



# AGENDA

## Jefferson County Board of Commissioners

### Regular Meeting – Monday, December 16, 2024 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

Kate Dean, District 1 - Chair | Heidi Eisenhour, District 2 | 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 – 2024 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"><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> 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.     **RESOLUTION NO. \_\_\_\_** re: Determining to declare certain personal property as surplus and authorize disposal  
 
2.     **RESOLUTION NO. \_\_\_\_** re: Closing certain County offices early on Christmas Eve, December 24, 2024  
 
3.     **RESOLUTION NO. \_\_\_\_** re: Adopting the 2024-2025 Mid-biennium Budget Review and Modification for the General Fund and Other Funds, the 2025 Jefferson County Road Construction Program, the 2025 County Capital Improvement Program, and the Central Services 2025 Cost Allocation Plans  
 
4.     **AWARD OF CONTRACT** re: Phase 4 Stage 2 On-site grinder pump installation for the Port Hadlock UGA, Project No. 40521270, ECY Agreement No. WQC\_2024\_JCoPWE-00034; In the Amount of \$1,056,937.29; Public Works; Earthwork Solutions LLC  
 
5.     **2024 OPEN SPACE CURRENT USE ASSESSMENT TAX AGREEMENTS:** 1) Zoe Zuker and Eugene Allday CUA2024-00001; and 2) Hood Canal Salmon Enhancement Group CUA2022-00002  
 
6.     **AGREEMENT, Amendment No. 2** re: Nurse Family Partnership Supervision; In an amount not to exceed \$46,736.49; Public Health; Kitsap Public Health District  
 
7.     **AGREEMENT, Change Order No. 4** re: Phase 2 Water Reclamation Plant for the Port Hadlock UGA, Project No. 405-2114-0, Commerce Project No. 22-96515-026; An additional amount of \$29,269.49 for a total of \$10,212,312.02; Public Works; Interwest Construction of Burlington  
 
8.     **AGREEMENT, Amendment No. 6** re: Chimacum Confluence Environmental Site Assessment; Additional amount of \$50,079.40 for a total of \$104,715.70; Public Health; Evren Northwest, Inc.  
 
9.     **ADVISORY BOARD REAPPOINTMENTS (3) re: Climate Action Committee (CAC);** 1) Jaime Duyck - Position 12; 2) Krista Myers - Position 13; and 3) Dave Seabrook - Position 15  
 
10.    **MOTION to Terminate Agreement** re: Professional services for website maintenance; Public Health; Cold Pizza Creative  
 
11.    **APPROVAL OF SUPERIOR COURT JURY FEES:** Dated December 6, 2024 and totaling \$9,240.61  
12.    **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated December 9, 2024 and totaling \$1,003,216.90  

**REGULAR AGENDA:**

No set time                      **COMMISSIONERS BRIEFING SESSION**

No set time                      **WORKSHOP** re: Naming a new trail section from Hood Canal Bridge to a point somewhere on the existing Olympic Discovery Trail (ODT)  [↩](#)

Jeff Bohman, President Peninsula Trails Coalition

10:00 a.m.                      **HEARING** re: Establishing a Transportation Benefit District for Unincorporated Jefferson County  [↩](#)

Monte Reinders, Public Works Director  
Eric Kuzma, Assistant Public Works Director

11:00 a.m.                      **HEARING** re: Ordinance Adoption to enact Amendments to Jefferson County Code Chapter 18.40 Permit Application and Review Procedures; **and**  
**POTENTIAL ACTION:** Resolution Adoption for Compliance with SB5290  
 [↩](#)

Josh Peters, DCD Director  
Greg Ballard, Development Code Administrator  
Mo-chi Lindblad, Principal Planner  
Erin Martin, Permit Center Coordinator

No set time                      **RECESS**

1:30 p.m.                      **AFTERNOON SESSION**

2:00 p.m.                      **WORKSHOP** re: Mental Health Awareness Guidelines and Working Group  
 [↩](#)

Sarah Melancon, HR Director

3:00 p.m.                      **WORKSHOP** re: ILA between Jefferson County and PUD No. 1 re: Operation and Maintenance of the Port Hadlock Sewer in the Port Hadlock UGA  
 [↩](#)

Monte Reinders, Public Works Director  
Samantha Harper, Wastewater Project Manager

No set time                      **ADDITIONAL DISCUSSION ITEMS**

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

**COMMISSIONERS MEETING SCHEDULE**  
**The Week of December 16, 2024**

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, December 16, 2024

9:00 a.m. BOCC Meeting – Board  
4:30 p.m. North Hood Canal Chamber of Commerce Board and Member Meetings – Greg  
5:00 p.m. Quilcene Septic Code Update – Greg, Heidi

Tuesday, December 17, 2024

9:00 a.m. Fish and Farm Bill Webinar – Heidi, Kate  
1:30 p.m. Jefferson Transit Authority Board Meeting – Heidi, Kate  
4:00 p.m. Jefferson Community Foundation Board Meeting - Heidi

Wednesday, December 18, 2024

8:30 a.m. Budget Meeting – Heidi, Kate  
11:00 a.m. Community Wildfire Protection Plan – Heidi  
1:00 p.m. Hood Canal Coordinating Council Board of Directors Meeting - Kate  
5:30 p.m. Jefferson Associated Council - Greg

Thursday, December 19, 2024

2:30 p.m. Board of Health Meeting – Heidi, Kate  
5:00 p.m. Olympic Community Action Plan - Greg

Friday, December 20, 2024

9:00 a.m. Update Chimacum Survey - Heidi  
12:30 p.m. KPTZ – Heidi  
1:00 p.m. Department of Natural Resources Encumbered Lands Working Group Meeting - Heidi  
4:00 p.m. Kate's Farewell Party - Board

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.

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COMMISSIONERS MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.

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Americans with Disabilities Act (ADA) Accommodations Provided Upon Request

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