

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Carolyn Gallaway, Clerk of the Board

DATE: January 6, 2025

SUBJECT: **CALL FOR BIDS** re: Publication of County Legal Notices; Bids Accepted Until Monday, March 3, 2025 at 10:30 a.m. and Opened and Read Publicly shortly thereafter in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA

STATEMENT OF ISSUE:

Approve BID CALL re: Publication of County Legal Notices; Bids accepted until Monday, March 3, 2025, at 10:30 a.m. and opened and read publicly shortly thereafter in the Commissioners' Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA.

ANALYSIS:

Per RCW 36.72.075 the County must designate an Official County Newspaper by its first Regular Meeting in April. Bidders must have five weeks to prepare and submit their bids to the Clerk of the Board.

FISCAL IMPACT:

Cost to publish Bid Call.

RECOMMENDATION:

Approve BID CALL re: Publication of County Legal Notices; Bids accepted until 10:30 a.m. and opened and read publicly shortly thereafter on Monday, March 3, 2025 in the Commissioners' Chambers.

REVIEWED BY:


Mark McCauley, County Administrator

12/24/24
Date

Please publish one time: January 8, 2024

Bill: Jefferson County Commissioners
P.O. Box 1220
Port Townsend, WA 98368

**CALL FOR BIDS
FOR PUBLICATION OF OFFICIAL LEGAL NOTICES**

Notice is hereby given that the Board of Commissioners of Jefferson County, State of Washington, will receive sealed bids for the printing and publication of Official Legal Notices. Sealed bids will be received up until 10:30 a.m. Monday, March 3, 2025 at the offices of the Board of County Commissioners, 1820 Jefferson Street, Port Townsend, WA 98368. Bids will be publicly opened and read shortly thereafter.

Complete bids must include "Newspaper Call for Bid Form 2025" and be accompanied with quotes for Sample Ad #1 and Sample Ad #2. All bid information is on the Jefferson County website: www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) – BOCC Agenda Packets – 2025 Weekly Agenda Items – 01 January 2025 – 010625 – Call for Bids Official Newspaper of Record

Signed this 6th day of January, 2025.
Jefferson County Board of Commissioners

/S/Heidi Eisenhour, Chair

Legal Newspaper for
Jefferson County, State of Washington

BIDDER

Name of Newspaper	
Newspaper Publisher	
Address of Publisher	
Phone:	
Fax:	
E-mail:	

BID BREAKDOWN

The undersigned does hereby submit the following bid for legal publication for Jefferson County as required by law or by order of the judge of court:

BID AMOUNT of \$_____ per column inch.

Font for Legal Notices	
Type Size for legal notices (point)	
Column Width	
Number of columns per page	
The fee for the advertisement for the legal newspaper contract provided by Jefferson County at the above rate and hereby attached is:	
Number of times the newspaper is published each week	
Legal notices must be submitted for publication by:	Check all that apply: ☐ Fax ☐ E-Mail ☐ Other _____
Number of days legal notices must be submitted prior to publication date	
Time of day legal notices must be submitted in order to make the publication deadline	
Items included in bid price:	• Use of County Logo to identify where County legal notices begin • A location map as appropriate for a specific notice • Two (2) free subscriptions to newspaper • On-Line subscription code • All County Departments and offices are eligible to submit Press Releases to the newspaper at any time
<u>Optional Bid Item:</u> General advertisements, or employment advertisements in a section of the newspaper other than the legal notice section. These advertisements will be coordinated through the County Commissioners Office	

The PRINTED CIRCULATION for the named newspaper in Jefferson County is _____ copies broken down geographically as follows:

Zip Code/Community	Deliveries	News Stand
98368/Port Townsend		
98325/Chimacum		
98339/Port Hadlock		
98365/Port Ludlow		
98376/Quilcene		
98382/Gardiner		
98320/Brinnon		
98358/Nordland		
98331/Forks (West End)		
TOTAL:		

The ELECTRONIC CIRCULATION & READERSHIP:

of Paid electronic subscriptions (**not** included with paid print subscriptions, above): ____

Newspaper's Website:

- Are legal notices posted on your website? ____
- If so, can they be viewed for free? ____
- Newspaper's Website: Monthly Average: # of Hits ____ # of Unique Visitors ____
- Legal Notices in particular: Monthly Average: # of Hits ____ # of Unique Visitors ____

Social Media

- Are legal notices posted on social media? ____
- If so, please describe what social media, and any metrics on number of visits:

Do you also list your legal notices at <https://www.wapublicnotices.com/>? ____

Please include with your bid: A proof and a quote for the 2 sample legal notices (attached)

The undersigned bidder does hereby declare that the above-named newspaper is qualified per RCW 65.16 to be the legal newspaper for Jefferson County and has been approved by the Superior Court of Jefferson County as such.

BIDDER:

Signed

Date

Print or Type Name

Title

ATTEST:

Signed

Date

Print or Type Name

Title

STATE OF WASHINGTON
Jefferson County

SAMPLE AD #1

IN THE MATTER OF A HEARING NOTICE }
FOR THIRD QUARTER 2025 }
PROPOSED SUPPLEMENTAL BUDGET }
APPROPRIATIONS/EXTENSIONS FOR }
VARIOUS COUNTY FUNDS }

RESOLUTION NO.

WHEREAS, various Jefferson County departments have made requests for supplemental budget appropriations/extensions for their 2025 budgets; and

WHEREAS, the increased spending in such requests are funded by additional sources which were not anticipated at the time of preparing said budgets; and such sources include unanticipated revenue received from fees, or grants from the State and Federal government, or proceeds from the sale of bonds, or budgeted but unexpended monies from the prior budget year; and

WHEREAS, it appears to the Board of County Commissioners that a need exists that could not have been foreseen or contemplated at the time of preparing the budgets for 2025. The following identified revenue and expenditure amounts are to be added to the various Funds. Expenditure amounts in excess of revenues listed shall be appropriated from the unencumbered balances and represent an extension of the Fund budgets listed:

		Revenue	Expenditure		Net
Fund	Fund Name	(-)	One-Time	On-Going	Budget Impact
General Fund					
001-050	Clerk	148,684	188,684		40,000
001-068	Community Services		7,669		7,669
001-080	District Court	48,200	48,200		-
001-180	Sheriff	54,497	54,497		-
001-250	Treasurer			6,001	6,001
Total General Fund		\$ 251,381	\$ 299,050	\$ 6,001	\$ 53,670
Other Funds					
105	Auditor's O&M	4,400	4,400		-
108	Cooperative Extension		4,459		4,459
109	Noxious Weed		1,000		1,000
127	Public Health	114,048	292,113		178,065
143	Community Development	117,299	117,299		-
147	Federal Forest Title III		100,000		100,000
149	Homeless Housing		23,078		23,078
174	Parks & Recreation		44,114		44,114
304	HJC Jump!		235,000		235,000
401	Solid Waste		143,500		143,500
403	Solid Waste Equip Reserve		400		400
505	Employee Benefit Reserve		220,170		220,170
506	Information Services	21,400	21,400		-
Total Other Funds		\$ 257,147	\$ 1,206,933	\$ -	\$ 949,786
Total Q3 Appropriation		508,528	1,505,983	6,001	\$ 1,003,456

NOW, THEREFORE, BE IT RESOLVED, that supplemental budget appropriations/extensions be considered for the above noted funds.

BE IT FURTHER RESOLVED, that a public hearing be held on the extensions and that said hearing be held in the County Commissioners' Chambers, located at the Jefferson Courthouse, 1820 Jefferson Street, Port Townsend Washington, **on the 3rd day of October 2025, at 10:30 a.m.**, and that notice of said hearing be published in the official newspaper of Jefferson County, and that at said hearing any interested person may appear virtually or in-person and be heard for or against the extensions. You will need to join the meeting by 10:30 a.m. using the following methods: **VIRTUALLY**: Via the following Zoom, link: <https://zoom.us/j/93777841705>, **PHONE**: Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to "raise your hand" to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or **IN-PERSON**: Please note that seating capacity may be limited to 50%.

To view documents or watch this meeting live with no participation, go to www.co.jefferson.wa.us Follow the links under "*Quick Links: Videos of Meetings: Today.*" If you experience difficulties joining the meeting or viewing documents please call 360-385-9100 to report any issues.

In addition, written testimony is also invited beginning on September 21, 2025 and ending on October 3, 2025 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us You may view testimony received by clicking here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal – Board of County Commissioners – BOCC Agenda Packets – 2025 Weekly Agenda Items – 10 October 2025 -100325

You can also **Mail** your testimony to: Jefferson County Commissioners' Office; P.O. Box 1220, Port Townsend, WA 98368. Written testimony must be received by the Board of County Commissioners by the end of the hearing testimony period.

APPROVED this 19th day of September, 2025.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Heidi Eisenhour, Chair

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heather Dudley-Nollette, Member

SAMPLE AD #2

Please publish two (2) times: Wednesday, June 15, 2025 and Wednesday, June 22, 2025.

Bill: Acct: 15830
Jefferson County Commissioners
P.O. Box 1220
Port Townsend, WA 98368

The Joint Jefferson County/City of Port Townsend Housing Fund Board has one (1) open positions to serve as Citizen Representatives. This vacancy will serve a Three (3) Year Term. The HFB is seeking applicants with experience in grants and finance, housing development and/or lived experience in housing insecurity. New applicants are encouraged to speak to relevant experience on the Boards and Commissions Volunteer Application Form. Additionally, the board seeks representation of geographic, economic, gender, age and racial/ ethnic diversity.

For more information about this non-paid position, please contact the Jefferson County Commissioners Office at 360-385-9100. Applicants interested in serving should submit a written Statement of Interest to the Jefferson County Commissioners Office, 1820 Jefferson Street, P.O. Box 1220, Port Townsend, WA 98368 or email: jeffbocc@co.jefferson.wa.us along with a completed Boards and Commissions Application found on the Jefferson County Webpage:

<https://www.co.jefferson.wa.us/DocumentCenter/View/4827/Boards-Commission-Application>