



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, February 3, 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. **AGREEMENT** re: On-Site Sewage Action Plan; In the amount of \$90,645; Public Health; Puget Sound Partnership
 
2. **AGREEMENT** re: Services to complete the Coordinated Water System Plan Update; In the amount of \$207,000; DCD; HDR Engineering, Inc.
 
3. **AGREEMENT** re: Lower Chimacum Creek Mainstem Project; In the amount of \$52,000; Public Health; Jefferson Land Trust
 
4. **AGREEMENT** re: Data sharing for confidential information; No cost; Public Health; Washington State Department of Health
 
5. **AGREEMENT** re: School-to-Work Program; In the amount of \$10,088.40 per student, no limit on number of students; Public Health; Cascade Community Connections
 
6. **AGREEMENT, Amendment No. 1** re: Monitoring well establishment for the Water Reclamation Permit for the Port Hadlock UGA; In the amount of \$79,933; Public Works; Tetra Tech
 
7. **AGREEMENT, Technical Amendment No. 1** re: Collective Bargaining – Personal Time Off (PTO); Human Resources; Teamsters Local No. 589
 
8. **AGREEMENT, Change Order No. 5** re: Phase 3 Low Pressure Sewer Collection for Port Hadlock UGA; Public Works; Seton Construction
 
9. **AGREEMENT, Change Order No. 6** re: Phase 2 Water Reclamation Plant for Port Hadlock UGA; Public Works; Interwest Construction
 
10. **MEMORANDUM OF UNDERSTANDING (MOU)** re: Therapeutic Courts; In the amount of \$200,000; Jefferson County Superior Court and Jefferson County District Court
 
11. **MEMORANDUM OF UNDERSTANDING (MOU)** re: Preceptor service to advanced students of medicine in need of practicum course work; No cost; Public Health; Pacific Lutheran University
 
12. **ADVISORY COMMITTEE APPOINTMENTS (2)** re: Solid Waste Advisory Committee (SWAC); 1) District 1 Representative – Tracy Grisman; and 2) City of Port Townsend Representative – Bliss Morris
 
13. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated January 27, 2025 and totaling \$2,126,292.86  

REGULAR AGENDA:

- No set time **COMMISSIONERS BRIEFING SESSION**
- 9:45 a.m. **MONTHLY PUBLIC HEALTH AND EMERGENCY MANAGEMENT UPDATE**
Dr. Allison Berry, Public Health Officer
Willie Bence, Emergency Management Director
- 10:30 a.m. **DISCUSSION AND POTENTIAL ACTION** re: Updates to the Jefferson County Personnel Administration Manual  
Sarah Melancon, Human Resources Director
- No set time **WORKSHOP** re: 2025 Central Services Workplan  
Shawn Frederick, Central Services Director
- No set time **RECESS**
- 1:30 p.m. **AFTERNOON SESSION**
- 1:30 to 2:00 p.m. **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney (DPA), (2) Civil DPAs, and DNR Assistant Deputy State Uplands; To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; Exemption as outlined in the Open Public Meetings Act, RCW 42.30.110(1)(b)
- DISCUSSION, POTENTIAL ACTION with PUBLIC COMMENT re: TOPIC OF THE EXECUTIVE SESSION**
- 2:00 p.m. to 2:20 p.m. **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney, (2) Civil DPA 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** re: 2025 Emergency Management Workplan  
Willie Bence, Emergency Management Director
- 3:00 p.m. **DISCUSSION AND POTENTIAL ACTION** re: Letter to the Lodging Tax Advisory Committee (LTAC) and **PUBLIC COMMENT**  
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No set time

ADDITIONAL DISCUSSION ITEMS

- Legislative update

No set time

ADJOURNMENT (Adjourn by 4:30 p.m.)

COMMISSIONERS MEETING SCHEDULE

The Week of February 3, 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

Monday, February 3, 2025

9:00 a.m. BOCC Meeting – Board

Tuesday, February 4, 2025

11:00 a.m. Housing Fund Board / Shelter Coalition - Heather

11:15 a.m. Shelter Coalition Meeting – Greg

6:00 p.m. Marine Resource Committee - Heidi

Wednesday, February 5, 2025

All Day Legislative Steering Committee - Heidi

3:00 p.m. CWSP – Greg

Thursday, February 6, 2025

All Day Legislative Steering Committee - Heidi

9:00 a.m. Water Utility Coordinating Committee (WUCC) – Greg

10:00 a.m. Olympic Area Agency on Aging - Heather

3:00 p.m. Port Ludlow Village Council Meeting – Greg

3:00 p.m. Joint Special Meeting / Jefferson County Parks and Recreation Advisory Board - Board

4:00 p.m. Jefferson County Park and Recreation Advisory Board – Greg

Friday, February 7, 2025

12:00 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
