



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, August 11, 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: In the matter of establishing Fund 406 PHUGA Sewer Operations Fund, and update Fund 405 Fund Name
 
2. **RESOLUTION NO. ____** re: Washington State Recreation and Conservation Office (RCO) Dosewallips powerlines final design #25-1015
 
3. **RESOLUTION NO. ____** re: In the matter of creating a County project designated as Port Townsend Gateway Project – Safe Streets for All
 
4. **RESOLUTION NO. ____** re: In the matter of establishing a Jefferson County Stipend Policy
 
5. **SETTLEMENT AGREEMENT** re: Between Jefferson County, Shold Excavating, Inc., and Suzanne Martin, an independent septic designer
 
6. **INTERAGENCY AGREEMENT** re: Family and Juvenile Court Improvement Plan (FJCIP); In the amount of \$44,037; Juvenile Services; Washington Administrative Office of the Courts
 
7. **AGREEMENT** re: Culvert Replacement along Center Road MP 3.23; In the amount of \$501,378; Public Works; KPFF Consulting Engineers
 
8. **AGREEMENT** re: Emergency Shelter extended hours for extreme weather; In the amount of \$5,000; Public Health; Bayside Housing & Services
 
9. **AGREEMENT** re: Database services for EPL; Not to exceed \$10,000; Public Health; Little River Enterprises
 
10. **AGREEMENT** re: Family preservation services; In the amount of \$30,000; Juvenile Services; Patricia Oden
 
11. **AGREEMENT** re: Document recording fee backfill; In the amount of \$168,961; Auditor's Office; Washington State Department of Commerce
 
12. **AGREEMENT, Amendment No. 1** re: Dove House – Emergency Shelter; Additional amount of \$40,000 for a total of \$185,000; County Administrator; Dove House
 
13. **AGREEMENT, Amendment No. 4** re: School-based mental health services; In the amount of \$22,200; Public Health; Andrea Knutson, Sun Path Healing, PLLC
 
14. **AGREEMENT, Amendment No. 4** re: Group employment services; Decrease of \$17,925.53 for a total of \$136,613.71; Public Health; Cascade Community Communications
 

15. **AGREEMENT, Amendment No. 5** re: Community inclusion services; An increase of \$17,925.53 for a total of \$596,631.98; Public Health; Cascade Community Connections
 
16. **APPROVAL OF MINUTES: APPROVAL OF MINUTES:** Regular Meeting Minutes of July 21 and 28, 2025, and August 4, 2025, Special Meeting Minutes of: July 24, 2025 (WSAC/Kitsap), July 24, 2025 (Port Hadlock), July 28, 2025 (Finance), and Emergency Meeting Minutes of July 15, 2025
 
17. **APPROVAL OF JURY VOUCHERS:** Dated August 1, 2025 and totaling \$1,178.20
 
18. **APPROVAL OF PAYROLL WARRANTS:** Dated August 5, 2025 and totaling \$2,765,892.30
 

REGULAR AGENDA:

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| No set time | PROCLAMATION re: Proclaiming the Week of August 11-15, 2025 as Jefferson County Employee Recognition Week   | |
| 9:45 a.m. | DISCUSSION and POTENTIAL ACTION re: Letter of interest – Jefferson Transit Authority acquisition of the Gateway Visitor Information Center property
  | |
| 10:15 a.m. | HEARING re: Amendments to the Clean Water District Ordinance   | |
| | | Ariel Speser, Civil DPA
Michael Dawson, Water Quality Manager |
| No set time | DISCUSSION and POTENTIAL ACTION re: Board of Natural Resources election ballot for submittal to Washington State Association of Counties (WSAC)   | |
| No set time | COMMISSIONERS BRIEFING SESSION | |
| 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 (DPA), Civil DPA, Central Services Director, Interim DCD 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 | |

2:30 p.m. **WORKSHOP and POTENTIAL ACTION** re: Quilcene Park drinking water supply and **PUBLIC COMMENT PERIOD**  

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

COMMISSIONERS MEETING SCHEDULE The Week of August 11, 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, August 11, 2025

9:00 a.m. BOCC Meeting – Board

Tuesday, August 12, 2025

10:30 a.m. Lodging Tax Advisory Committee Special Meeting – Heather
11:00 a.m. Finance Committee - Greg
1:30 p.m. Jefferson Transit Authority Board Meeting – Heidi, Greg
2:30 p.m. Behavioral Health Advisory Committee - Heather
6:00 p.m. Community Outreach Meeting for 2025 at Gardiner Community Center – Board

Wednesday, August 13, 2025

8:30 a.m. Olympic Region Clean Air Agency Finance Committee Meeting – Greg
10:00 a.m. Olympic Region Clean Air Agency Board Meeting - Greg
8:30 a.m. Jefferson County – Federal Delegation Coordinating Meeting – Heidi
11:00 a.m. Jefferson Community Foundation Clinic Funding Discussion – Heidi
3:00 p.m. Water Utility Coordinating Committee - Greg
3:00 p.m. Ecosystem Coordination Board New Member Orientation - Heidi
5:00 p.m. County Employee Picnic - Heidi
6:00 p.m. Peninsula Trails Coalition – Greg
7:00 p.m. Grange Meeting - Greg

Thursday, August 14, 2025

10:00 a.m. Western Washington Forest Health Strategic Plan Meeting - Heidi
1:30 p.m. AI Thinktank Meeting – Greg
3:00 p.m. Legislative Steering Committee Policy Statement Workgroup – Heidi

Friday, August 15, 2025

9:30 a.m. Ecosystem Coordination Board Land Use Subcommittee Meeting - Heidi
10:00 a.m. Peninsula Regional Transportation Planning Organization Executive Board Meeting – Greg
12:30 p.m. KPTZ – Heidi
1:00 p.m. Olympic Region Clean Air Agency Updates - Greg

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
