



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – March 20, 2023

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 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**](#) GB and HE present. KD will join later.
9:01 a.m. [**PUBLIC COMMENT PERIOD**](#) – **ALL TOPICS**

No comments received.

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. 10-23** re: In the Matter of Finding and Determination to Declare Certain Personal Property as Surplus and Authorize Disposal; Jefferson County Treasurer
 
2. **RESOLUTION NO. 11-23** re: In the Matter of Updating Right-of-Way Acquisition Procedures and Replacing Jefferson County Resolution No. 05-11 and Superseding Previously-Adopted Appraisal Waiver Procedures; Jefferson County Public Works
 
3. **CALL FOR BIDS** re: Supply of Aggregate for Bituminous Surface Treatment Programs; Bids Accepted Until 9:30 a.m. on April 10, 2023 and Opened and Read Publicly at 10:45 a.m. or shortly thereafter on the same day in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, Washington (HYBRID)
 
4. **AGREEMENT, Supplement No. 1** re: Countywide Bridge Load Re-Rating; No Dollar Amount, Time Extension Only; Jefferson County Public Works; Sargent Engineers, Inc.
 
5. **AGREEMENT** re: Construction Surveying/Staking of Port Hadlock Wastewater Phase 1 – Site Preparation, Earthwork, and Utilities; In the Amount Not to Exceed \$30,000; Jefferson County Public Works; Van Aller Surveying
 
6. **AWARD OF CONTRACT** re: Snow Creek Road M.P. 0.84 Culvert Replacement Project, County Road No. 352909, County Project No. 18020310, FEMA Hazard Mitigations Grant No. D21-031; In the Amount of \$1,092,394; Jefferson County Public Works; Bruch & Bruch Construction, Inc.
 
7. **AGREEMENT** re: Authorization and Certification of Congressional Directed Spending with Passthrough Grant with Jefferson Healthcare for Jefferson County Child Care Capacity Expansion Project; In the Amount of \$1,450,000; Jefferson County Auditor's Office, Accounting Department; United States Department of Agriculture (USDA) Rural Department
   
8. **AGREEMENT** re: Noxious Weed Control; In the Amount of \$15,000; Washington State University (WSU), Jefferson County Extension, Noxious Weed Control Board; Clallam County Noxious Weed Control Board
 
9. **AGREEMENT, Amendment No. 1** re: Implementation of i-ACT (Individual Alternate Choice Training); Deceased Amount of \$12,000 from an original Total of \$60,388 to a Reduced Total of \$48,388; Jefferson County Juvenile Services; Washington State Department of Children, Youth and Families (DCYF)
 

10. **AGREEMENT No. ICA 23863, Interagency, Amendment No. 1**re: Technology and Retreat Attendance for FJCIP Program Coordinator to Improve Function of Dependency Court; In the Amount of \$8,000; Jefferson County Juvenile Services; Washington State Administrative Office of the Courts (AOC)
 
11. **AGREEMENT** re: 7th Haven Learning Center; In the Amount of \$100,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Olympic Peninsula YMCA
 
12. **AGREEMENT** re: Fairgrounds Commercial Kitchen; In the Amount of \$50,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Jefferson Healthcare
 
13. **AGREEMENT** re: Digital Equity Navigator; In the Amount of \$35,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Jefferson County Rural Library District
 
14. **AGREEMENT** re: Climate Change Resilience, Flood Protection and Water Walk Project; In the Amount of \$50,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Port of Port Townsend
 
15. **AGREEMENT** re: Mason Street Master Planning; In the Amount of \$80,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Habitat for Humanity of East Jefferson County
 
16. **AGREEMENT** re: Heavy Duty Truck to Tow a Veterinary Trailer; In the Amount of \$40,000 American Rescue Plan Act (ARPA) Grant Funding; Jefferson County Administrator; Humane Society of Jefferson County
 
17. **AGREEMENT** re: Develop and Implement Coordinated Tobacco, Vapor and Marijuana Product Prevention and Intervention Strategies; In the Amount of \$5,000; Jefferson County Public Health; Jefferson County Farmers Market
 
18. **AGREEMENT, Amendment No. 2** re: Building of COVID-19 Vaccine Confidence (COVIED) Projects; Additional Amount of \$25,000 for a Total of \$100,000; Jefferson County Public Health; National Association of City and County Health Officials (NACCHO)
 
19. **AGREEMENT** re: Develop and Implement Coordinated Tobacco, Vapor and Marijuana Product Prevention and Intervention Strategies; In the Amount of \$5,000; Jefferson County Public Health; Olympic Peninsula YMCA
 
20. **AGREEMENT No. 2163-23547, Amendment No. 2** re: Expansions of Community Inclusion Services; Additional Amount of \$75,014 for a Total of \$1,056,117; Jefferson County Public Health; Washington State Department of Social and Health Services (DSHS); the Developmental Disabilities Administration (DDA)
 

21. **AGREEMENT, Amendment No. 11** re: 2022-2024 Consolidated Contracts; Additional Amount of \$20,400 for a Total of \$4,350,976; Jefferson County Public Health; Washington State Department of Health (DoH)
 
22. **MEMORANDUM OF AGREEMENT (MOA)** re: Student Supervision by Jefferson County Public Health Medical Providers; No Dollar Amount, Cooperative Exchange of Service Only; Jefferson County Public Health; Spring Arbor University, Nursing Department
 
23. **MOTION** re: Approve Jefferson County Farmers Market Request for 25% Reduction in Temporary Food Services Fees for Chef Demonstration; In the Fee Amount of \$294 for a 25% Fee Reduction of \$73.50; Jefferson County Public Health
 
24. **APPROVAL** re: Personnel Administration Manual Revision - Bereavement Leave; Jefferson County Human Resources
 
25. **ADVISORY BOARD RESIGNATION** re: Olympic Area Agency on Aging (O3A); Member, Maria Ritter
 
26. **Payment of Jefferson County Payroll Warrants** Dated March 13, 2023 Totaling \$1,252,646.70 (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.)
 

Call for public comments

[09:10:16 AM \(00:10:16\)](#) Comment

[09:11:55 AM \(00:11:54\)](#) Response to comment.

[09:13:32 AM \(00:13:31\)](#) **APPROVAL of CONSENT AGENDA.** HE moved, GB second. Motion carried.

No set time **[COMMISSIONERS BRIEFING SESSION](#)**: HE, GB and Mark McCauley discussed recent meetings they attended, and miscellaneous topics. GB shared a [video](#) of the new artwork installation at 7th Haven. The link to video can be found here: https://youtu.be/J_lclwoylWg

REGULAR AGENDA:

No set time **[PROCLAMATION](#)** re: Proclaiming March 20-26, 2023 as National Drug and Alcohol Facts Week



Holly Gumm, Quilcene-Brinnon Empowered Teens Coalition

[09:33:31 AM \(00:33:31\)](#) HE moved to approve the Proclamation proclaiming March 20-26 as National Drug and Alcohol Facts Week. GB second, motion carried.

[09:33:58 AM \(00:33:58\)](#) HG was present to give a history of how the NDAFW came about.

No set time **COMMISSIONERS BRIEFING SESSION - Continued:** HE, GB and Mark McCauley reviewed upcoming meetings.

9:45 a.m. **HEALTH UPDATE and EMERGENCY MANAGEMENT UPDATE**

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

[09:45:44 AM \(00:45:43\)](#) Health update

[10:08:25 AM \(01:08:24\)](#) Emergency Management update

[10:15:23 AM \(01:15:22\)](#) Tentative switch to holding these updates the first Mondays of every month.

[10:16:49 AM \(01:16:49\)](#) Recess

[10:30:08 AM \(01:17:19\)](#) Reconvene. Commissioner Dean joined the meeting at 10:30 a.m.

10:30 a.m. **UPDATE** re: Washington State Department of Natural Resources (DNR) 4th Quarter County Income Report



Mona Griswold, DNR Olympic Region Manager
Drew Rosanbalm, DNR Assistant Olympic Region Manager

DR provided information on the 4th Quarter County Income Report. He stated that David Hurn and Brian Turner were also in attendance, he reviewed 2023 projections. Assessor Jeff Chapman was present for discussion. DNR Straits District Manager Brian Turner provided a power point presentation. DNR staff answered questions posed by the Board.

No set time **COMMISSIONERS BRIEFING SESSION - Continued:** KD discussed recent meetings she attended, miscellaneous topics and reviewed upcoming meetings. The Commissioners discussed an upcoming WSDOT meeting that will be held at noon, KD will attend.

[11:49:55 AM \(02:37:07\)](#) Recess

[01:35:25 PM \(02:38:37\)](#) Reconvene

AFTERNOON SESSION

1:30 p.m. **WORKSHOP** re: Finance Department 2023 Work Plan



Judy Shepherd, Finance Manager

[01:36:44 PM \(02:39:56\)](#) JS reviewed her 2023 goals with the Board.

ADDITIONAL DISCUSSION ITEMS

- **Discussion re: Bid Openings:** Public Works Director Monte Reinders was present to discuss his request to hold bid openings outside of the BOCC meeting.
PUBLIC COMMENT, one **comment** received. After discussion, the

Commissioners agreed to allow PW to hold bid openings outside of the BOCC meeting.

- [County Connections, Radio Show](#) every Friday at 12:00 pm. First one is April 14, 2023. The Commissioners talked about scheduling and topics.
- **[ADDITIONAL BUSINESS: LETTER of SUPPORT re: Port Townsend Skate Park lighting.](#)** After discussion, **[MOTION:](#)** KD moved to approve the letter of support for the T Mobile Grant for the City of Port Townsend as presented today. HE second. **[PUBLIC COMMENT,](#)** no comments received. Vote on motion, unanimous.
- **[ADDITIONAL BUSINESS: LETTER of SUPPORT re: USFS Olympic Wood Shed Project](#)** Application for FY23 Community Wood Energy and Wood Innovation Program, (CFDA 10.708). After discussion, **[MOTION:](#)** HE moved to send a letter of support for the Olympic Wood Shed Project for the FY23 Community Wood and Energy Wood and Innovation Program. KD seconded the motion. **[PUBLIC COMMENT,](#)** no comments received. Vote on motion, unanimous.
- **[CONTINUED: LETTER OF SUPPORT re: New Foreign Trade Zone Request](#)** from Port of Port Angeles. County Administrator McCauley explained request, and briefed the Board on what he learned by reaching out to other FTZ's in WA state. More information can be found in his agenda request (attached below). There should be no local tax implication, and if there is, it is minor. **[MOTION:](#)** Commissioner Eisenhower moved to support the Port of Port Angeles' pursuit of a foreign trade zone designation for Clallam County, and sending a letter of support of this new Foreign Trade Zone. KD seconded the motion. **[PUBLIC COMMENT](#)** No comments received. Vote on motion, unanimous.
 
- **[LETTERS OF SUPPORT](#)** re: 2023 Puget Sound Day on the Hill; Federal Appropriation Requests Supporting Puget Sound Recovery. MM and KD explained the request. KD reviewed the three requests by sharing her screen. **[MOTION:](#)** KD moved to sign the letters re: Puget sound recovery to various federal agencies as discussed today. HE seconded. **[PUBLIC COMMENT:](#)** No comments received. Vote on motion, unanimous.
 

[02:54:55 PM \(03:58:07\)](#) Recess

[03:01:15 PM \(03:58:27\)](#) Reconvene

- [Addressing tech issues](#)
- [Next BOCC Agenda](#)

[NOTICE OF ADJOURNMENT 3:02 p.m.](#)

COMMISSIONERS MEETING SCHEDULE
The Week of March 20, 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, March 20, 2023

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

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

Tuesday, March 21, 2023

10:30 a.m. Jefferson Community Foundation Changemakers Program Visioning – Courthouse (Heidi)

11:00 a.m. North Olympic Development Council Executive Board Meeting – Virtual (Kate)

1:30 a.m. Jefferson Transit Authority Special Meeting – Hybrid, JTA Boardroom/Zoom (Board)

6:00 p.m. Marine Resources Committee (MRC) Meeting – Virtual (Heidi)

Wednesday, March 22, 2023

9:00 a.m. Gateway Visitor Center Transition Meeting – Courthouse (Heidi)

9:00 a.m. Washington Sea Grant Advisory Committee Meeting – Virtual (Kate)

10:00 a.m. WSAC Broadband Advisory Committee Meeting – Virtual (Greg)

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

11:00 a.m. Skate Park Proposal/ARPA Funds meeting – Courthouse (Greg)

11:30 a.m. Washington Sea Grant Advisory Committee Meeting – Virtual (Kate)

2:15 p.m. Childcare / Family Support Center Project Meeting – Virtual (Kate)

2:30 p.m. Housing Fund Board Meeting – Hybrid, BoCC Chambers/Zoom (Greg/Kate)

3:00 p.m. 1/10 of 1% Vendor Annual Meeting – Virtual (Heidi)

3:30 p.m. Dabob Expansion Meeting with State Representative Tharinger – Virtual (Heidi)

Thursday, March 23, 2023

9:00 a.m. Jefferson Community Foundation Resource Meeting – Virtual (Heidi)

9:00 a.m. JeffCom911 Board Meeting – Virtual (Greg)

1:00 p.m. Trust Land Transfer Legislative Session Touch Base – Virtual (Heidi)

1:00 p.m. Hood Canal Bridge Center Lock Briefing for Emergency Services/Transit – Virtual (Greg)

3:00 p.m. Solid Waste Advisory Committee (SWAC) Meeting - Public Works (Heidi)

Friday, March 24, 2023

All Day Interviews for Olympic Peninsula Tourism Planning – Port Angeles City Hall (Heidi)

9:00 a.m. Municipal Research and Services Center (MRSC) Board Nominating Meeting – Virtual (Kate)

Noon WSAC 2023 Legislative Virtual Update – Virtual (Greg)

1:00 p.m. Solid Waste Planning Task Force Meeting – Virtual (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).

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.

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

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request
