

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: Board of Commissioners

FROM: Josh D. Peters, County Administrator
Shawn Frederick, Central Services Director

DATE: September 8, 2025

RE: **WORKSHOP and POTENTIAL ACTION re: Part 2 of Review of county contracts, including RFP for Management of Community Centers – with PUBLIC COMMENT PERIOD**

STATEMENT OF ISSUE:

During the September 2, 2025 meeting of the Board of County Commissioners (Board), the Board reviewed a list of active, non-departmental agreements with external parties for a variety of services and programs. This workshop is “Part 2” of that review. To guide the discussion, the attached spreadsheet lists 16 agreements along with pertinent information concerning purpose, period of performance, value, and notes about various contract clauses. Note that the agreement with the Humane Society of Jefferson County for animal shelter operations and a 2022 agreement with North Olympic Development Council (NODC) have been added, and other information has been updated.

At the September 2 meeting, the Board directed staff to prepare a Request for Proposals (RFP) for management of the Tri-Area, Quilcene, and Brinnon community centers. The current agreement (attached), which the Board approved on December 19, 2022, is with Olympic Community Action Programs (OlyCAP) to provide community services at Tri-Area, Quilcene, and Brinnon community centers and expires on December 31, 2025.

ANALYSIS:

Each of the 15 agreements listed has its own story with respect to expiration date, amount of county contribution remaining, and conditions for termination. Details were discussed during the September 2 Board meeting. Additional information will be reviewed on September 8.

The current agreement with OlyCAP for community center management provided grant funding for 2023-2025. The amount for 2023 was \$173,500, for 2024 it was \$178,705, and for 2025 it is \$184,067, all to be paid out of the Community Services Department – 068 of the General Fund. Some of the requirements include:

- Daily operation of the centers, scheduling events, program planning, and activities, and building security.

- Assist the senior population in meeting basic life-sustaining and social needs.
- Be a conduit and referral center for senior citizens to gain access to local, state, and federal programs.
- Schedule use of the centers by community groups and organizations
- Appoint local advisory boards, one for each community center.

There are also several reporting/ notification responsibilities of OlyCAP listed in the agreement:

- Provide the county with a quarterly statistical report of center use, services, programs and activities of each center-based program, a report on center costs, and a report on all revenues from the rentals or lease agreements of the centers, and a billing for monthly payments through the Community Services Grant.
- Make all OlyCAP financial and program records with respect to the agreement available to the county at any time during normal business hours to verify quarterly reports and to inspect, audit, and make copies of relevant data.

This agreement does not specifically call for an audit of the financials for this agreement, unlike the Gardiner Community Center agreement, which also expires this year. All community center agreements—OlyCAP, Gardiner, and Port Townsend—have similar language regarding services to be provided.

FISCAL IMPACT:

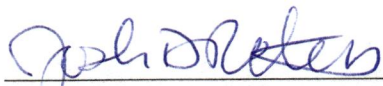
N/A

RECOMMENDATION:

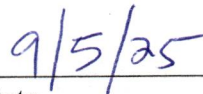
Review contract list. Provide further direction for staff, as required.

With respect to management of the Tri-Area, Quilcene, and Brinnon community centers, review contents of current agreement. Determine whether any of the existing terms and conditions of the current contract should be retained, revised, or removed as part of the fall 2025 RFP criteria. Consider opportunities to include pairing new community services or separate management responsibilities in these locations. Direct staff accordingly.

REVIEWED BY:



Josh D. Peters, County Administrator



Date

Number	Partner	Scope	Expiration	Total Amt	Remaining	Note	Munis #
1	BerryDunn	Strategic Plan implementation	completion	\$ 138,659	\$ 39,602	County may terminate with 10 days' notice	99
2	Chicadee Forestry LLC	county forest land management	12/31/2028	N/A	N/A	Reimbursement is at-cost for forestry ops with 100% revenue to county; county may terminate with 10 days' notice	15
3	Clallam EDC - NOLA	North Olympic Legislative Alliance	12/31/2025	\$ 41,060	\$ 7,177	Expires at end of 2025; either party may terminate with 10 days' notice	176
4	Clallam EDC - APEX	assist JC businesses gain government contracts	12/31/2025	\$ 10,000	\$ 2,618	Expires at end of 2025; either party may terminate with 10 days' notice	166
5	Economic Development Council (EDC)	5-way agreement with partners & EDC for economic development	12/31/2027	\$ 486,120	\$ 227,393	County support = \$91,563/yr from 2023 plus 3% escalator per year; year 3 review to determine if new 5-year agreement to be executed	75
6	EDC Team Jefferson	PIF amendment 2	12/31/2026	\$ 200,000	\$ 125,000	\$100K per yr for 2025 & 2026 from Public Infrastructure Fund; county may terminate with 30 days' notice	74
7	Peak Sustainability - Maui Foster & Alongi	Chimacum Creek Drainage District outreach	completion	\$ 26,153	\$ 13	Either party may terminate with 10 days' notice	82
8	Strategies 360	government relations - state & federal	12/31/2026	\$ 210,000	\$ 114,000	\$70K/yr 2024-2026 (\$6K/mo); either party may terminate with 10 days' notice; <i>county provided 10-day notice on 9/4/2025</i>	16
9	SWCA Environmental Consultants	CWPP implementation, CWDG	6/30/2026	\$ 319,956	\$ 79,805	Either party may terminate with 10 days' notice	18
10	The Production Alliance (TPA)	community events organizing	12/31/2030	\$ 250,000	\$ 250,000	\$50K/yr 2026-2030; either party may terminate with 10 days' notice	New
11	Jefferson County Fair Association	County Fairgrounds operations	12/31/2027	\$ 500,000	\$ 200,000	\$100K per yr 2023-2027; either party may terminate for cause with 30 days' notice	103
12	Gardiner Community Center Board	Gardiner community center management	12/31/2025	\$ 12,234	\$ -	Community Services Grant annual amounts; total = 2023-2025; either party may terminate for cause with 30 days' notice	104
13	Olympic Community Action Programs (OlyCAP)	Tri-Area, Quilcene, and Brinnon community center management	12/31/2025	\$ 536,272	\$ 110,816	Community Services Grant annual amounts; total = 2023-2025; either party may terminate for cause with 30 days' notice	33
14	Port Townsend Senior Association	PT community center mgmt.; Senior Prog. & Bldg. Maint.	12/31/2025	\$ 53,256	\$ 4,570	Community Services Grant annual amounts; total = 2023-2025; either party may terminate for cause with 30 days' notice	95
15	Humane Society of Jefferson County	animal shelter operation	12/31/2028	\$ 215,456	\$ 163,956	\$50K/yr in 2024; 3% each year thereafter; 2025 \$51,500; 2026 \$53,045; 2027 \$54,636; 2028 \$56,275; either party may terminate with 90 days' notice	88
16	North Olympic Development Council (NODC, a.k.a. RC&D)	manage projects, leverage funding, enhance reg. initiatives	12/31/2022	\$ 25,000	\$ -	Paid \$100K 2022-2025; invoiced as membership; county may terminate with prior notice	none