



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – July 17, 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:

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

[09:01:17 AM \(00:01:00\)](#) Comment

[09:03:28 AM \(00:03:11\)](#) Response to comment.

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. **AGREEMENT** re: Training and Consulting Services to those with Intellectual /Developmental Disabilities; In the Amount of \$15,000; Public Health; Wise
 
2. **AGREEMENT; Amendment No. 1** re: Community Development Block Grant (CDBG); Additional Amount of \$108,000, for a total of \$211,000; Auditor's Office; OlyCAP
 
3. **AGREEMENT; Amendment No. 2** re: Breast, Cervical and Colon Health Program; In the Amount of \$1,000; Public Health; Public Health of Seattle and King County
 
4. **APPROVAL of MINUTES:** Regular Meeting Minutes of June 26, 2023, and July 3 and 10, 2023
 
5. **Payment of Jefferson County Vouchers/Warrants** Dated June 26, 2023 Totaling \$374,047.01 and July 10, 2023 Totaling \$1,279,717.94
 

[09:08:46 AM \(00:08:29\)](#) HE moved to approve, KD second. Unanimous.

REGULAR AGENDA:

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

9:45 a.m. **HEARING re: 2023 Second Quarter Budget Appropriations/Extensions; Various County Departments**



Mark McCauley, County Administrator
Judy Shepherd, Finance Manager

GB opened the hearing on the 2023 Second Quarter Budget Appropriations/Extensions.

[09:46:43 AM \(00:46:27\)](#) Finance Manager Judy Shepherd provided a presentation on the various requests from County departments. She and County Administrator Mark McCauley reviewed the requests with the Board.

[10:09:24 AM \(01:09:07\)](#) Chair Brotherton opened the hearing to allow for public testimony. The following individuals provided testimony: Tom Thiersch, Jefferson County.

[10:11:02 AM \(01:10:45\)](#) Tom Thiersch, Jefferson County

Hearing no further testimony, Chair Brotherton closed the public hearing.

[10:14:37 AM \(01:14:20\)](#) Response to testimony, deliberations,

[10:19:58 AM \(01:19:41\)](#) Discussion re: Electric truck vs gas truck. The Commissioners discussed raising the amount to WSU Extension for an electric truck. Original request was \$31,000. The Commissioners agreed to raise the amount to \$50,000.

[10:24:03 AM \(01:23:47\)](#) Commissioner Eisenhour moved to approve **RESOLUTION NO. 29-23** re: 2023 Second Quarter Budget Appropriations/Extensions; Various County Departments, as proposed, except for the one item discussed, which is Fund 109, and increasing the amount for Noxious Weeds, for their new vehicle line from \$31,000 to \$50,000. Commissioner Dean seconded the motion which carried by a unanimous vote.

[10:26:22 AM \(01:26:05\)](#) Recess

[10:31:45 AM \(01:26:38\)](#) Reconvene

10:30 a.m. to 11:00 a.m. **EXECUTIVE SESSION** with the County Administrator and Chief Civil Deputy Prosecuting Attorney, and Human Resources Director re: Potential Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i)

Executive Session 10:32 to 11:02 a.m.

[11:03:28 AM \(01:27:28\)](#) Extension 11:04 a.m. to 11:19 a.m.

[11:21:07 AM \(01:28:17\)](#) End of Executive Session. No action and therefore no public comments.

No set time **DISCUSSION and POTENTIAL ACTION** re: Establishing Objectives and Procedures for the 2024-2025 County Budget



Mark McCauley, County Administrator
Judy Shepherd, Finance Manager

MM explained that salaries make up a majority of the County budget. He reviewed highlights of the proposed resolution. **MOTION:** Commissioner Eisenhour moved to approve **RESOLUTION NO. 30-23** re: Establishing Objectives and Procedures for the 2023-2025 County Budget. Chair Brotherton seconded the motion which carried by a unanimous vote.

No set time **DISCUSSION and POTENTIAL ACTION** re: County Distribution Percentages and Payment Method for Secure Rural School (SRS) Monies



Mark McCauley, County Administrator

County Administrator Mark McCauley and Treasurer Stacie Prada briefed the Board on the SRS funds and the options the Board has moving forward. They recommended to maintaining the

County’s current SRS distribution percentages, select the Full SRS Payment Method, and authorize the County Administrator to complete the “Election to Receive Payment and Allocate the State Payment Form,” confirming their choices. Treasurer Prada stated that the preferred payment method would be the Full SRS Payment Amount versus the 7-year Rolling Average Amount. They answered questions posed by the Board.

The Commissioners discussed changing the percentages for Titles I, II and III. Assessor Jeff Chapman joined the meeting to urge the Commissioners to keep the percentages the same as the previous year.

[11:49:18 AM \(01:56:29\)](#) Public Comments

[11:49:46 AM \(01:56:56\)](#) Comment

[11:51:17 AM \(01:58:27\)](#) Response to comment and continued discussion.

[11:56:50 AM \(02:04:00\)](#) Chart of previous years allocations

After discussion, **MOTION:** Commissioner Eisenhour moved to continue with our allocation percentages for SRS which we last confirmed in 2022, which are 85% to Title I, 13% to Title II, and 2% to Title III, and that we also elect to take the actual amount received each year vs. the 7-year rolling average, and further authorize the County Treasurer to sign the report – due to the state by July 20, 2023. Commissioner Dean seconded the motion which carried by a unanimous vote.

[11:59:47 AM \(02:06:57\)](#) Recess

[01:31:13 PM \(02:08:18\)](#) Reconvene

AFTERNOON SESSION

1:30 p.m. **DISCUSSION and POTENTIAL ACTION** re: Regional Organization for Recompete Grant Application  

Mark Ozias, Clallam County Commissioner District 1, Chair
Randy Johnson, Clallam County Commissioner, District 2
Mike French, Clallam County Commissioner, District 3

Attendees: (Check video for exact names/titles): Sean Worthington Clallam PUD, Colleen McAleer Clallam EDC Executive Director, PUD, Port of PA Director, Haley Schanne Representative Kilmer’s Office (District Outreach), Karen Affeld – NODC, Peggy Clallam EDC, Cindy Brooks, Lauren Lesser – NODC Planning and Community Engagement Director. Gabby Ashford Applied Education ? Daniel? from Senator Murray’s Office.

[01:34:24 PM \(02:11:30\)](#) KD – introduction to the purpose of the meeting. From the Agenda Request: As part of the Chips and Science Act, Congress approved a new grant program, called Recompete, to fund rural and economically distressed communities to plan for and implement programs that will increase participation in the workforce by prime-age employees, aged 25-54.

[01:43:30 PM \(02:20:35\)](#) Colleen McAleer and Cindy Brooks provided a presentation re: Natural Resources Innovations Center.

[02:08:09 PM \(02:45:14\)](#) Discussion ensued. (timestamp slightly off)

[02:33:21 PM \(03:10:26\)](#) Closing remarks: Next steps:

Both Jefferson County and Clallam County Boards agreed on forming a Task Force consisting of one Commissioner from each Board, Tribal partners, Jefferson and Clallam EDC members, and the North Olympic Development Council.

[02:38:46 PM \(03:15:51\)](#) KD – ask NODC to convene the first meeting of the new task force, Karen Affeld agreed. Each Board will appoint a Commissioner to serve on the new Task Force.

2:30 p.m. to 4:30 p.m. **DISCUSSION and POTENTIAL ACTION** re: Draft Strategic Plan



Mark McCauley, County Administrator
Michelle Kennedy, Berry and Dunn Manager
Renee Bryant, Berry and Dunn Associate

MK – Introduction to the process and draft document. RB – thanked individuals for their work throughout the whole process.

[02:48:36 PM \(03:25:41\)](#) RB reviewed Draft Strategic Plan. The Commissioners discussed and made edits to the draft document.

[04:29:42 PM \(05:06:47\)](#) Closing remarks and next steps

ADDITIONAL DISCUSSION ITEMS

- **ADDITIONAL BUSINESS:** Appointing Commissioner to new Regional Recompete Task Force re: Recompete Grant. **MOTION:** Commissioner Dean moved to appoint Commissioner Brotherton to the Regional Recompete Task Force. Commissioner Eisenhour seconded the motion. Chair Brotherton called for public comment, and one comment

[04:37:07 PM \(05:14:12\)](#) Comment. Vote on motion unanimous.

NOTICE OF ADJOURNMENT 4:37 p.m.

<p style="text-align: center;">COMMISSIONERS MEETING SCHEDULE The Week of July 17, 2023</p>

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

Agenda: July 17, 2023

Monday, July 17, 2023

- 09:00 a.m. BOCC Meeting - Hybrid (Board)
- 12:00 p.m. BOCC Special Meeting - WSAC Virtual Assembly (Board)

Tuesday, July 18, 2023

- All Day Out of Office – (Kate)
- 12:15 p.m. Quilcene Food Bank Planning Committee Meeting – Virtual (Greg)
- 1:30 p.m. Jefferson Transit Authority Board Meeting – Hybrid (Board)
- 5:30 p.m. Marine Resources Committee Meeting - Virtual (Heidi)

Wednesday, July 19, 2023

- All Day Out of Office – (Kate)
- 10:00 a.m. The Anti-Racist Literacy Workshop – Virtual (Greg)
- 1:00 p.m. Trust Land Transfer Meeting – Virtual (Heidi)
- 6:00 p.m. BOCC Special Meeting; Community Outreach-Hybrid, Tri-Area Center (Board)

Thursday, July 20, 2023

- All Day NACo Annual Conference – Travis County, Texas (Heidi)
- All Day Out of Office – (Kate)
- 2:30 p.m. Jefferson County Board of Health Meeting – Hybrid, Courthouse (Board)
- 7:00 p.m. American Legion Board Meeting – Port Townsend AL (Greg)

Friday, July 21, 2023

- All Day NACo Annual Conference – Travis County, Texas (Heidi)
- 10:00 a.m. Olympic Coast National Marine Sanctuary Advisory Council Meeting – Hybrid (Kate)
- 11:30 am Jefferson County Coordination Meeting with Elected Officials – Hybrid (Board)

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
