



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, October 13, 2025 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

Heather Dudley-Nollette, District 1 | Heidi Eisenhour, District 2 – Chair | 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 Commissioners – BOCC Agenda Packets – 2025 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 the request of any of the Commissioners).

1. **HEARING NOTICE** re: Adopting an ordinance establishing minimum levels of service for curbside collection of recyclables for unincorporated East Jefferson County and adopting new section 8.10.045 to Chapter 8.10 Solid Waste Regulations of the Jefferson County Code (JCC); Hearing to be held November 3, 2025 at 2:30 p.m. in the Commissioners' Chambers located at 1820 Jefferson Street, Port Townsend, WA 98368 (HYBRID)
 
2. **RESOLUTION NO. ____** re: In the Matter of Finding and Determination to Declare Certain Personal Property as Surplus, Authorize Disposal, and Remove from the Annual Inventory of the Capitalized Fixed Assets
 
3. **AGREEMENT** re: Employment training for individuals working with those experiencing intellectual and/or developmental disabilities; In the amount of \$9,000; Public Health; Wise
 
4. **AGREEMENT, Change Order No. 4:** Phase 4, Stage 1 On-site grinder pump installation for the Port Hadlock UGS, Project No. 405-2127-0, Ecology Agreement No. WQC_2024_JCoPWE-00034; Public Works; Strider Construction Co. Inc.
 
5. **LETTER OF SUPPORT** re: Jefferson County Early Learning and Family Support Center Olympic Peninsula YMCA application to the Washington State Department of Commerce Early Learning Facilities (ELF) grant program
 
6. **APPROVAL OF MINUTES:** Regular Meeting Minutes of August 25, 2025, September 8, 15, and 22, 2025, and Special Meeting Minutes of September 9, 2025 (Quilcene Outreach), and September 23, 2025 (Brinnon Outreach)
 
7. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated October 13, 2025 and totaling \$671,750.70
 

REGULAR AGENDA:

No set time **PROCLAMATION** re: Declaring Monday, October 13, 2025 as Indigenous People's Day  

No set time **COMMISSIONERS BRIEFING SESSION**

10:00 a.m. **HEARING** re: Olele Point Road Water Line Franchise; Applicants Jarred Swalwell & Megan Kogut  

Joshua Thornton, Real Property Specialist

10:30 a.m. **WORKSHOP** re: Budget for Central Services  

Shawn Frederick, Central Services Director
Renee Talley, Financial Analyst
Matt Court, Facilities Maintenance Supervisor

No set time **WORKSHOP** re: Budget for County Administrator  

Josh Peters, County Administrator
Judy Shepherd, Finance Director
Carolyn Gallaway, Clerk of the Board

No set time **RECESS**

1:30 p.m. **AFTERNOON SESSION**

1:30 p.m. to 2:00 p.m. **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney (DPA), Civil DPA, Central Services Director, Public Health Director and Sheriff 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**

2:30 p.m. **PRESENTATION** re: 4-H Programs  

Anji Scalf, 4H & Youth Empowerment Coordinator

No set time **WORKSHOP** re: Budget for Juvenile Services  

Shannon Burns, Juvenile Court Administrator
Sasha Coker, Financial Operations Coordinator

No set time **ADDITIONAL DISCUSSION ITEMS**

No set time **ADJOURNMENT** (Adjourn by 4:30 p.m.)

COMMISSIONERS MEETING SCHEDULE
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The Week of October 13, 2025
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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, October 13, 2025

9:00 a.m. BOCC Meeting – Board

5:00 p.m. Director of Community Development Open House - Board

Tuesday, October 14, 2025

- 8:00 a.m. Interviewing for Community Development Director - Heather
- 10:30 a.m. Shelter Operations Meeting – Greg
- 10:30 a.m. Quarterly Service Providers Meeting / Jefferson Community Foundation - Heidi
- 11:15 a.m. New Shelter Coalition Meeting – Greg
- 2:00 p.m. Forest Interview – Heidi
- 2:30 p.m. Behavioral Health Advisory Committee Meeting - Heather

Wednesday, October 15, 2025

- 8:30 a.m. Budget Meeting – Heidi, Heather
- 10:30 a.m. Committee Action Committee Agenda Planning - Heather
- 1:00 p.m. Port of Port Townsend / Gardiner Boat Ramp Ribbon Cutting – Heidi
- 2:30 p.m. North Olympic Development Council Executive Board Meeting – Heather
- 4:30 p.m. Planning Commission Hearing on Comp Plan - Heather

Thursday, October 16, 2025

- 10:16 a.m. Great Shakeout Earthquake Drill - Heather
- 2:30 p.m. Board of Health Meeting – Heidi, Heather
- 5:30 p.m. OlyCAP Meeting - Greg

Friday, October 17, 2025

- 8:30 a.m. Jefferson Community Foundation 2025 Board Retreat – Heidi
- 9:00 a.m. Salish Behavioral Health Administrative Services Org. Exec. Board Mtg. - Heather
- 12:30 p.m. KPTZ – Greg
- 3:00 p.m. Federal Issues Committee Meeting – Heidi
- 6:00 p.m. PTHS Lincoln Building Tour - Heather

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. 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 and click on the Calendar tab.

COMMISSIONERS MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

Americans with Disabilities Act (ADA) Accommodations Provided Upon Request