



AGENDA

Jefferson County Board of Commissioners

Regular Meeting Monday – December 11, 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 (username and password is: public)– Board of County Commissioners – BOCC Agenda Packets – 2023 Weekly Agenda Items – Month of the meeting – Day of the meeting

To view video of the file:

please go to www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) – Board of County Commissioners – BOCC Zoom Files – 2023 – **note, there are 2 video files for this day’s meeting**

Transcript:  [↩](#)

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 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. **RESOLUTION NO. ____** re: Adopting a Fee Schedule for the Office of the County Fire Marshal within the Department of Community Development
 [↩](#)
2. **RESOLUTION NO. ____** re: Adoption of the 2024 Jefferson County Cost Allocation Plan
 [↩](#)
3. **RESOLUTION NO. ____** re: Imposing Emergency Load Limits on County Roads
 [↩](#)
4. **RESOLUTION NO. ____** re: Membership of the Marine Resources Committee
 [↩](#)
5. **RESOLUTION NO. ____** re: Establishing a Conservation Futures Program Application Period, Setting an Estimated Amount of Conservation Futures Funds Available, and Approving Program materials for Use in the 2024 Conservation Futures Funding Cycle; and Amending the Bylaws of the Conservation Futures Fund Citizen Oversight Committee
 [↩](#) **Note: This item may be viewed by clicking on “Related documents” Resolution re: Conservation Futures**
6. **INTERLOCAL AGREEMENT** re: Juvenile Detention Facility; In the Amount as Needed at \$150 per day, per bed use; Juvenile Services; Kitsap County
 [↩](#)
7. **AGREEMENT re:** Fiscal Oversight for Opioid “Distributor” Settlement; County Administrator; Discovery Behavioral Healthcare
 [↩](#)
8. **AGREEMENT re:** Project Management Software to Improve Efficiency; In the Amount of \$85,975; Prosecuting Attorney’s Office (PAO); Karpel Computer Systems, Inc.
 [↩](#)
9. **AGREEMENT re:** Request funds be redirected from the Morgan Hill radio tower site to the Rainshadow Road radio tower site; County Administrator; KPTZ F.M. 91.9
 [↩](#)
10. **AGREEMENT re:** Legal Services to Establish a Line of Credit for the Port Hadlock Sewer Project; County Administrator; Foster Garvey PC
 [↩](#)
11. **AGREEMENT re:** Social Support Services; In the Amount of \$30,000; Public Health; MCS Counseling Group
 [↩](#)

12. **AGREEMENT, Amendment No. 1** re: Facilitation Services; Additional Amount of \$16,195 for a Total of \$26,153; County Administrator; Peak Sustainability
 
13. **AGREEMENT, Amendment No. 8** re: Dosewallips R Powerlines Acquisition and Design; Additional Amount of \$27,500 for a total of \$616,619; Public Health; Washington State Recreation and Conservation Office (RCO)
  **Note: This item may be viewed by clicking on “Related documents” Dosewallips RCO**
14. **AGREEMENT, Change Order No. 1** re: Oak Bay Campgrounds Electrical Project; Increase to \$4,239.81 for a total of \$82,92691; Public Works; Henden Electric
 
15. **AGREEMENT, Change Order No. 4** re: Port Hadlock Sewer Phase I – Site Prep, Earthwork and Service Utilities, Project No. 405-2114-0, Commerce Project No. 22-96515-026
 
16. **AGREEMENT, Change Order No. 5** re: Port Hadlock Sewer Phase I – Site Prep, Earthwork and Service Utilities, Project No. 405-2114-0, Commerce Project No. 22-96515-026
 
17. **REQUEST for PROPOSALS (RFP)** re: 2024 Affordable Housing Unallocated Funds; In the Amount of \$194,130
 
18. **ADVISORY BOARD APPOINTMENT** re: Civil Service Commission, Term to expire December 11, 2028; Dan Taylor
 
19. **Payment of Jefferson County Payroll Warrants** Dated December 5, 2023 Totaling \$1,052,381.79
 

REGULAR AGENDA:

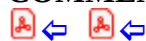
No set time **COMMISSIONERS BRIEFING SESSION**

Greg Brotherton, Chair, Commissioner District 3
Heidi Eisenhour, Commissioner District 2
Kate Dean, Commissioner District 1

9:45 a.m. **MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT UPDATE**

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

10:30 a.m. **BRIEFING and POTENTIAL ACTION** re: Shoreline Master Program Periodic Review Transmittal of Planning Commission Recommendation with **PUBLIC COMMENT PERIOD**



Josh Peters, DCD Director

RECESS

AFTERNOON SESSION

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

**DISCUSSION, POTENTIAL ACTION with PUBLIC COMMENT re:
TOPIC OF THE EXECUTIVE SESSION**

1:45 p.m. to 2:30 p.m. **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney, Environmental Health & Water Quality Manager and Environmental Health Manager re: Actual Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i)

**DISCUSSION, POTENTIAL ACTION with PUBLIC COMMENT re:
TOPIC OF THE EXECUTIVE SESSION**

2:30 p.m. **CONTINUED DELIBERATION and POTENTIAL ACTION** re: Adoption of the Final 2024-2025 Jefferson County Biennial Budget



Mark McCauley, County Administrator
Judy Shepherd, Finance Manager

3:00 p.m. **DISCUSSION** re: Aquatic Facility

Mark McCauley, County Administrator

ADDITIONAL DISCUSSION ITEMS

- Board and Committee Assignments

NOTICE OF ADJOURNMENT

COMMISSIONERS MEETING SCHEDULE The Week of December 11, 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, December 11, 2023

9:00 a.m. BOCC Meeting - Hybrid (Board)

Agenda: December 11, 2023

1:00 p.m. Jefferson Transit Authority – Virtual (Heidi)

Tuesday, December 12, 2023

10:00 a.m. Jefferson County Human Service Collaborators – Virtual (Heidi)
1:30 p.m. Transit Authority Board Meeting – Virtual (Kate)
2:00 p.m. Tourism Coordinating Council – Inn at Port Ludlow (Heidi)
2:30 p.m. Quilcene-Brinnon Empowered Teens Meeting – Virtual (Greg)
3:00 p.m. Climate Action Committee Meeting – Virtual (Kate)

Wednesday, December 13, 2023

10:00 a.m. Olympic Regional Clean Air Agency – Virtual (Greg)
2:30 p.m. Childcare Capacity/Family Support – Virtual (Kate)
4:30 p.m. Olympic Community Action Programs (OlyCAP) – Virtual (Greg)

Thursday, December 14, 2023

9:00 a.m. JeffCom911 Board Meeting – Virtual (Greg)
2:30 p.m. Mental Health Field Response Team Meeting – Virtual (Greg)
2:30 p.m. Public Infrastructure Fund (PIF) Meeting – Virtual (Heidi)
4:00 p.m. Jefferson County Foundation Meeting – (Heidi)
6:30 p.m. Jefferson Fair Association – (Kate)

Friday, December 15, 2023

11:30 a.m. Jefferson County Coordination 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 (username and password is: public) – 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
