



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – February 13, 2023

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 | 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 and others 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 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.

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](#)** (Reminder next week’s meeting is on a Tuesday)

9:01 a.m. **[PUBLIC COMMENT PERIOD – ALL TOPICS](#)**

[09:02:09 AM \(00:02:58\)](#) Comment

[09:04:32 AM \(00:05:21\)](#) Response to comment.

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. 02-23** re: Re-Establishing Jefferson County Cash Drawer, Petty Cash Account and Revolving Fund Amounts in Various County Departments
 
2. **RESOLUTION NO. 03-23** re: Compost Procurement Policy
 
3. **RESOLUTION NO. 04-23** re: Temporary Road Closure of Snow Creek Road, County Road No. 352909
 
4. **CALL FOR BIDS** re: Approval of Plans for Improvements to a County Road, AND Approval of the Call for Bids for the Snow Creek Road MP 0.84 Culvert Replacement, Project No. 18020310, County Road No. 352909, FEMA Hazard Mitigation Grant No. D21-031
 
5. **AGREEMENT** re: Geotechnical Inspection Services for the Port Hadlock Sewer Project; In the Amount of \$50,000; Public Works; HWA GeoSciences
 
6. **AGREEMENT** re: ARPA Assistance to Mason County PUD No. 1 for Broadband Access; In the Amount of \$100,000; County Administrator; Mason PUD No. 1
 
7. **AGREEMENT** re: Epidemiologist Services and Data Dashboard Management; In the Amount of \$27,488 in 2023 and \$27,488 in 2024; Public Health; Kitsap Public Health District
 
8. **AGREEMENT** re: Department of Community Development (DCD) Fee Study; In the Amount of \$24,000; DCD; FCS Group
 
9. **AGREEMENT** re: Chimacum-Port Hadlock Pollution Identification and Correction Project; 01/01/23 – 12/31/25; In the Amount of \$407,074; Public Health; Washington State Department of Ecology
 
10. **AGREEMENT** re: Request to use Jefferson County Property for a Trail Kiosk in Quilcene; No Cost; Public Works; Count Me In for Quilcene
 
11. **AGREEMENT** re: Substance Use Disorder Evaluation Services for Individuals Incarcerated in the Jefferson County Jail; 01/01/23 – 12/31/24; Public Health; Gateway to Freedom
 

12. **AGREEMENT, Amendment No. 1** re: Dosewallips Wolcott Flats & Rocky Brook Planning; Salmon Recovery Funding Board #21-1024P Grant Agreement; 09/23/21 – 12/31/24; In the Amount of \$192,500; Public Health; Washington recreation and Conservation Office
 
13. **AGREEMENT, Amendment No. 5** re: Port Hadlock Wastewater System Final Design; An Additional Amount of \$92,293; Public Works; Tetra Tech
 
14. **MOTION** re: Approve Port Townsend Heritage Association's Request for 25% Reduction in Temporary Food Service Fees
 
15. **ADVISORY BOARD REAPPOINTMENT** re: Solid Waste Advisory Committee (SWAC); Unexpired Two (2) Year Term to Expire February 13, 2024; Industry Representative (Waste Connection), Joey Deese
 
16. **MINUTES** re: Regular Meeting of February 6, 2023
 
17. **Payment of Jefferson County Payroll Warrants** Dated 02/03/23 Totaling \$2,320,378.51 (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.)
 

[09:15:33 AM \(00:16:21\)](#) KD moved to approve. HE seconded the motion, unanimous.

[09:16:08 AM \(00:16:57\)](#) Chair called for more public comments

[09:16:20 AM \(00:17:08\)](#) Comment

[09:18:07 AM \(00:18:56\)](#) Comment

[09:21:22 AM \(00:22:11\)](#) Response to comments

[09:27:35 AM \(00:28:23\)](#) (timestamp off) **COMMISSIONERS BRIEFING SESSION** – The Commissioners started discussing recent meetings they attended. (someone tried to provide public comment, but had technical difficulties, so Commissioner Dean continued reviewing recent meetings she attended).

[09:29:40 AM \(00:30:28\)](#) Call for public comments

[09:29:53 AM \(00:30:41\)](#) Comment

[09:37:59 AM \(00:38:47\)](#) (timestamp off) **COMMISSIONERS BRIEFING SESSION – Continued:** The Commissioners continued discussing recent meetings they attended and miscellaneous topics.

REGULAR AGENDA:

9:45 a.m.

BRIEFING re: Olympic Terrace 2 Phase II Plat Alteration



Department of Community Development (DCD) Deputy Director Josh Peters
DCD Lead Associate Planner David Wayne Johnson

JP – Acting Director Josh Peters (Director is on vacation) provided introduction of the topic and staff involved in Olympic Terrace 2 Phase II Plat Alteration.

David Wayne Johnson – he’s also the Port Ludlow lead planner since 2007. He provided the **presentation**. He reviewed the history of Olympic Terrace 2 Subdivision, unique and unusual subdivision characteristics, Development Agreement, plat alteration process, issues and BOCC approval process. There are 80 residential lots in total and Phase I was finalized in 2007 for 41 lots. In May 2018, Port Ludlow Associates applied for a plat alteration for the remaining 39 lots. DWJ continued explaining the Phase II process.

10:17:06 AM (01:17:55) PLA Cliff O’Brien provided comment and answered questions posed by the Board.

10:22:49 AM (01:23:38) DCD DWJ closing remarks.

10:24:35 AM (01:25:24) Recess

10:34:00 AM (01:25:39) Reconvene

CONTINUED DISCUSSION and POTENTIAL APPROVAL re: Letter of Support re: U.S. Department of Transportation RAISE Grants Program Application for the FY 2023 National Infrastructure Investments Program Regional Project Assistance Program (DOT-DOT X-20)



Commissioner Heidi Eisenhour, District 2

Commissioner Eisenhour explained the letter and her support of it. She has also recently attended trails meetings and relayed to them that PW does not have capacity to assist with project, but that we could provide data as needed. Commissioner Dean asked to walk-on a letter and requested that a public comment period be given for both letters prior to approval. (Approved)

ADDITIONAL BUSINESS: Letter of Support re: Expanding Healthcare for Rural Seniors:

Commissioner Dean explained Jefferson Healthcare’s request for funding for expanding healthcare for rural seniors. She is in support of the letter.

10:41:44 AM (01:33:23) The Board reviewed the letter on-screen and addressed a scrivener error. Commissioner Dean moved to approve a letter of support for appropriation for Jefferson Healthcare as presented. Commissioner Eisenhour seconded the motion. Chair Brotherton called for public comments on the motion, hearing none, he called for a vote on the motion. The motion carried by a unanimous vote.

[10:42:32 AM \(01:34:11\)](#) Commissioner Dean moved to approve a letter of support as a co-applicant for the Puget Sound to Pacific (PS2P) grant. Commissioner Dean seconded the motion. Chair Brotherton called for public comments on the motion, hearing none, he called for a vote on the motion. The motion carried by a unanimous vote.  

CERTIFICATION of Annual Inventory of the Capitalized Assets as of December 31, 2022

  MM provided intro, CG administered the attestation.

County Administrator Mark McCauley
Clerk of the Board Carolyn Galloway

DISCUSSION re: Last Call American Rescue Plan Act (ARPA) Request for Proposals:

  Chair Brotherton noted that this agenda item was on for the afternoon session. Since Commissioner Eisenhour was attending virtually as she was in Washington D.C. for a National Association of Counties (NACo) Conference in Washington D.C., the Board decided to discuss the item earlier in the day. The Commissioner discussed potentially using a scoring criteria system to sift through all the ARPA RFPs submitted. After discussion, the agreed that each Commissioner will complete a ranked/weighted list and send to the County Administrator by Thursday, February 16, 2023. The Board will review the scores together on February 21, 2023.

COMMISSIONERS BRIEFING SESSION - & **Calendar Coordination:** The Commissioners and County Administrator reviewed upcoming meetings and miscellaneous topics. KD provided legislative items she will be testifying on. [They](#) discussed the upcoming ICG agenda and upcoming [PIF](#) meeting.

[11:49:04 AM \(02:40:43\)](#) Recess

[01:31:15 PM \(02:41:17\)](#) Reconvene

AFTERNOON SESSION 1:30 p.m.

1:30 p.m. **DISCUSSION and POTENTIAL ACTION re:** Clarifying the Criteria for Adoption of Roads as County Roads



PW Director Monte Reinders was present to review the proposed resolution. He answered questions posed by the Board.

[02:06:44 PM \(03:16:47\)](#) KD moved to approve **RESOLUTION NO. 05-23**. HE second. Chair added a public comment period and asked for comments.

[02:07:31 PM \(03:17:34\)](#) Comment

[02:10:46 PM \(03:20:48\)](#) MR responded to the comment received.

[02:15:19 PM \(03:25:21\)](#) Closed public comment. Call for vote on the motion, unanimous.

WORKSHOP re: Capital Facilities Planning



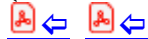
County Administrator Mark McCauley
Central Services Director Chris Goy

MM – provided preamble. CG – reviewed the process for developing a Capital facilities plan. Facilities Manager Matt Court, Renee Talley, and Public Works Director Monte Reinders were also present for discussion. The Board discussed the structure for the newly forming Capital Facilities Planning Committee and the scoring criteria for project requests.

[03:14:02 PM \(04:24:04\)](#) Closing remarks on subject. The team will report back at a later date.

ADDITIONAL DISCUSSION ITEMS – not discussed

- Review of items
- Legislative Update
- Last Call American Rescue Plan Act (ARPA) Request for Proposals (discussed in the morning session)



NOTICE OF ADJOURNMENT 3:27 p.m.

COMMISSIONERS MEETING SCHEDULE

The Week of February 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 an email to: jeffbocc@co.jefferson.wa.us

Monday, February 13, 2023

All Day National Association of Counties (NACo) Legislative Conference – Washington D.C. (Heidi)

09:00 a.m. to 4:30 p.m. BOCC Meeting - Hybrid (All 3)

12:00 p.m. to 1:00 p.m. BOCC Special Meeting - WSAC Virtual Assembly (All 3)

Tuesday, February 14, 2023

All Day National Association of Counties (NACo) Legislative Conference – Washington D.C. (Heidi)

All Day Out of Office – (Greg)

11:00 a.m. Economic Development Council Team Jefferson Finance Committee Meeting – Virtual (Kate)

Wednesday, February 15, 2023

All Day National Association of Counties (NACo) Legislative Conference – Washington D.C. (Heidi)

All Day Out of Office – (Greg)

1:00 p.m. Hood Canal Coordinating Council Meeting – Hybrid (Kate)

2:00 p.m. WSAC Timber Counties Caucus Meeting – Virtual (Kate)

6:00 p.m. Legislative Steering Committee Roundtable – Olympia (Kate)

Agenda: February 13, 2023

Thursday, February 16, 2023

All Day Out of Office – (Greg)
8:00 a.m. Legislative Steering Committee – Olympia (Kate)
9:00 a.m. Trust Land Transfer (TLT) Taxing District Solutions Subcommittee -Virtual (Heidi)
1:00 p.m. Puget Sound Partnership Accountability Audit Exit Conference – Virtual (Kate)
1:00 p.m. Trust Land Transfer (TLT) Legislative Session Touch Base – Virtual (Heidi)
2:30 p.m. Jefferson county Board of Health Meeting – Hybrid (Kate & Heidi)
5:00 p.m. Interlocal Collaborative Group (ICG) Meeting – Hybrid (Kate & Heidi)

Friday, February 17, 2023

10:30 a.m. Jefferson County Coordination Meeting – Hybrid (Greg)

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).

To view our Boards & Committees online, go to: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Boards and Commissions – Boards & Committees

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

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request