



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – June 5, 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](#)**
9:01 a.m. **[PUBLIC COMMENT PERIOD](#)** – ALL TOPICS – no comments received

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. **AWARD of CONTRACT** re: Port Hadlock Wastewater Facility- Phase I, In the Amount of \$1,139,547 (plus tax); Public Works; Seton Construction
 
2. **AGREEMENT** re: Snow Creek Road MP 0.84 Culvert Replacement, Project No. 18020310, and Port Hadlock Wastewater Facility – Phase 1, Project No. 405-2115-0; In the Amount of \$31,000; Public Works; Krazan & Associates, Inc.
 
3. **AGREEMENT** re: Management of the Gateway Visitor Center; In the Amount of \$68,465; County Administrator; Tourism Coordinating Council
 
4. **AGREEMENT** re: Gateway to Freedom and East Jefferson Fire & Rescue (EJFR) Fire Community Assistance, Referral and Education Services (CARES); In the Amount of \$50,000 in 2023, and \$50,000 in 2024; Public Health; Gateway to Freedom and EJFR
 
5. **AGREEMENT** re: YMCA Family Resource Navigator; In the Amount of \$12,650; Public Health; Olympic Peninsula YMCA
 
6. **AGREEMENT, Amendment No. 2** re: North Pacific Coast Marine Resources Committee Projects; An Additional Amount of \$14,076 for a total of \$168,076; Public Health; Washington State Department of Fish & Wildlife
 
7. **MEMORANDUM of UNDERSTANDING** re: Early Childhood Services; MOU to Formalize Voluntary Commitment; Public Health; Olympic Community Action Projects (OlyCAP)
 
8. **INTERAGENCY REIMBURSEMENT AGREEMENT** re: Blake-Related Costs; In the Amount of \$135,028; Clerk's Office; Washington State Administrative Offices of the Courts
 
9. **ADVISORY BOARD RESIGNATION** re: Jefferson County Planning Commission; District No. 1 Representative; Arlene Alen
 
10. **ADVISORY BOARD REAPPOINTMENT** re: Jefferson County Planning Commission; Four (4) Year Term to Expire March 17, 2027; District No. 1 Representative; Kevin Coker
 
11. **MINUTES** re: Regular Meeting Minutes of May 22, 2023, and Special Meeting Minutes of May 22, 2023 (Strategic Planning Retreat)
   
12. **Payment of Jefferson County Vouchers/Warrants** Dated May 22, 2023 Totaling \$931,833.83, and May 30, 2023 Totaling \$213,953.70 (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.)
   

[09:05:02 AM \(00:04:27\)](#) KD moved to approve and adopt the Consent Agenda for June 5, 2023. HE seconded the motion, unanimous.

REGULAR AGENDA:

No set time **PROCLAMATION** re: Proclaiming June 2023 as Ride Transit Month  

Nicole Gauthier, General Manager, Jefferson Transit Authority
Kelsey Mesher, Interim Executive Director, Transportation Choices Coalition

All 3 Commissioners read aloud the proclamation. HE noticed a typo(s) on the proclamation. (check video) **MOTION:** KD moved to approve the proclamation as edited. HE seconded the motion, unanimous.

[09:10:12 AM \(00:09:37\)](#) NG thanked the Commissioners for the proclamation. She commented on Jefferson Transit activities and highlighted one of their drivers who recently won a “Bus Roadeo” event. She noted they partner with Transportation Choices coalition.

[09:12:54 AM \(00:12:19\)](#) KM thanked the Commissioners for the proclamation. She commented on their mission, activities, and celebrating public transportation in June.

[09:14:59 AM \(00:14:24\)](#) NG – Explained Bus Roadeo to the Commissioners. This event is held at the regional, State and international level. The Commissioners discussed

[09:20:18 AM \(00:19:43\)](#) Public Comment Period – Continued

[09:21:02 AM \(00:20:27\)](#) Comment

[09:22:04 AM \(00:21:29\)](#) Comment

[09:26:28 AM \(00:25:53\)](#) Response to comments

No set time **PROCLAMATION** re: Proclaiming June 2023 as Pride Month  

All 3 Commissioners read aloud the proclamation. GB noted it says 2022, not 2023. HE moved to adopt the proclamation as edited. KD seconded the motion, unanimous.

[09:30:21 AM \(00:29:46\)](#) Becca Mack – representing the Olympic Pride Board of Directors of LGBTQ+. She thanked the Commissioners for the recognition and commented upcoming events. The Commissioners commented on acceptance of diversity.

[09:36:25 AM \(00:35:50\)](#) Public Comment Period - continued

[09:36:28 AM \(00:35:53\)](#) Comment

[09:38:08 AM \(00:37:33\)](#) Comment

No set time **COMMISSIONERS BRIEFING SESSION** – KD reviewed her past week, and the Commissioners discussed EDC Economic Development Zones.

9:45 a.m.

MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT UPDATE

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

10:15 a.m.

BRIEFING re: 2023 Recommendations for Conservation Futures Funds



Tami Pokorny, Natural Resources Program Coordinator
Cameron Jones, Conservation Futures Citizen Oversight Committee (CFCOC) Chair

CJ explained how the CFCOC came up with the recommendation to fully fund the three proposed projects. Discussion followed.

[10:34:38 AM \(01:34:03\)](#) TP discussed next steps. There will be an upcoming public hearing on the approval of these projects.

COMMISSIONERS BRIEFING SESSION – Continued: The Commissioners continued discussing recent meetings they attended.

10:45 a.m.

WORKSHOP re: Solid Waste Fees Schedule Update; Public Works and
POTENTIAL ACTION re: **HEARING NOTICE**; Hearing set for Monday,
June 26, 2023 at 10:00 a.m. in the Commissioners’ Chambers, 1820 Jefferson
Street, Port Townsend, WA (Hybrid) and **PUBLIC COMMENT**



Al Cairns, Solid Waste Manager

AC reviewed the proposed changes to the fee schedule, and the updated draft resolution. [He responded to a comment from the public comment period](#) earlier regarding the Solid Waste Advisory Committee (SWAC) providing a recommendation to the BOCC. The Commissioners discussed the proposed fee increase. The Board requested that SWAC provide a formal recommendation to the BOCC., and AC stated they could hold a Special Meeting.

[11:10:03 AM \(02:09:28\)](#) Public Comment

[11:10:33 AM \(02:09:58\)](#) Comment

[11:14:12 AM \(02:13:37\)](#) Closed public comment. Continued discussion.

MOTION: Commissioner Dean moved to approve a **HEARING NOTICE** re: Proposed Ordinance relating to County Fee Policy and requirements, and the Department of Public Works Solid Waste Fee Schedules and amending Title 8 of the Jefferson County Code and Appendix Fee Schedules; on Monday June 26, 2023 at 10:00 a.m. Commissioner Eisenhour seconded the motion which carried by a unanimous vote.

COMMISSIONERS BRIEFING SESSION – Continued: The Commissioners continued reviewing recent meetings they attended and upcoming meetings. They also discussed the recent Intergovernmental Collaborative Group (ICG) meeting cancellation/informational session. There will be an upcoming Special Meeting of the ICG on June 26, 2023 at 6:00 p.m. The Commissioners and County Administrator continued discussion on miscellaneous topics and upcoming meetings. [Calendar Coordination](#)

[12:07:57 PM \(03:07:22\)](#) Recess
[01:30:38 PM \(03:07:49\)](#) Reconvene

RECESS

AFTERNOON SESSION

1:30 to 1:45 p.m. **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney, Department of Community Development Director, Environmental Health and Water Quality Manager re: Potential Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i)

[01:47:34 PM \(03:09:09\)](#) Reconvene.

DISCUSSION and **POTENTIAL ACTION** re: Pleasant Harbor Master Planned Resort – Future Staffing Agreement and **PUBLIC COMMENT**

  Pleasant Harbor MPR Agreement

  Pleasant Harbor MPR Power Point Presentation

PH gave a presentation on the Pleasant Harbor Master Planned Resort Agreement which covered: history of the project, status of the project, billing dispute resolution, and what the agreement will do. After discussion, **MOTION:** KD moved to the future staffing and consultant agreement for the Pleasant Harbor Master Planned Resort as presented today. HE seconded the motion. Chair Brotherton called for public comments.

[02:20:52 PM \(03:42:27\)](#) Public Comment on motion. No comments received. Vote on motion unanimous.

2:00 p.m. **WORKSHOP** and **POTENTIAL ACTION** re: County Burn Ban Resolution and **PUBLIC COMMENT**

   

Philip Hunsucker, Chief Civil Deputy Prosecuting Attorney
Phil Cecere, Jefferson County Fire Marshal
Don Svetich, Chief of the Quilcene Fire District
Brian Tracer, Assistant Chief of East Jefferson Fire and Rescue

Chief Civil Deputy Prosecuting Attorney Philip Hunsucker gave a presentation on the proposed County Burn Ban Resolution which covered: Background – History of the 2022 burn restrictions and contradictions between DNR and Jefferson County, and proposed edits to the resolution. Quilcene Fire Chief Don Svetich was present to review a current fire danger and outdoor burning map. He also explained fire danger rating areas and Western Washington Fire Danger Operating Plan. Assistant Chief of East Jefferson and Rescue Brian Tracer reviewed enforcement and elements of the proposed resolution. He added they the fire chiefs are looking for the Commissioners to take-action today on the proposed resolution. Chief DPA Hunsucker continued reviewing the draft resolution with the Board.

[02:56:09 PM \(04:17:44\)](#) **MOTION:** HE moved to approve **RESOLUTION NO. 21-23** re: a Jefferson

County Outdoor Burn Ban and Establishment of the Fire Risk Burn Level Restriction Guidelines for the 2023 Fire Season. KD seconded the motion. Chair Brotherton called for public comment on the motion. No comments received. After a brief discussion, Chair Brotherton called for a vote on the motion. The motion carried by a unanimous vote.

[03:00:29 PM \(04:22:04\)](#) 4th of July – fire personnel discussed how the new metrics in place will affect the 4th of July firework activities.

[03:02:32 PM \(04:24:07\)](#) Recess

[03:08:17 PM \(04:24:40\)](#) Reconvene

3:00 p.m. to 3:30 p.m. **CLOSED SESSION** with County Administrator, Human Resources Director and Finance Manager; To discuss that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, exemption as outlined in the Open Public Meetings Act, RCW 42.30.140(4)(b)

Closed Session: 3:10 p.m. to 3:40 p.m.

[03:40:51 PM \(04:25:48\)](#) Reconvene

ADDITIONAL DISCUSSION ITEMS

- [Calendar coordination](#) – Summer schedules and meeting schedules. The Commissioners discussed cancelling the BOCC meetings of June 20 and August 14, 2023. After discussion, they reserved the right to keep the meetings as scheduled, with the possibility of cancelling if needed. Commissioner Dean noted she may be virtual for a majority of the summer meetings.
- [Jefferson County Fairgrounds; fundraiser](#)
- Miscellaneous items

NOTICE OF ADJOURNMENT 3:59 p.m.

COMMISSIONERS MEETING SCHEDULE

The Week of June 5, 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, June 5, 2023

9:00 a.m.	BOCC Meeting - Hybrid (Board)
9:00 a.m.	Boat Recycling Event - Port of Port Townsend (Heidi)
12:00 p.m.	BOCC Special Meeting - WSAC Virtual Assembly (Board)
1:00 p.m.	Jefferson Transit Authority Board Agenda Planning Meeting – Virtual (Heidi)
2:00 p.m.	NACo Public Lands/Western Interstate Region (WIR) Monthly Call – Virtual (Heidi)

Tuesday, June 6, 2023

Agenda: June 5, 2023

- 8:35 a.m. The Nature Conservancy Coffee and Climate Solutions Monthly Check In – (Virtual (Heidi)
- 10:30 a.m. Meeting with Residence re: Flooding on the Duckabush – Brinnon (Greg)
- 11:00 a.m. EDC Team Jefferson Finance Committee Meeting – Virtual (Kate)
- 11:30 a.m. Searching for Seaweed with Nam Siu, MRC Activity - Point Hudson (Heidi)
- 1:00 p.m. EDC Team Jefferson Planning Committee Meeting – Virtual (Kate)
- 5:30 p.m. Fairgrounds Board Special Meeting – Jefferson County Fairgrounds (Kate)
- 6:00 p.m. Marine Resources Committee Meeting – Virtual (Heidi)
- 6:30 p.m. ‘Great American, Rails to Trails Conservancy’ Reception – 7 Cedars Casino (Greg/Kate)

Wednesday, June 7, 2023

- All Day Puget Sound Partnership Leadership Council Retreat – Olympia (Kate)
- 10:00 a.m. Anti-Racist Literacy Workshop – Virtual (Greg)
- 10:30 a.m. Jefferson County Strategic Plan Project Team Meeting – Virtual (Heidi)
- 11:00 a.m. Jefferson Healthcare Ongoing Advocacy Touchbase – Virtual (Kate)
- 2:00 p.m. Jefferson Transit Authority (JTA) Finance Committee Meeting - Virtual (Heidi)
- 2:15 p.m. Childcare Capacity/Family Support Meeting – Virtual (Kate)
- 5:30 p.m. Planning Commission Meeting, SMP Workgroup Focus - Virtual (Greg)

Thursday, June 8, 2023

- All Day Puget Sound Partnership Leadership Council Retreat – Olympia (Kate)
- 5:00 p.m. BOCC Special Meeting - Community Outreach – Hybrid, Point Hudson Pavilion (Board)
- 6:30 p.m. Fairgrounds Board Regular Meeting – Jefferson County Fairgrounds (Kate)

Friday, June 9, 2023

- 10:00 a.m. Anti-Racist Literacy Workshop – Virtual (Heidi)

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