorization of County Administrator to Approve and Sign Agreement for EnerGov Software Implementation; Increase in Funding through General Fund in the Amount of \$20,700, Jefferson County Department of Community Development; Tyler Technologies
 
19. **ADVISORY BOARD RESIGNATION** re: Conservation Futures Citizen Oversight Committee; Phil Andrus
 
20. **ADVISORY BOARD REAPPOINTMENT** re: Conservation Futures Citizen Oversight Committee; Four (4) Year Term to Expire October 10, 2026; Citizen-District No. 2 Representative, Joanne Pontrello
 
21. **ADVISORY BOARD REAPPOINTMENT** re: Jefferson County Parks and Recreation Advisory Board; Two (2) Year Term to Expire November 24, 2024; District No. 2 Representative, Roger Hall
 
22. **MINUTES** re: Regular Meeting of November 7, 2022
 

23. **Payment of Jefferson County Payroll Warrants** Dated November 4, 2022 Totaling \$1,081,075.24 and Dated November 5, 2022 Totaling \$5,644.02 and A/P Warrants Done by Payroll Dated November 4, 2022 Totaling \$536,965.77, Dated November 5, 2022 Totaling \$1,719.22, Dated November 7, 2022 Totaling \$376, 083.30, Dated November 7, 2022 Totaling \$2,687 and Dated November 14, 2022 Totaling \$13,006.10(Records of all claims submitted for payment along with A/P Warrants approved by the Payroll Services Manager are retained in the Jefferson County Auditor's Office.)
 
24. **Payment of Jefferson County Vouchers/Warrants** Dated November 9, 2022 Totaling \$1,941.89 and dated November 14, 2022 Totaling \$1,334,786.42(Records of all claims submitted for payment along with vouchers approved by the Board of Jefferson County Commissioners are retained by the Jefferson County Auditor and Public Works Department.)
 

REGULAR AGENDA:

9:45 a.m. **MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT UPDATE**

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

10:30 a.m. **HEARING** re: Setting the 2023 Ad Valorem Tax Levies for Jefferson County Levy in 2022 and Collection in 2023



RESOLUTION NO. _____ re: Increase in the Jefferson County General Fund Levy for 2023 Taxes

RESOLUTION NO. _____ re: Increase in the Jefferson County Road Levy for 2023 Taxes

RESOLUTION NO. _____ re: Diversion of Road Levy for Traffic Law Enforcement for the 2023 General Fund Budget

RESOLUTION NO. _____ re: Increase for the Jefferson Conservation Futures Levy for 2023 Taxes

LETTER TO ASSESSOR re: Setting 2023 Real and Personal Property Levy and Refund Amounts

Mark McCauley, County Administrator
Stacie Prada, County Treasurer
Jeff Chapman, County Assessor

RESOLUTION NO's 55-22, 56-22, 57-22, 58-22

11:00 a.m. **HEARING** re: **RESOLUTION NO. _____** re: In the Matter of Adopting of the 2023-2028 Six-Year Transportation Improvement Program (TIP); Jefferson County Public Works



Monte Reinders, Public Works Director/County Engineer
Eric Kuzma, Assistant Public Works Director/Engineering Services Manager

RESOLUTION 59-22

DISCUSSION AND POTENTIAL ACTION re: RESOLUTION NO. _____
re: In the Matter of Updating County Road Standards; Jefferson County Public Works and **PUBLIC COMMENT**



Monte Reinders, Public Works Director/County Engineer

DISCUSSION AND POTENTIAL ACTION re: RESOLUTION NO. _____
re: Exception to the County Personnel Administration Manual Regarding Conflicts of Interest – Section 4 and **PUBLIC COMMENT**



Mark McCauley, County Administrator

DISCUSSION AND POTENTIAL ACTION re: Approval of 2023 Housing Fund Board Funding Recommendations for Fund 148/149; Jefferson County Housing Fund Board and PUBLIC COMMENT



Greg Brotherton, District No. 3 Commissioner
Mark McCauley, County Administrator

COMMISSIONERS BRIEFING SESSION

RECESS

AFTERNOON SESSION

INTRODUCTION re: Chris Goy, New Central Services Director

Mark McCauley, County Administrator
Chris Goy, Central Services Director

1:30 – 2:00 p.m.

EXECUTIVE SESSION with County Administrator, Chief Civil Deputy Prosecuting Attorney, Department of Community Development (DCD) Director, DCD Planning Manager re: Potential Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i)

CONTINUED DISCUSSION, POTENTIAL ACTION with PUBLIC COMMENT re: TOPIC OF THE EXECUTIVE SESSION

2:00 – 3:00 p.m.

EXECUTIVE SESSION with Human Resources Director; 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. Exemptions as outlined in the Open Public Meetings Act, RCW 42.30.110(1)

DISCUSSION AND POTENTIAL ACTION re: 2023 Lodging Tax Funding
Recommendations from the Lodging Tax Advisory Committee (LTAC) and
PUBLIC COMMENT



Heidi Eisenhour, District No. 2 Commissioner

ADDITIONAL DISCUSSION ITEMS

NOTICE OF ADJOURNMENT

COMMISSIONERS MEETING SCHEDULE

Week of November 21, 2022

Monday – November 21, 2022

9:00 a.m. - 4:30 p.m.	BoCC Meeting	Hybrid
Noon	Board	SPECIAL MEETING re: WSAC Virtual Assembly
4:30 p.m.	Greg	North Hood Canal Chamber Board Meeting
		Quilcene Harbor Yacht Club

Tuesday – November 22, 2022

9:00 a.m.	Heidi	Forestry Meeting	Courthouse Office
3:30 p.m.	Kate	Port Townsend Empowered Teens Coalition Meeting	Virtual

Wednesday – November 23, 2022

2:30 p.m.	Greg/Kate	Housing Fund Board Meeting	Hybrid
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Thursday – November 24, 2022

Courthouse Closed - Thanksgiving Day

Friday – November 25, 2022

Courthouse Closed – in Observance of Thanksgiving Holiday

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

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request
