



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, March 24, 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. **HEARING NOTICE** re: Creating a Countywide Public Facilities District for Jefferson County, Washington, including the City of Port Townsend, as authorized by RCW 36.100 and Adopting a New Chapter 3.100 of the Jefferson County Code, “Public Facilities District;” Hearing to be held April 7, 2025 at 10:15 a.m.; 1820 Jefferson Street, Port Townsend, WA 98368, Commissioners’ Chambers (HYBRID)
 
2. **AGREEMENT** re: Connecting Housing to Infrastructure Program (CHIP) Grant; In the amount of \$776,139; DCD; Washington State Department of Commerce
 
3. **AGREEMENT** re: Oak Bay Campground Host; In the amount of \$10,329; Public Works; Ronald Brake
 
4. **AGREEMENT** re: Employment program for individuals with Intellectual and Developmental Disabilities (IDD); In the amount of \$63,444; Public Works; Cascade Community Connections
 
5. **AGREEMENT** re: SR19 Rhody Drive pedestrian and bike improvements; In the amount of \$401,274.76; Public Works; Shea, Carr & Jewell, Inc.
 
6. **AGREEMENT** re: Human Resources and Labor Relations Consulting Services; In the amount of \$100,000; County Administrator; Braun Consulting
 
7. **AGREEMENT re:** Winter Welcoming Center; In the amount of \$5,000; Public Health; Jefferson Interfaith Action Coalition
 
8. **AGREEMENT, Amendment No. 1** re: Program Development for School to Work Program; No change in amount; Public Health; DSHS – Division of Vocational Rehabilitation
 
9. **AGREEMENT, Amendment No. 2** re: Consolidated Contracts re: Beach Environmental Assessment, Communication, and Health (BEACH) program, Infections Disease – Syndemic Prevention Services, and Women, Infants, and Children (WIC) program; amount up to \$226,436; Public Health, Washington State Department of Health
 
10. **AGREEMENT, Amendment No. 3** re: Consolidated Contracts re: Executive Office of Resiliency & Health Security, Office of People Services, OSS LMP Implementation funds, Injury and violence prevention, Office of Immunization, and sexual and reproductive health program; Additional amount of \$277,495 for a total of \$3,149,254
 
11. **USDA Right-of-Way Certificate** re: Early Learning/Family Support Center; grant funded; County Administrator; USDA
 

12. **APPROVAL OF PAYROLL WARRANTS:** Dated March 20, 2025 and totaling \$93,731 
13. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated March 17, 2025 and totaling \$577,961.59 

REGULAR AGENDA:

- No set time **WORKSHOP** re: Initial options for paving design, Gateway Visitor Center 
Greg Brotherton, Commissioner District No. 3
- No set time **WORKSHOP** re: Letters of support for Congressionally Directed Spending (CDS) requests 
Greg Brotherton, Commissioner Dist. No. 3
- No set time **DISCUSSION and POTENTIAL ACTION re: RESOLUTION NO. ____**
re: Creating an Employee Recognition Program and authorizing funding for the Annual Employee Picnic, Tax Blues Breakfast, and other appropriate events 
Mark McCauley, County Administrator
- 10:15 a.m. **UPDATE** re: WSU Extension Noxious Weed Program 
Sophie DeGroot, Noxious Weed Coordinator
- No set time **COMMISSIONERS BRIEFING SESSION**
- 12:00 p.m. **COORDINATION MEETING** with Jefferson County Elected Officials and Department Directors
- 2025 Community Outreach Meetings – finalize dates
 - Roundtable discussion
- No set time **DISCUSSION and POTENTIAL ACTION** re: Official Newspaper of Record 
Carolyn Gallaway, Clerk of the Board
- 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, Department of Community Development Director 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**
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2:00 p.m. **HEARING CONTINUATION and POTENTIAL ACTION** re: Amendments to Jefferson County Code regarding Short-Term Rentals (STRs)  

Josh Peters, DCD Director
Greg Ballard, DCD Code Administrator

3:00 p.m. **WORKSHOP** re: Reviewing the Recently Concluded Connectivity Summit  

Daniel Milholland, The Production Alliance
Zach Moser, The Production Alliance

No set time **ADDITIONAL DISCUSSION ITEMS**

- Legislative update

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

COMMISSIONERS MEETING SCHEDULE The Week of March 24, 2025
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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, March 24, 2025

9:00 a.m. BOCC Meeting – Board
12:00 p.m. Elected Officials and Directors Coordination Meeting – Heidi, Heather

Tuesday, March 25, 2025

8:30 a.m. Rotary Breakfast for Early Childhood Learning and Family Support Center – Heather
12:00 p.m. Finance Committee Meeting - Greg
1:00 p.m. Jefferson County Forestry Monthly Meeting – Heidi
2:45 p.m. Intellectual and Developmental Disabilities Advisory Board Meeting - Heather
4:00 p.m. Jefferson Community Foundation Board Meeting - Heidi

Wednesday, March 26, 2025

11:00 a.m. Brian Hageman, Washington State Parks Fort Worden Update - Heather
2:00 p.m. Jefferson County Implementation Planning Project Team Meeting - Heidi
2:30 p.m. Housing Fund Board Meeting – Greg, Heather
3:00 p.m. Gateway Signage Committee - Olympic Peninsula Tourism Commission Meeting – Greg

Thursday, March 27, 2025

2:00 p.m. North Olympic Development Council 2025 Monthly Meeting – Greg, Heather
3:00 p.m. Solid Waste Advisory Committee Meeting - Heidi

Friday, March 28, 2025

12:00 p.m. Legislative Session Update - Heidi
12:30 p.m. KPTZ - Greg

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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