



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, April 7, 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: 2025 Budget Appropriations; Hearing Monday, April 21, 2025 at 10:00 a.m. in the Commissioners' Chambers, 1820 Jefferson St. Port Townsend, WA 98368 (HYBRID)
 
2. **DIGITAL SUBMITTAL CERTIFICATION re:** County Road Administration Board (CRAB) reports for 2024
 
3. **BID AWARD** re: Official County Newspaper; Port Townsend-Jefferson County Leader
 
4. **BID AWARD** re: Emergency road repair, Upper Hoh Rd. MP 9.8-9.9, Project No. 18021400; Up to \$455,875.20; Public Works; Seton Construction, Inc.
 
5. **AGREEMENT** re: Emergency road repair, Upper Hoh Road MP 9.8-9.9, Project No. 18021400; Up to \$455,875.20; Public Works; Seton Construction, Inc.
 
6. **AGREEMENT** re: HJ Carroll Park Caretaker; In the amount of \$10,354; Public Works; Terry and Susan Taylor
 
7. **AGREEMENT** re: Maintaining restoration plantings on the Dosewallips and Big Quilcene River Floodplains; no cost; Public Health; Jefferson County Conservation District
 
8. **AGREEMENT** re: Conservation Futures Fund: Tarboo Wildlife Preserve – West Slope Forest Addition; In the amount of \$150,000; Public Health; Northwest Watershed Institute
 
9. **AGREEMENT** re: Special sex offender disposition treatment; Not to exceed \$16,415; Juvenile Services; Thomas Sherry
 
10. **AGREEMENT, Amendment No. 1** re: MRC-sponsored marine stewardship projects; increase of \$13,000 for a total of \$121,000; WSU Extension; Washington State Department of Ecology
 
11. **AGREEMENT, Amendment No. 1** re: School-to-Work Program services; additional amount of \$8,000 for outreach services; Public Health; Cascade Community Connections
 
12. **ADVISORY COUNCIL RESIGNATION:** Tourism Coordinating Council (TCC); Port Hadlock/Tri-Area/Discovery Bay position; Aaron Terada
 
13. **ADVISORY BOARD APPOINTMENT:** Intellectual Developmental Disability Advisory Board (IDDAB); Self-advocate, Camille Vigeant
 

14. **ADVISORY COMMITTEE RESIGNATION:** Solid Waste Advisory Committee (SWAC); District No. 3 representative, Tim Deverin
 
15. **APPROVAL OF MINUTES:** Regular Meeting Minutes of March 3, 10, 17 and 24, 2025, and Special Meeting Minutes of March 26, 2025
 
16. **APPROVAL OF PAYROLL EXPENSE REPORT:** Dated April 4, 2025 and totaling \$2,632,464.04
 
17. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated March 24, 2025 and totaling \$1,174,605.07
 

REGULAR AGENDA:

- No set time **PROCLAMATION** re: Proclaiming April 7-13, 2025 as National Public Health Week  
- Apple Martine, Public Health Director
- 9:45 a.m. **MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT UPDATE**
- Dr. Allison Berry, Public Health Officer
Willie Bence, Emergency Management Director
- 10:15 a.m. **WORKSHOP** re: Aquatic Survey Analysis   **UPDATED** Slides:  
- Greg Brotherton, Commissioner Dist. No. 3
Diane McDade, JAC President
Kathryn Meyer, JAC member
Katelyn Bosley, JAC member
- No set time
(approx. 10:45 am) **DISCUSSION and POTENTIAL ACTION** re: Adoption of Jefferson County Personnel Administration Manual   Redline:   Clean:  
- Mark McCauley, County Administrator
Sarah Melancon, Human Resource Director
- No set time
(approx. 11:15 a.m.) **CONTINUED DISCUSSION and POTENTIAL ACTION** re: Resolution to establish the Commercial Fire Inspection Program  
- Phil Cecere, Fire Marshal
- No set time **COMMISSIONERS BRIEFING SESSION**
- No set time **RECESS**
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1:30 to 2:00 p.m. **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney, Civil DPA, and Department of Community Development Director re: Potential Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i)

2:00 to 2:30 p.m. **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney, and Civil DPA re: Actual Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i)

2:30 p.m. **CONTINUED DELIBERATIONS:** Amendments to Jefferson County Code for regulating Short-Term Rentals (STRs)  

No set time **ADDITIONAL DISCUSSION ITEMS**

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

The Week of April 7, 2025

Monday, April 7, 2025

Tuesday, April 8, 2025

8:30 a.m.	LEOFF-1 Disability Retirement Board Meeting - Greg
10:00 a.m.	Community Wildfire Protection Plan Group – Heidi
1:00 p.m.	Peninsula Early Childhood Coalition (PECC) Monthly Meeting - Heather
2:30 p.m.	Behavioral Health Advisory Committee Meeting - Heather
4:30 p.m.	Jefferson Community Foundation 2025 Board Meeting - Heidi

Wednesday, April 9, 2025

6:30 a.m.	Meet with the Public Works Road Crew - Heather
9:00 a.m.	Washington State Department of Natural Resources Carbon and Forest Management Work Group Meeting – Heidi
1:00 p.m.	Jefferson Healthcare Meeting - Heather
2:00 p.m.	Jefferson County Implementation Planning Project Team Meeting - Heidi

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6:00 p.m. Peninsula Trails Coalition Meeting – Greg
7:00 p.m. Grange Meeting - Heidi

Thursday, April 10, 2025

2:00 p.m. Coalition Voting Members First Meeting - Greg
5:00 p.m. Jefferson Community Foundation Board Happy Hour - Heidi
6:30 p.m. Jefferson County Fair Association Board Meeting – Heather

Friday, April 11, 2025

11:00 a.m. 4th Grade Visit to Courthouse – Port Townsend School District - Heather
12:00 p.m. Puget Sound Partnership Legislative Weekly Update - Heidi
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 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