



← AGENDA

Jefferson County Board of Commissioners Regular Meeting – Monday, May 6, 2024 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 - Chair | Heidi Eisenhour, District 2 | Greg Brotherton, District 3

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 – 2024 Weekly Agenda Items – Month of the meeting – Day of the meeting

You can join this meeting by using the following methods:

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| <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">• 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** re: Relating to contracting indebtedness; amending Resolution No. 04-24, which authorized the issuance, sale and delivery of a grant anticipation note to provide funds to carry out additions to and betterments to the wastewater treatment plant being constructed in the Port Hadlock area
 
2. **RESOLUTION** re: Create County Project Designated as Olympic Discovery Trail (ODT)-Puget Sound to Pacific (PS2P); County Road No. 850200
 
3. **CHANGE ORDER No. 1** re: Phase 2 – Water Reclamation Plant for the Port Hadlock UGA; In the Amount of \$42,288.15; Jefferson County Public Works; Interwest Construction of Burlington, Washington
 
4. **AGREEMENT** re: Port Townsend Community Center Flooring Replacement; In the Amount of \$79,976.97; Central Services; McCrorie Carpet One
 
5. **AGREEMENT** re: Jefferson County Civil Alarm Notification System; In the Amount of \$20,597; Jefferson County Sheriff's Office; SecureTech Systems, Inc.
 
6. **AGREEMENT** re: Hoh Watershed Adventure Project; In the Amount of \$13,464; Public Health; Futurewise
 
7. **AGREEMENT** re: Professional Services; In the Amount of \$7,700; Jefferson County Public Health; The Shape of Things, SPC (DBA Fire & Flow)
 
8. **AGREEMENT** re: Food Inspection Form Consulting; In the Amount not to Exceed \$10,000; Jefferson County Public Health; Tyler Technologies, Inc.
 
9. **AGREEMENT, Amendment No. 1** re: School-based Mental Health Services; A reduction of \$7,800; Public Health; Natalie Dettmer
 
10. **AGREEMENT, Amendment No. 19** re: Consolidated Contracts; Additional Amount of \$57,229 for a Total of \$8,197,713; Jefferson County Public Health; Washington State Department of Health
 
11. **AGREEMENT, Amendment No. 1** re: Extension of the 2023 Affordable Housing Grant Funding for Critical Home Repairs; County Administrator; Habitat for Humanity
 
12. **AGREEMENT** re: Professional Services; In the Amount of \$472,750; Jefferson County Department of Community Development; BERK Consulting, Inc.
 

13. **REQUEST TO TERMINATE AGREEMENT** re: Jefferson County Chamber of Commerce Lodging Tax Grant
 
14. **REQUEST FOR APPROVAL:** Delegation of Authority to the County Administrator to Sign and Issue a Purchase Order to Procure a Number of Gravity™ Budget Modules
 
15. **ADVISORY BOARD RESIGNATION** re: Jefferson County Parks and Recreation Advisory Board; Mallore Weinheimer
 
16. **ADVISORY BOARD REAPPOINTMENT** re: Intellectual/Development Disabilities Advisory Board; Shelby MacMeekin, to expire May 6, 2027
 
17. **ADVISORY BOARD REAPPOINTMENTS (2)** re: Jefferson County Parks and Recreation Advisory Board; 1.) Taylor McCormack, to expire May 6, 2026; and 2) Suzie Marshall, to expire May 6, 2026
 
18. **APPROVAL OF MEETING MINUTES** re: Regular Meeting Minutes of April 22, 2024
 
19. **Payment of Jefferson County Payroll Warrants** Dated April 5, 2024 Totaling \$170,201.17
 
20. **Payment of Jefferson County Vouchers/Warrants** Dated April 22, 2024 Totaling \$994,098.08
 

REGULAR AGENDA:

No set time

COMMISSIONERS BRIEFING SESSION

PROCLAMATION re: Proclaiming May 5-11, 2024 as Professional Municipal Clerks Week



Mark McCauley, County Administrator

PROCLAMATION re: Proclaiming May 6-12, 2024 as Nurses Week



Denise Banker, Community Health Director
Apple Martine, Public Health Director

9:45 a.m.

MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT UPDATE

Dr. Allison Berry, Public Health Officer

10:15 a.m.

HEARING re: 2024 First Quarter Budget Appropriations/Extensions; Various County Departments



Mark McCauley, County Administrator
Judy Shepherd, Finance Manager

11:00 a.m.

HEARING re: Adopting Rules for Ordinances, Resolutions and Motions in Jefferson County



Melissa Pleimann, Deputy Prosecutor

RECESS

AFTERNOON SESSION

1:30 p.m.

WORKSHOP re: New Burn Regulations



Josh Peters, DCD Director

Phil Cecere, Fire Marshal

Brian Tracer, EJFR Assistant Chief

Don Svetich, Quilcene Fire Rescue Assistant Chief

No set time

ADDITIONAL DISCUSSION ITEMS

- Sponsorship request re: Habitat for Humanity Mason Street Neighborhood Phase 1 Infrastructure Installation
- Olympic Tourism Master Plan 2024-2029 – See link below:



<https://olympicpeninsula.org/wp-content/uploads/2024/03/Olympic-Peninsula-Tourism-Master-Plan-2024-Feb-25-2024.pdf>

ADJOURNMENT

COMMISSIONERS MEETING SCHEDULE

The Week of May 6, 2024

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, May 6, 2024

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

12:00 p.m. Washington State Association of Counties – (Virtual) Heidi

4:30 p.m. North Hood Canal Chamber of Commerce – (Virtual) Greg

Tuesday, May 7, 2024

10:30 a.m. Board of Health Sanitation Subcommittee – (Virtual) Heidi

11:00 a.m. Maritime Washington Advisory Board Meeting – (Virtual) Kate

6:00 p.m. Jefferson County Marine Resources Committee – (Virtual) Heidi

Agenda: May 6, 2024

Wednesday, May 8, 2024

6:30 p.m. Peninsula Trails Coalition - Kate

Thursday, May 9, 2024

9:30 a.m. Puget Sound Partnership - Ecosystem Coordination Board Meeting – Heidi
10:00 a.m. Ecosystem Coordination Board Meeting – Rural Communities Panel – Heidi
10:30 a.m. Board of Health Agenda Planning Meeting – (Virtual) Kate
1:00 p.m. Jefferson County Forestry Meeting – (Virtual) Heidi

Friday, May 10, 2024

10:00 a.m. By-Law Committee Meeting – (Virtual) Greg
11:00 a.m. Rayonier/Jefferson Land Trust Collaboration – (Virtual) Heidi
12:00 p.m. Marine Resources Committee – Searching for Seaweed – Heidi
12:30 p.m. Radio Show - Kate

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