



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – **Tuesday**, January 21, 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. **RESOLUTION NO. ____** re: 2025 Jefferson County Public Right-of-Way Americans with Disabilities Act (ADA) Transition Plan
 
2. **RESOLUTION NO. ____** re: Jefferson County Indirect Cost Allocation Plan for 2025
 
3. **AGREEMENT** re: Apex Accelerator; In the amount of \$10,000; County Administrator; Clallam Economic Development Council (EDC)
 
4. **AGREEMENT** re: Fire Community Assistance, Referral, and Education Services (CARES); \$42,244.22 in 2025 and \$46,799.39 in 2026; Public Health; East Jefferson Fire Rescue; Gateway to Freedom
 
5. **AGREEMENT** re: Interlocal for Juvenile and Family Court Services; \$234 per day, as needed; Juvenile Services; Clallam County
 
6. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – OlyCAP – Haines Street Cottages; In the Amount of \$95,000; County Administrator
 
7. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Dove House – Emergency DV Shelter; In the Amount of \$145,000; County Administrator
 
8. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Dove House – Kearney Block Hub; In the Amount of \$30,000; County Administrator
 
9. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Bayside Housing – Tiny Village Operations; In the Amount of \$55,000; County Administrator
 
10. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Bayside Housing – Subsidy; In the Amount of \$50,000; County Administrator
 
11. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – OWL360 – Youth and Young Adult Housing; In the Amount of \$100,000; County Administrator
 
12. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Jefferson Interfaith Action Coalition – Winter Welcoming Center; In the Amount of \$10,000; County Administrator
 
13. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Habitat for Humanity – Critical Home Repairs; In the Amount of \$45,000; County Administrator
 

14. **AGREEMENT** re: Medications for Opioid Use Disorder (MOUD) and Medications for Alcohol Use Disorder (MAUD) in Jails and delegate the authority to sign off on behalf of the County to the Chief of Corrections; In the amount of \$179,073; Sheriff's Office; Washington State Healthcare Authority
 
15. **AGREEMENT, Amendment No. 1** re: Addition of services for substance use disorder treatment; Amount not to exceed \$357,974; Sheriff's Office; Healthcare Delivery, Inc.
 
16. **AGREEMENT, Amendment No. 2** re: Expansion of services to include inpatient treatment; Sheriff's Office; Amount not to exceed \$ 272,339; Believe in Recovery, LLC
 
17. **ADVISORY BOARD REAPPOINTMENT** re: Housing Fund Board; Julia Cochrane; Term to expire January 21, 2028
 
18. **ADVISORY COMMITTEE APPOINTMENT** re: Solid Waste Advisory Committee; Citizen-at-large representative; Rebecca Jewell
 
19. **APPROVAL OF PAYROLL WARRANTS:** Dated January 17, 2025 and totaling \$97,894.09
 
20. **APPROVAL OF ACCOUNTS PAYABLE:** Dated December 26, 2024 and totaling \$1,368,867.85 and Dated December 27, 2024 and totaling \$1,380,715.37
   

REGULAR AGENDA:

No set time **COMMISSIONERS BRIEFING SESSION**

10:00 a.m. **WORKSHOP** re: OlyCAP update  

Holly Morgan, OlyCAP Executive Director
Justin Marshall, OlyCAP Director of Impact

No set time **WORKSHOP** re: 2025 Human Resources Workplan  

Sarah Melancon, Human Resources Director

No set time **BRIEFING** re: Proposed updates to the Jefferson County Personnel
Administration Manual  

Sarah Melancon, Human Resources Director

No set time **RECESS**

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

1:30 p.m.

WORKSHOP re: 2025 Prosecuting Attorney's Office Civil Division Work Plan



Philip Hunsucker, Chief Civil DPA
Melissa Pleimann, Civil DPA
Ariel Speser, Civil DPA

2:15 p.m. to 3:00 p.m. **EXECUTIVE SESSION** with the County Administrator, Prosecutor, Chief Civil Deputy Prosecuting Attorney, and (2) Civil Deputy Prosecuting Attorneys 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

No set time

WORKSHOP re: Jefferson County Sustainable Forestry Program

Mark McCauley, County Administrator
Malloree Weinheimer, Chickadee Forestry

No set time

ADDITIONAL DISCUSSION ITEMS

- Legislative Report: January 13, 2025

No set time

ADJOURNMENT (Adjourn by 4:30 p.m.)

COMMISSIONERS MEETING SCHEDULE

The Week of January 21, 2025

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, January 20, 2025

HOLIDAY

Tuesday, January 21, 2025

9:00 a.m. BOCC Meeting – Board

6:30 p.m. Jefferson Land Trust Green Burials on Marrowstone Island - Heidi

Wednesday, January 22, 2025

8:30 a.m. Budget Meeting – Heidi, Heather

10:00 a.m. Olympic Community Action Plan Projects Update Meeting - Heather

2:30 p.m. Housing Fund Board – Greg, Heather

6:00 p.m. WA State Association of Counties Legislative Steering Committee Roundtable - Heidi

Thursday, January 23, 2025

8:00 a.m. WA State Association of Counties Legislative Steering Committee - Heidi

9:00 a.m. Jefferson County Communication Administrative Board Meeting – Greg

11:00 a.m. Point in Time Planning Committee/Volunteers at Bayside - Heather

2:00 p.m. North Olympic Development Council 2025 Monthly Meeting – Greg, Heather

3:00 p.m. Solid Waste Advisory Committee Meeting - Heidi

Friday, January 24, 2025

- 8:15 a.m. Records Retention and AI - Greg
- 9:30 a.m. Tech meeting with Bonnie re: Intellectual/Development Disabilities Advisory Board - Greg
- 12:30 p.m. KPTZ – Heidi
- 1:00 p.m. Olympic National Forest Meeting - Greg
- 1:30 p.m. Washington Shorelines Hearing Board - Heidi

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