

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Josh D. Peters, County Administrator
Judy F. Shepherd, Finance Manager
Shawn Frederick, Central Services Manager

DATE: September 2, 2025

SUBJECT: WORKSHOP and POTENTIAL ACTION re: Review of county contracts

STATEMENT OF ISSUE:

The Board of County Commissioners (Board) has expressed interest in reviewing existing, active contracts with external partners. The attached spreadsheet lists such contracts along with pertinent information concerning purpose, period of performance, value, and notes about various contract clauses.

ANALYSIS:

Each of the 14 agreements listed has its own story with respect to expiration date, amount of county contribution remaining, and conditions for termination.

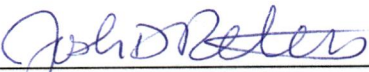
FISCAL IMPACT:

Remaining amounts in active contracts listed per contract in the attachment. Multiple factors will determine how much of that total amount is expended, including whether full scopes of work are accomplished and whether the Board chooses to terminate, extend, or renegotiate any given contract.

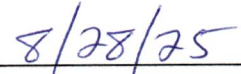
RECOMMENDATION:

Review list of active contracts. Determine whether any contracts should be terminated or extended by the terms of that contract or reconsidered for termination, extension, or renegotiation during a future Board meeting. Consider whether action is needed for contracts that expire at the end of this year and/or their respective programs. Direct staff accordingly.

REVIEWED BY:



Josh D. Peters, County Administrator


Date

							Munis Contract #
Number	Partner	Scope	Expiration	Total Amt	Remaining	Note	
1	BerryDunn	Strategic Plan implementation	completion	\$ 138,659	\$ 39,602	County may terminate with 10 days' notice	99
2	Chicadee Forestry LLC	county forest land management	12/31/2028	N/A	N/A	Reimbursement is at-cost for forestry ops with 100% revenue to county; county may terminate with 10 days' notice	15
3	Clallam EDC - NOLA	North Olympic Legislative Alliance	12/31/2025	\$ 41,060	\$ 7,177	Expires at end of 2025; either party may terminate with 10 days' notice	176
4	Clallam EDC - APEX	assist JC businesses gain government contracts	12/31/2025	\$ 10,000	\$ 2,618	Expires at end of 2025; either party may terminate with 10 days' notice	166
5	Economic Development Council (EDC)	5-way agreement with partners & EDC for economic development	12/31/2027	\$ 486,120	\$ 227,393	County support = \$91,563/yr from 2023 plus 3% escalator per year; year 3 review to determine if new 5-year agreement to be executed	75
6	EDC Team Jefferson	PIF amendment 2	12/31/2026	\$ 200,000	\$ 125,000	\$100K per yr for 2025 & 2026 from Public Infrastructure Fund; county may terminate with 30 days' notice	74
7	Peak Sustainability - Maui Foster & Alongi	Chimacum Creek Drainage District outreach	completion	\$ 26,153	\$ 13	Either party may terminate with 10 days' notice	82
8	Strategies 360	government relations - state & federal	12/31/2026	\$ 210,000	\$ 114,000	\$70K/yr 2024-2026 (\$6K/mo); either party may terminate with 10 days' notice	16
9	SWCA Environmental Consultants	CWPP implementation, CWDG	6/30/2026	\$ 319,956	\$ 79,805	Either party may terminate with 10 days' notice	18
10	The Production Alliance (TPA)	community events organizing	12/31/2030	\$ 250,000	\$ 250,000	\$50K/yr 2026-2030; either party may terminate with 10 days' notice	New
11	Jefferson County Fairgrounds Association	County Fairgrounds operations	12/31/2027	\$ 500,000	\$ 200,000	\$100K per yr 2023-2027; either party may terminate for cause with 30 days' notice	103
12	Gardiner Community Center Board	Gardiner community center management	12/31/2025	\$ 12,234	\$ -	Community Services Grant annual amounts; total = 2023-2025; either party may terminate for cause with 30 days' notice	104
13	Olympic Communtiy Action Programs (OlyCAP)	Tri-Area, Quilcene, and Brinnon community center management	12/31/2025	\$ 536,272	\$ 110,816	Community Services Grant annual amounts; total = 2023-2025; either party may terminate for cause with 30 days' notice	33
14	Port Townsend Senior Association	Port Townsend community center management	12/31/2025	\$ 53,256	\$ 4,570	Community Services Grant annual amounts; total = 2023-2025; Senior Program & Building Maintenance; either party may terminate for cause with 30 days' notice	95