



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – February 27, 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 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](#)

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

[09:00:52 AM \(00:01:03\)](#) Comment
[09:03:40 AM \(00:03:51\)](#) Comment
[09:06:06 AM \(00:06:17\)](#) Response to comments
[09:14:18 AM \(00:14:30\)](#) Comment
[09:15:46 AM \(00:15:57\)](#) Comment
[09:18:51 AM \(00:19:02\)](#) Comment
[09:19:27 AM \(00:19:38\)](#) Response to comments

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: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$4,600; Public Health; Brinnon School District
 
2. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$5,000; Public Health; Olympic Angels
 
3. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$3,500; Public Health; WSU 4-H Rock and Jewelry Club
 
4. **AGREEMENT** re: Youth Cannabis and Commercial Tobacco Prevention Program; Subrecipient Agreement; In the Amount of \$5,000; Public Health; OWL 360
 
5. **AGREEMENT, Amendment No. 1** re: Restoration at the Chimacum Confluence MOU; January 18, 2022 – June 30, 2023; Extension of completion date only; Environmental Health; North Olympic Salmon Coalition
 
6. **AGREEMENT, Amendment No. 2** re: EnerGov Database Support; Extension of Contract Period to June 30, 2024, and Additional Contract Amount of \$9,000; Environmental Health; Little River Enterprises
 
7. **AGREEMENT, Amendment No. 1** re: Interlocal Olympic Consortium Board Operations for Workforce Innovation and Development; No Dollar Amount; Jefferson County Administrator; Kitsap County and Clallam County
 
8. **Payment of Superior Court Jury Fees Voucher**, For the Month of January, 2023
 
9. **Payment of Jefferson County Vouchers/Warrants** Dated 02/21/23 Totaling \$424,379.22 and Dated 02/27/23 Totaling \$156,031.14 (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.)
   

[09:25:28 AM \(00:25:39\)](#) KD moved, HE second. Unanimous.

COMMISSIONERS BRIEFING SESSION: The Commissioners discussed recent meetings they attended, and miscellaneous topics. Commissioner Eisenhower noted that Commissioner Dean has been appointed by Governor Inslee to the State Board of Health.

REGULAR AGENDA:

9:45 a.m. **DISCUSSION and POTENTIAL APPROVAL** re: American Rescue Plan Act (ARPA) Funding Requests  

County Administrator Mark McCauley

Explanation of scoring: GB – We took each of these 48 projects totaling over \$3 Million dollars. The Commissioners ranked them individually and MM put together a consolidated ranking. The Commissioners discussed their ranking and scoring concerns.

[09:54:52 AM \(00:55:03\)](#) Review of the projects/scoring. 48 projects, some projects were tied in ranking. To note, the Commissioners ran out of time for discussion and tabled discussion until later in the meeting.

Rank	Project	Request	Amount
1	YMCA Early Learning Center at 7 th Haven	100,000	100,000
2	Quilcene Community Center: Commercial kitchen	100,000	50,000
2	Jefferson County Rural Library: Digital Equity Navigator	35,000	35,000
4	Port Townsend Pump Track: Plans and permitting	50,000	50,000
5	Jefferson Interfaith Action Coalition: Winter Welcoming Shelter	20,000	20,000
6	Northwest School of Wooden Boatbuilding: Student housing upgrades	100,000	80,000
7	Quilcene Community Center: Skate Park Development	100,000	20,000
8	Olympic Neighbors: Adult Family Home Program	24,000	24,000
8	Humane Society: Heavy duty truck to tow veterinary surgical trailer and associated costs	68,000	40,000
10	Jefferson Healthcare: Commercial Kitchen at Fairgrounds	100,000	50,000
10	Public Works: Shine Road embankment stabilization	200,000	100,000
12	Habitat for Humanity: Mason Street Project	100,000	80,000
12	Olympic Housing Trust: Dundee Hill Development; concrete work and carpentry	100,000	80,000
12	Port of Port Townsend: Flood Protection and Waterwalk Project Phase I	100,000	50,000
15	Peninsula Trails: ODT Trailhead and viewpoint in the area of South Discovery Bay (request is \$20,000 to \$50,000)	50,000	20,000
16	Jefferson Community Foundation: Jefferson County Scholarship Summit	45,000	20,000

Agenda: February 27, 2023

17	Chimacum School District: Development of Chimacum Creek Primary Camputs into a school playground and community sports field	608,626	0
18	Port Townsend Marine Trades Association: Maintain office space for 5 years	20,000	15,000
19	Jefferson County Search and Rescue: new vehicle	64,200	0
20	Community Build: Caswell-Brown indoor bathroom and laundry facility (request at least \$100,000 of the \$156,00 cost)	100,000	0
20	EJFR (Marrowstone Island Foundation is actual requestor of funds): Propane generator, propane tank, water tanks, heat pumps	81,200	0
22	EDC Team Jefferson: Economic stabilization, increase staffing, outreach, workshops, consultant, etc	100,000	0
23	Port Townsend Marine Science Center: Installation of a gray whale skeleton at Union Wharf	20,000	0
24	Public Works: Rhody Drive/SR 19 Pedestrian and Bicycle Improvement project	140,000	0
25	Jefferson County Farmers Market: Food assistance matching, education, permits, mobile kitchen, etc	47,014	0
26	Toandos Emergency Preparedness Association: New heated well pump house/storage facility, emergency and medical supplies, etc	80,000	0
27	The Nest: Youth Workforce development project	76,428	0
28	Pfeiffer House: Pfeiffer House operations	39,520	0
28	Quilcene Community Center: Computer system and internet	43,500	0
28	Jefferson County Aquatic Coalition: Swim scholarships	20,000	0
31	American Legion: heating improvement plan	17,831	0
32	Local 20/20: Transportation Lab Conference “moving in the right direction”	8,000	0
33	Bayside Housing and Services: Director of Supportive Services	81,902	0
33	Gathering Place: Supplies, equipment, event space	39,500	0
35	Jefferson County Tourism Coordinating Council	58,500	0
36	Jefferson County Environmental Health: Improve community resiliency and salmon habitat in Brinnon	33,015	0
37	Northwind Art: Education program support	79,800	0
38	Quilcene Community Center: Digital sign improvements	35,000	0
39	Port Townsend Pump Track: Large equipment operator/laborer	46,250	0
40	American Legion; exterior paint, materials, equipment rentals	18,838	0
41	Jefferson County Historical Society: Cemetery Panel discussion, collecting oral histories and writing biographies	10,000	0
42	Shine Residents: Improve the safety of Shine Road and Hicks Beach	0	0
43	Public Works; Snow Creek Road Culvert Replacement	150,000	0
44	Birchyville Garden Coop: Greenhouse, produce wash area and wheelchair access	15,000	0
45	Port Townsend Creative District	30,400	0
46	Birchyville Ranch Annex: Work with architect/designer and City of PT to create a vision and concept for adding living units to co-	25,000	0

Agenda: February 27, 2023

	housing community	25,000	
47	Salish Sound: Discounted audio and events for non-profits	20,000	0
48	Prosarus: Local food systems initiative, program development	90,000	0

10:45 a.m.

CONTINUED DELIBERATIONS and POTENTIAL ACTION re:
HEARING re: Ordinance Relating to Courthouse Security; Repealing and
Replacing Resolution No. 78-99    

County Administrator Mark McCauley
Chief Civil Deputy Prosecuting Attorney Philip Hunsucker

GB – oral testimony closed, but written testimony was extended through Friday, February 24, 2023 at 4:30 p.m. MM – recapped testimony received. PH – added definitions re: armed forces and law enforcement officer. He reviewed the changes to the draft ordinance and shared the proposed changes to the draft ordinance on screen. The Commissioners deliberated and made additional edits to the draft ordinance.

11:14:06 AM (02:11:46) KD moved to approve Ordinance No. 01-0227-23 re: Courthouse Security; Repealing and Replacing Resolution No. 78-99, as amended. HE second, unanimous.

11:14:56 AM (02:12:36) **CONTINUED DISCUSSION re: ARPA funds:** See the table above (from earlier in the meeting) for more information. They continued explanation of project ranking.

11:45:07 AM (02:42:47) Figuring out funding amounts per project. Discussion tabled until later in the meeting.

12:00:41 PM (02:58:21) Recess
01:31:50 PM (02:59:54) Reconvene

AFTERNOON SESSION 1:30 p.m.

1:30 p.m.

DISCUSSION and POTENTIAL ACTION re: Olympic Terrace 2 Phase II Plat
Alteration                      
   

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

Department of Community Development (DCD) Acting Director Josh Peters and Associate Planner David Wayne Johnson were present to review the plat alteration applied for by Port Ludlow Associations (PLA) under the Port Ludlow Development Agreement. Planner Johnson reviewed discussion held with the Commissioners during their February 13, 2023 meeting and explained the plat alteration process. Planner Johnson noted that in the staff report the reference to “Mount Walker” should be read “Mount Wilder.”

After discussion, **MOTION:** KD - Move to approve preliminary plat alteration as conditioned by the

staff recommendation for Olympic Terrace 2 phase II plat alteration. (check video for exact verbiage). HE seconded the motion. GB called for public comments.

[02:01:27 PM \(03:29:30\)](#) Comment

[02:04:59 PM \(03:33:02\)](#) Comment

[02:09:00 PM \(03:37:03\)](#) Comment/requested to speak by BOCC

Continued discussion. **VOTE ON MOTION:** Unanimous

2:00 p.m.

WORKSHOP re: Human Resources Department 2023 Work Plan



Human Resources Director Sarah Melancon

County Administrator stated that departments will be meeting with the Commissioners in 2023 to review their work plans. Human Resources (HR) Director Sarah Melancon provided a presentation of 2022 activities, and 2023 and beyond goals for the HR department.

[02:16:02 PM \(03:44:05\)](#) Presentation

[02:24:41 PM \(03:52:44\)](#) Discussion ensued.

ADDITIONAL DISCUSSION ITEMS

- [Legislative Update](#)
- **CONTINUED ARPA Discussion:** refer to table created earlier in meeting for more details. After discussion **MOTION:** KD moved that we approve our ranked last call ARPA funding requests as indicated 1-17 and if there is additional funding available, we will continue to move down the list, contingent upon receipt of last tranche of ARPA funds. HE seconded the motion.
[02:41:53 PM \(04:09:56\)](#) GB called for public comments. Hearing no comments, he called for vote on motion, unanimous. The Commissioners noted that if Jefferson County receives additional funding, they will use the ranked list to possibly award funds to other projects. This item was briefly discussed towards the end of the meeting re: clarification on the Public Work's Shine Road award.
- **ADDITIONAL BUSINESS: Letter of Support re: City of Port Townsend's Healthier Together Initiative:** KD presented the letter. HE moved to send a letter to senator patty murphy in support of City of Port Townsend for their request of \$1M for the aquatic facility. KD second. GB called for public comment. No comments received. Vote on motion, unanimous. 
- **ADDITIONAL BUSINESS: Letter of Support re: Mason PUD No. 1's appropriations request to fund their grid resiliency project:** GB presented the letter. This will help the electrical work in Brinnon. KD moved to approve the letter of support to our senators for the mason PUD No. 1 broadband project. HE seconded the motion. GB called for public comment. [One comment](#) received. GB noted that this letter of support is not for broadband, but for an electrical substation. KD withdrew motion and moved to approve letter of support to both senators for a federal appropriation for Mason PUD No. 1 electrical substation. HE seconded the motion. GB called for public comment. [One comment](#) received. Call for vote on motion, unanimous. 
- **ADDITIONAL BUSINESS: Letter of Support re: Lower Big Quilcene Riverscape Restoration Project:** GB presented the letter. KD moved to approve the letter of support for the lower big Quilcene riverscape restoration project through the RAISE program. HE seconded the motion. GB

called for public comments. No comments received. Vote on motion unanimous.  

- [Letter of Support re: Dabob Area Inter-Trust Exchange 86-100443 proposed by DNR](#): GB presented the letter. (Trading blue lands “State forest Transfer”) for red lands “common school”). Discussion followed regarding the proposed exchange. Review of letter. The Board agreed to table conversation until next week. [Discussion ensued](#) re: DNR hearing tomorrow and the stance that the Jefferson County BOCC should take, and who will be providing testimony. GB will testify, in favor. If Heidi gets called upon, she will defer to GB.
- [Calendar Coordination](#) The Commissioners and County Administrator reviewed upcoming and past meetings
- [Strategic Plan; KD requested clarification on the communication with the public and stakeholders on what the Strategic Plan is \(how the county functions\) versus what the comp plan is \(community visioning\)](#) HE requested that Berry Dunn meet with the Board to provide a progress update at some point.
- [CONTINUED ARPA Discussion](#): KD sought clarification re: Public Works funding for any particular project, or just the Shine Project? Her concerns were if the funds would not be enough to get project underway, and if the funds should be split between the three projects that PW applied for? MM will communicate with PW Eric Kuzma to get PW’s suggestion.
- [ADDITIONAL BUSINESS: Letter re: WSDOT – Hood Canal Bridge Construction Dates](#): Discussion re: Communicate with WSDOT one last time to advocate for a different set of dates. After discussion: [MOTION](#): The Commissioners discussed sending a letter to the WSDOT to advocate for a different set of Hood Canal Bridge closure dates. After discussion Commissioner Eisenhour moved to authorize Commissioner Dean to draft a letter to WSDOT with alternative proposals to their proposed schedule of closures in August to the Hood Canal Bridge, and she will work with County Administrator Mark McCauley on letter, and the Commissioners will review the letter through the County Administrator. Call for public comments. [One comment](#) received. Call for vote on motion, unanimous. All three Commissioners will sign the letter once completed.  
- [KPTZ – Weekly Radio Program](#); GB reached out to KPTZ re: weekly radio program to shine a spotlight on Jefferson County activities. Mondays from 12:30pm to 12:55pm or Fridays 12:30pm to 12:55pm. KD – we could plan topics in advance. This will be one Commissioner, not a quorum.
- [BOCC Meetings; possible change to Tuesday?](#) Brief discussion re: a request from a Director to move the BOCC meetings to Tuesday. No action.
- [Recycling](#); GB would like to use County Facebook page, post a special meeting re: at the Materials Recovery Facility (MRF) – posted as a public meeting, captured on zoom and posted.
- [Boards and Committee Vacancies](#)  
- [Legislative Update](#)

NOTICE OF ADJOURNMENT 4:06 p.m.

COMMISSIONERS MEETING SCHEDULE The Week of February 27, 2023

Agenda: February 27, 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, February 27, 2023

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)
5:00 p.m. Olympic Coast National Marine Sanctuary Scoping Meeting – Virtual (Heidi)

Tuesday, February 28, 2023

10:00 a.m. WA State Shoreline Hearings Board Special Meeting – Virtual (Heidi)
10:00 a.m. Jefferson County State Auditor's Office Exit Conference – Virtual (Greg)
11:00 a.m. Jefferson County Community Foundation Board Meeting – Virtual (Heidi)
11:00 a.m. Economic Development Council (EDC) Finance Committee Meeting – Virtual (Kate)
2:30 p.m. WSAC Broadband Advisory Committee Meeting – Virtual (Greg)
3:30 p.m. Port Townsend Empowered Teens Coalition Meeting – Virtual (Kate)
6:00 p.m. Dabob Natural Area Preserve Public Hearing – Quilcene School (Heidi)

Wednesday, March 1, 2023

10:30 a.m. Jefferson County Strategic Plan Project Team Meeting – Virtual (Heidi)
1:00 p.m. Jefferson Healthcare Ongoing Advocacy Touchbase Meeting – Virtual (Kate)
2:00 p.m. Jefferson Transit Authority Finance Committee Meeting – Virtual (Heidi)
5:00 p.m. EDC Strat Plan to Work Plan Meetup – Virtual (Kate)
6:00 p.m. Legislative Steering Committee Roundtable – Olympia (Kate)

Thursday, March 2, 2023

8:00 a.m. Legislative Steering Committee – Olympia (Kate)
9:00 a.m. EDC Board Meeting – Virtual (Kate)
10:00 a.m. Olympic Area Agency on Aging (O3A) Meeting – Virtual (Greg)
1:00 p.m. Trust Land Transfer Legislative Work Session – Virtual (Heidi)
7:00 p.m. Jefferson County Peninsula Trails Coalition Meeting – Virtual (Heidi)

Friday, March 3, 2023

10:30 a.m. Climate Change & Health Subcommittee – Virtual (Kate)
11:00 a.m. HUD House America-Jefferson County Check-In 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
