

**,JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners

FROM: Commissioner Greg Brotherton
Amanda Christofferson, Grants Administrator

DATE: *October 6, 2025*

SUBJECT: Memorandum of Understanding (MOU) re. North Olympic Peninsula Recompete Coalition

STATEMENT OF ISSUE:

Staff requests the Jefferson County BOCC sign on to the MOU for the North Olympic Peninsula Recompete Coalition (NOPRC), to memorialize the shared intentions, goals, roles and responsibilities associated with coalition partners in implementing the Recompete plan award from the Economic Development Administration.

ANALYSIS:

Jefferson County holds a role on the Leadership Committee of the NOPRC. Other economic development and private organizations located in Jefferson County have various roles and responsibilities.

FISCAL IMPACT:

This MOU has no direct fiscal impact

RECOMMENDATION:

Staff requests the Board approve a motion to delegate signing authority to BOCC Chairperson Commissioner Heidi Eisenhour via electronic signature.

REVIEWED BY:



Josh Peters, County Administrator

10/1/25

Date

CONTRACT REVIEW FORM

Clear Form

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: MOU - North Olympic Peninsula Reconnect Coalition

Contract No: 245-25-002

Contract For: Articulating shared intention for economic development.

Term: Executed - January 31, 2030

COUNTY DEPARTMENT: Commissioners Office
Contact Person: Amanda Christofferson
Contact Phone: 360-385-9232
Contact email: amchristofferson@co.jefferson.wa.us

AMOUNT: 0

Revenue:

Expenditure:

Matching Funds Required:

Sources(s) of Matching Funds

Fund #

Munis Org/Obj

PROCESS:

☐ Exempt from Bid Process
☐ Cooperative Purchase
☐ Competitive Sealed Bid
☐ Small Works Roster
☐ Vendor List Bid
☐ RFP or RFQ
☒ Other: MOU

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☐ N/A: ☒ Amanda Christofferson 9/22/2025
Signature Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☐ N/A: ☒ Amanda Christofferson 9/22/2025
Signature Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 9/29/2025.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 9/29/2025.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL



Memorandum of Understanding

This Memorandum of Understanding ("MOU") is being executed by the undersigned for the purpose of articulating a shared intention to continue and expand the public-private partnership administered by the North Olympic Peninsula Recompete Coalition (NOPRC) formed in the Summer 2023 with intent to apply for the Economic Development Administration (EDA) Recompete Pilot Program, and since awarded in October 2024, to manage the program through the lifetime of the grant, as further described below.

RECITALS

Whereas, the Distressed Area Recompete Pilot Program (Recompete Pilot Program) was created to invest in distressed communities to create and connect people in those communities to good jobs, using the Prime-Age Employment Gap (PAEG) as an indicator of economic distress, which accounts for prime-age workers who have stopped looking for jobs and left the labor force as well as those who are currently unemployed; and

Whereas, in 2023, Clallam and Jefferson Counties created a partnership called the North Olympic Peninsula Recompete Coalition to apply for the Recompete Pilot Program, and was subsequently awarded \$35.6 Million to invest in distressed communities on the North Olympic Peninsula to create and connect people in those communities to good jobs; and

Whereas, the purpose of NOPRC is to revitalize key industries while enhancing workforce development and social support services in order to reduce the PAEG in Clallam and Jefferson Counties; and

Whereas, NOPRC and its partners share a vision of leveraging local assets and addressing geographic challenges by strengthening the marine interface to create prosperity across our region, develop a local supply chain, and support value-added manufacturing in the natural resources and ship building and repair industries, in the hope that Recompete investments will ignite synergies between our communities and the maritime and natural resources industries to **"Connect People and Resources on Land and Sea;"** and



Whereas, NOPRC via the EDA Recompete Grant, has allocated \$35.6 million to 4 main strategic areas through a series of investments showing that public and private sector collaboration can provide the opportunity to address the needs of those seeking living wage jobs, in new and creative ways; and

Whereas, data from 2023 shows 2600 individuals in Clallam and Jefferson Counties, between the ages of 25 and 54 are in need of living wage jobs, but lack the skills or ability to overcome barriers; and

Whereas, NOPRC, along with regional organizations, have identified promising practices through partner organizations that can be implemented in the next five years, which will result in significant increases in our skilled workforce; and

Whereas, NOPRC seeks to expand opportunities for living wage jobs, by providing upskilling and removing barriers, which will help end joblessness in the future while serving individuals who are experiencing joblessness right now; and

Whereas, all the strategies and investments programmed by NOPRC were outlined in detail in our Recompete Plan, which serves as a Strategic Economic Development Plan for the North Olympic Peninsula, and is available on the Clallam County Recompete website.

Now therefore, the undersigned agree to the following:

GOALS

The undersigned partners agree to pursue the following goals:

- 1) Enrolling 900 participants in the Recompete programs over the five-year grant period.
- 2) Ensuring 675 participants will report increased income to our anticipated \$26/hour wage, from participation in the Recompete program.
- 3) Exploring funding opportunities via public or private funders, to enhance programs within Recompete or leverage Recompete investments.



- 4) Working to increase the regional labor force participation rate (LFPR) by successfully recruiting members of the PAEG, connecting them to our programs and resources, and tracking job placement and job retention rates of our participants and programs.
- 5) Designing and coordinating an agreed upon workflow mechanism for use between Component Projects, which will clearly define parameters of data collection needed for the EDA Qualtrics Survey; creating procedures outlining how participants and employers will be connected between Component Projects within Recompete; and sharing additional agreed upon data and information which would be used to facilitate additional programming or extending the Recompete project beyond the end date set for September 2029.

AGREEMENT

Now, therefore, in consideration of the respective agreements (Scopes of Work and Outcomes and Outputs Plans) set forth with EDA, the receipt and sufficiency of which is hereby acknowledged, the Recompete Coalition agree as follows:

SECTION 1: AREA OF INTEREST

All areas covered with this MOU are within Clallam and Jefferson Counties, including Cities of Port Townsend, Port Angeles, Sequim, Forks; both the Port of Port Angeles and the Port of Port Townsend; regional tribal nations – Hoh, Makah, Quileute, Jamestown S’Klallam, Lower Elwha Klallam; Peninsula College; and other Distressed Rural and Remote Communities.

SECTION 2 – ROLES & RESPONSIBILITIES

2.1 Governance (Clallam County)

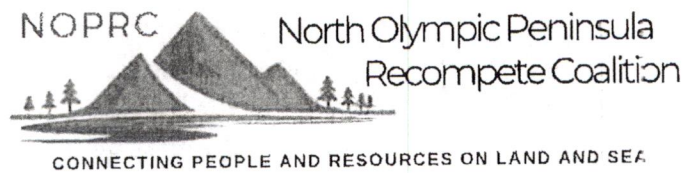
Clallam County serves as the funded component project lead for the NOPRC Governance project. As such, the County is responsible for performing the following functions for the Coalition:



- a. Executing their Outcomes and Outputs Plan (OOP) and Scope of Work (SOW) to the best of their ability during the life of the grant, and if any changes are needed, communicating such changes with both EDA and the NOPRC Leadership Committee.
- b. Employing the Recompete Plan Coordinator and administrative staff to perform governance project functions.
- c. Coordinating efforts with Recompete component project leads to define and create systems to get participants into and through the Recompete program.
- d. Employing the Media and Communications specialist to coordinate the media and outreach for the overall Recompete program.
- e. Coordinating data sharing between Governance and other Project Leads for the purpose of the collection and sharing of relevant data for the EDA Recompete Qualtrics Survey and implementing long range planning around workforce development and living wage jobs.
- f. Coordinating a system to track employer data, open positions available, job placements and retentions.
- g. Report EDA Qualtrics survey results semi-annually on program outcomes including: The number of workers trained, recruited, placed in jobs, and retained; the types of jobs and range of compensation; the number and types of business that are served; and any other tangible benefits realized by the port, the workers, businesses, and the public.
- h. Creating a Recompete website with information for the public, links to component projects to direct participants into relevant services, and information for employers on how to participate and use Recompete programs to recruit and train employees.
- i. Planning and facilitation of Coalition and committee meetings.
- j. Planning and facilitation of public meetings and other outreach events.
- k. Sharing quarterly progress updates during Coalition meetings.
- l. Establishing work groups for collaboration to achieve specific goals or tasks necessary to the success of the grant.
- m. Finding additional funding sources to complement and leverage Recompete investments, determining the best entity within the coalition to apply for funding, and assisting in grant writing efforts when needed.

2.2 Component Project Leads

The NOPRC Recompete funded project leads include the following entities: Olympic Community of Health (OCH), Peninsula College (PC), Port of Port Angeles (PoPA), Composite Recycling Technology Center (CRTC), North Olympic Peninsula Resource

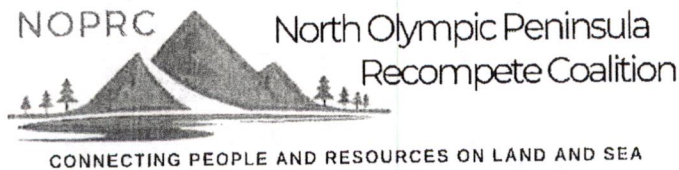


Conservation and Development Council (NODC), and Jamestown S'Klallam Tribal Capital, Inc. (JST). Each Component Project Lead is responsible for performing the following functions for the Coalition:

- a. Executing their Outcomes and Outputs Plan (OOP) and Scope of Work (SOW) to the best of their ability during the life of the grant, and if any significant program changes are needed, communicating such changes with both EDA, Governance and the Leadership Committee.
- b. Providing a representative to participate in the Coalition meetings, the Leadership Committee, and work groups as appropriate.
- c. Coordinating efforts with Governance and other Project Leads to define and create systems to get participants into and through the Recompete program.
- d. Participating in continued collaborative efforts to make improvements throughout the Recompete grant period of performance.
- e. Participating in the coordination of a data collection system between Governance and other Project Leads for the purpose of sharing relevant data for the EDA Recompete Qualtrics Survey and implementing long range planning around workforce development and living wage jobs.
- f. Providing Governance copies of the finalized Scopes of Work and Outputs and Outcomes Plan and providing updated copies of these documents if they are revised.
- g. Providing periodic updates on project progress, successes, and/or issues that need to be addressed by the Coalition, Governance, or the Leadership Committee.
- h. Reporting to Governance relevant metrics on projects for the EDA Recompete Qualtrics Survey and program outcomes including: The number of workers trained, recruited, placed in jobs, and retained; the types of jobs and range of compensation; the number and types of businesses that are served; and any other tangible benefits realized by the port, the workers, businesses, and the public. Reporting will be due to Governance by the 20th of October and April each year to meet the Qualtrics deadline of October 31st and April 30th.
- i. Engaging with and contributing to community understanding and knowledge to support the efforts laid out within the NOPRC Recompete Plan.

2.3 Coalition Members

NOPRC Coalition members are Component Project Leads, Sub-Awardees, and additional regional stakeholders who wish to participate and whose input and collaboration is



necessary to the success of the overall Recompete effort. Coalition members' purpose is to unite efforts to reduce the prime age employment gap, enhance workforce development, and improve the overall economy in Clallam and Jefferson counties. Coalition members are encouraged to:

- a. Participate in Coalition meetings.
- b. Add Recompete strategies and initiatives to their organization's strategic planning documents.
- c. Engage with and contribute to community understanding and knowledge to support the efforts laid out within the NOPRC Recompete Plan.

SECTION 3: COMMITTEES

3.1 Leadership Committee

The Leadership Committee will include Governance (Clallam County), Component Project Leads (as listed in 2.2) and may include representatives as listed below:

- 1 Jefferson County
- 2 Port of Port Townsend
- 3 Clallam EDC & EDC Team Jefferson
- 4 Cities of Sequim, Port Townsend, Forks, and Port Angeles
- 5 Tribes: Jamestown S'Klallam, Makah, Lower Elwha Klallam, Quileute, Hoh
- 6 Sub-Awardees that have been awarded \$1MM or more
 1. Olympic Peninsula YMCA
 2. Northwest School of Wooden Boat Building
 3. Jefferson County Public Hospital District No. 2
 4. First Step Family Support Center

Members of the Leadership Committee must sign this MOU. Each organization shall designate one representative and an alternate to serve on the committee. Upon resignation of a committee member, it shall be filled with another representative of the organization.

Leadership Committee Role and Responsibilities



The Leadership Committee is intended to provide input and direction for Recompete initiatives including the following:

- a. Making improvements and/or resolve issues that affect the overall Recompete effort.
- b. Reviewing and approving major changes to programs that affect the overall Recompete effort.

The Leadership Committee shall meet quarterly to discuss updates and relevant topics. The Leadership Committee shall appoint an Executive Committee from among its members, as described in Section 3.2.

3.2 Executive Committee

The Executive Committee will be composed of four members from the Leadership Committee: Chair, Vice-Chair, and two additional members. The Recompete Plan Coordinator (RPC) shall be an ex-officio non-voting member.

Executive Committee members are elected by the Leadership Committee for a two-year term and shall be eligible for re-election. The RPC shall email all Leadership Committee members and request suggested nominations for each office prior to the last quarterly Leadership Committee meeting of the year. A slate of nominees of each position will be presented to the Leadership Committee at the last quarterly meeting of the year. The RPC shall create and distribute ballots at the last meeting of the year or send them electronically prior to the meeting. The ballots shall list all candidate nominations for each position. Election results will be announced by the end of the year. Officers will take office at the start of the calendar year.

Upon resignation of an executive committee member, the RPC will call for a special election with nominations from the Leadership Committee. Ballots will be sent electronically, and election results will be announced upon tabulation.

Executive Committees Roles and Responsibilities

The Executive Committee will meet monthly (or as needed, determined by the Executive Committee) to provide the following to support the Recompete Coalition:



- a. Providing direction, guidance, priorities, and goals to the Recompete Plan Coordinator.
- b. Responding to issues, complaints, and other matters brought forth to the Executive Committee to be resolved.
- c. Hearing updates from Work Groups and if needed, making recommendations to the Leadership Committee.
- d. Assisting the RCP in setting agendas for Leadership Committee meetings and public meetings.

3.3 Work Groups

Work groups will be created by the RPC and/or Leadership Committee as needed to collaboratively address specific tasks or projects.

Work groups will vary in size and duration depending on need. Participation in work groups shall be determined based on the subject matter, relevant programs, and other skills sets necessary.

SECTION 4: TERMS

4.1 Duration and Termination

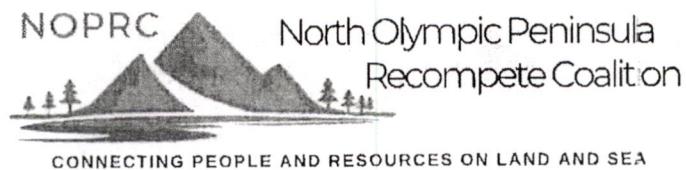
This MOU will become effective upon execution by all Parties, indicated by the signatures and date on the signature page of this MOU, and shall remain in effect until January 31, 2030, or until the final grant closeout documentation has been completed.

If, however, the Coalition agrees to continue the Recompete Program beyond the initial 5-year program, this agreement may be amended to extend through the amendment process.

Any party hereto may terminate its own participation upon thirty days written notice to the Executive Committee. Component Project Leads will be responsible for communicating their withdrawal from the MOU to their EDA Program Manager.

4.2 Amendments

No amendment or modification to the Agreement will be effective without the prior written consent of the authorized representatives of the parties.



4.3 Funding, Costs, and Liabilities

Each public agency or other parties to this Agreement shall fund its own participation. No ownership of property will result from this MOU. Nothing in this MOU relieves any public agency or other parties of any obligation or responsibility imposed upon it by law.

Component Project Leads have direct agreements with the EDA for funding. All costs and expenditures accrued under these agreements are the sole responsibility of Component Project Leads. Nothing in this MOU replaces, relieves, or transfers any responsibilities and/or performance liabilities imposed in those agreements to any third party by their participation in this MOU.

4.4 Rights, Jurisdiction, Sovereign Immunity and Applicable Laws

This MOU is for the sole benefit of the Parties hereto and confers no rights to third parties, and is not intended to modify, impair, or waive: (1) the jurisdiction of either government; (2) the sovereign immunity of the Tribes or its treaty rights; or (3) the applications of the applicable federal, tribal or state laws.

4.5 Non-Discrimination

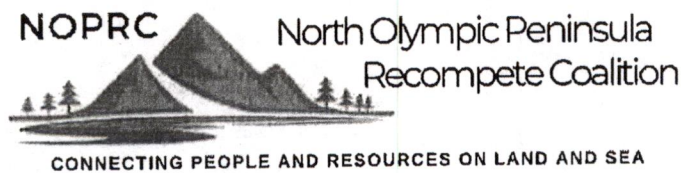
The parties to this MOU shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.

4.6 Severability

In the event that one or more provisions of this MOU shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect, and the invalid provisions shall be deemed deleted.

4.7 Authority

Each party signing below warrants to the other parties, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.



Additional Leadership Committee members may be added to the MOU if they meet the requirements of Section 3.1 of this agreement.

IN WITNESS WHEREOF, the undersigned have signed and made effective this MOU on this _____ 2025.

Clallam County

Approved as to Form:

Mike French, Chair
Clallam County Commissioners


Jay Reno, Civil Deputy
Clallam County Prosecutor's Office

Peninsula College

Olympic Community of Health

North Olympic Peninsula Resource
Conservation and Development Council

Port of Port Angeles

Composite Recycling Technology Center

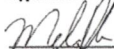
Jamestown S'Klallam Tribal Capital, Inc.



Jefferson County

Port of Port Townsend

Approved as to form only:

 for 09/29/2025
Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

Clallam Economic Development Council

EDC Team Jefferson

City of Port Townsend

City of Sequim

City of Port Angeles

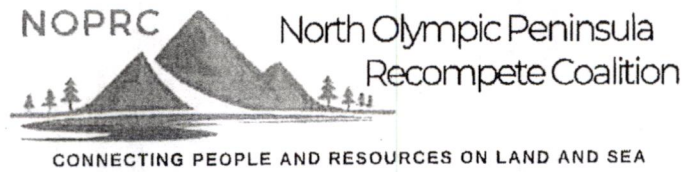
City of Forks

Jamestown S'Klallam Tribe

Lower Elwha Klallam Tribe

Makah Tribe

Quileute Tribe



Hoh Nation Tribe

Olympic Peninsula YMCA

Northwest School of Wooden Boat
Building

Jefferson County Public Hospital District
No 2 (DBA Jefferson Healthcare)

First Step Family Support Center