



# AGENDA

## Jefferson County Board of Commissioners

### Regular Meeting – Monday, March 17, 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](http://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:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• <b>Zoom Meeting:</b> <a href="https://zoom.us/j/93777841705">https://zoom.us/j/93777841705</a><br/>This option will allow you to join the meeting live. You will need to enter an email address. <b>If you wish to provide public comment, click on the hand icon at the bottom of the screen to “raise your hand.”</b><br/>Participation will be up to the Chair and Clerk</li></ul>                                                                                        |
| <ul style="list-style-type: none"><li>• <b>Audio-only:</b> Dial: 1-253-215-8782 and use Webinar ID: 937-7784-1705#<br/>This option will allow you to listen to the meeting live. <b>If you wish to provide public comment, press *9 to “raise your hand.”</b> Participation will be up to the Chair and Clerk<br/>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.</li></ul> |
| <ul style="list-style-type: none"><li>• <b>In-person:</b> You are welcome to join this meeting in-person.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                  |

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](mailto: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.      **INTERLOCAL AGREEMENT** re: Collection of the Transportation Benefit District (TBD); No Fiscal Impact; Washington State Department of Licensing  
 
2.      **AGREEMENT** re: Coordinated Water System Plan Update; In the Amount of \$207,000; Community Development; HDR Engineering, Inc.  
 
3.      **AGREEMENT** re: Special Sex Offender Disposition Alternative (SSODA) Treatment; Not to Exceed \$12,000; Juvenile and Family Court; Jake Leeper, LCSW  
 
4.      **AGREEMENT** re: Construction of Olympic Discovery Trail – Anderson Lake Connection Project; Project No. 18019893; Road No. 850200; Federal Aid Project No. STBGR-2016(030); RCO Project No. 20-1745; In the Amount of Grant Funding \$3,782,268.93; Public Works; Seton Construction Inc.,  
 
5.      **CHANGE ORDER No. 7, Phase 2** re: Water Reclamation Plant for the Port Hadlock UGA, Project No. 405-2114-0; Commerce Project No. 22-96515-026; In the Increased Amount of \$10,477,011.02; Public Works; Interwest Construction of Burlington, WA  
 
6.      **ADVISORY COMMISSION REAPPOINTMENT (1)** re: Jefferson County Parks and Recreation Advisory Board (JCPRAB); Jon Cooke, District 3  
 
7.      **ADVISORY COMMISSION APPOINTMENT (1)** re: Conservation Futures Fund Citizen Oversight Committee (CFFCOC); Unexpired term for District 1; Carol Bernthal  
 
8.      **ADVISORY BOARD APPOINTMENT (1)** re: Solid Waste Advisory Committee (SWAC); Agricultural Community Representative; Sierra Young  
 
9.      **ADVISORY COMMITTEE RESIGNATION (1)** re: Solid Waste Advisory Committee (SWAC); Jefferson County Conservation District; Glenn Gately  
 
10.     **APPROVAL OF PAYROLL WARRANTS:** Dated March 5, 2025 and Totaling \$173,901.23  
 
11.     **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated March 10, 2025 and Totaling \$2,106,497.18  
 

**REGULAR AGENDA:**

No set time      **PROCLAMATION** re: Proclaiming the Week of March 16, 2025 as Sunshine Week



No set time      **COMMISSIONERS BRIEFING SESSION**

---

- 10:00 a.m.      **UPDATE** re: Washington State Department of Natural Resources (DNR) Fourth Quarter County Income Report and **PUBLIC COMMENT**  
 [↩](#)
- Bill Wells, DNR Olympic Region Manager  
Drew Rosanbalm, DNR Assistant Region Manager  
Jeff Chapman, Jefferson County Assessor  
Stacie Prada, Jefferson County Treasurer
- 10:30 a.m.-1130      **HEARING** re: Amendments to the Jefferson County Code Regarding Short Term Rentals (STRs)  
 [↩](#)
- Josh Peters, DCD Director  
Brent A. Butler, AICP, Chief Strategy Officer  
Greg Ballard, Development Code Administrator
- No set time      **RECESS**
- 1:30 p.m.      **AFTERNOON SESSION**
- 1:30 – 2:00 p.m.      **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney, Civil Deputy Prosecuting Attorney, and Department of Community Development Director 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**
- No set time      **WORKSHOP and POTENTIAL ACTION** re: 2026 Local Celebrations of 250<sup>th</sup> Anniversary of the United States  
 [↩](#)
- No set time      **WORKSHOP and POTENTIAL ACTION** re: 2026 Congressionally Directed Spending Requests  
 [↩](#)
- No set time      **ADDITIONAL DISCUSSION ITEMS**
- Legislative update
- No set time      **ADJOURNMENT** (Adjourn by 4:30 p.m.)

**COMMISSIONERS MEETING SCHEDULE**

**The Week of March 17, 2025**

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](mailto:jeffbocc@co.jefferson.wa.us)

Monday, March 17, 2025

9:00 a.m. BOCC Meeting – Board  
12:00 p.m. Washington State Association of Counties Virtual Assembly – Heather  
5:00 p.m. Port Townsend City Council Meeting - Heather

Tuesday, March 18, 2025

10:00 a.m. Shelter Operation Check-in – Greg  
11:15 a.m. New Shelter Coalition Meeting – Greg  
2:00 p.m. Jefferson Transit Authority Gateway Visitor Center Site Plan Review Meeting – Greg  
6:00 p.m. Glen Cove Focus Group - Greg

Wednesday, March 19, 2025

8:30 a.m. Budget Meeting – Heather, Heidi  
12:00 p.m. Meeting at WSU Extension – Heather  
5:00 p.m. Economic Development Council Hiring Committee Meeting – Greg  
5:30 p.m. Olympic Peninsula YMCA Celebration Dinner – Heather  
6:00 p.m. Legislative Steering Committee Roundtable - Heidi

Thursday, March 20, 2025

9:00 a.m. Counties Legislative Steering Committee Meeting - Heidi  
10:30 a.m. Department of Emergency Management Neighborhood Preparedness Presentation – Heather  
2:30 p.m. Board of Health Meeting – Board  
6:00 p.m. Glen Cove Focus Group - Greg

Friday, March 21, 2025

10:00 a.m. Olympic Coast National Marine Sanctuary - Sanctuary Advisory Committee Virtual Meeting – Heather  
12:30 p.m. KPTZ – Heidi

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](http://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

---