



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, June 23, 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: Setting a public hearing date and publishing a public hearing notice on the Conservation Futures Applications for 2025
 
2. **HEARING NOTICE** re: Inform citizens of Jefferson and Clallam Counties' spending of the 2024-2025 Community Development Block Grant (CDBG), Public Service funding, and the proposed use of the July 2025 – June 2026 funding
 
3. **RESOLUTION NO. ____** re: In the Matter of Finding and Determination to Declare Certain Personal Property as Surplus, Authorize Disposal, and Remove from the Annual Inventory of the Capitalized Fixed Assets
 
4. **RESOLUTION NO. ____** re: Establishing a County Sponsorship Program
 
5. **RESOLUTION NO. ____** re: In the Matter Repealing and Replacing Resolution 21-22 of Continuing Relationship with the Washington Counties Risk Pool and the Related Appointments and Designations of/for each Member County
 
6. **AGREEMENT** re: Program Development for School to Work Programs; No fiscal impact; Public Health; Division of Vocation Rehabilitation (DVR); DSHS
 
7. **AGREEMENT** re: Connectivity Summit and Preparedness Day; In the amount of \$50,000 annually up to five (5) years totaling \$250,000; County Administrator; The Production Alliance (TPA)
 
8. **AGREEMENT** and **TURNBACK** re: US 101 Duckabush Estuary Restoration Realignment; Upon transfer of the subject rights-of-way the County will be responsible for future maintenance and operations; Public Works; Washington State Department of Transportation (DOT)
 
9. **AGREEMENT** re: Evidence Based Expansion Program funding; Revenue is included in current budget; Juvenile and Family Court Services; Department of Children, Youth & Families (DCYF)
 
10. **AGREEMENT** re: Juvenile Court Block Grant; Amount to be determined in the biennium budget; Juvenile and Family Court Services; Department of Children, Youth & Families (DCYF)
 
11. **AGREEMENT** re: Jury Services Maintenance; In the amount of \$6,493; District and Superior Court; Jury Systems Inc.
 
12. **AGREEMENT** re: Jury Services Software; In the amount of \$74,209; District and Superior Court; Jury Systems Inc.
 

13. **AGREEMENT** re: Juror debit card issuance; In the amount of \$0.73 fee per card; District and Superior Court; Rapid Financial Solutions, LLC
 
14. **AGREEMENT, Amendment No. 1** re: Energy Audit Grant Program; Reimbursable grant; Central Services; Washington State Association of Counties
 
15. **AGREEMENT, Amendment No. 1** re: Climate Planning Grant; In the amount of \$226,700; Department of Community Development; Washington State Department of Commerce
 
16. **APPROVAL OF JURY FEE VOUCHER:** Dated June 23, 2025 and totaling \$6,610.80
 
17. **APPROVAL OF PAYROLL WARRANTS:** Dated June 20, 2025 and totaling \$95,949.55
 
18. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated June 16, 2025 and totaling \$773,522.48
 

REGULAR AGENDA:

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| No set time | DISCUSSION and POTENTIAL ACTION re: Declaration of High Fire Danger
 
<div style="text-align: right;">Phil Cecere, Fire Marshal</div> |
| No set time | PROCLAMATION re: Proclaiming the Week of June 23, 2025, as Amateur Radio Week and Amateur Radio Field Day as June 23-29, 2025
 
<div style="text-align: right;">Larry Morrell, JC Amateur Radio Club</div> |
| 10:30 a.m. | WORKSHOP re: Clean Air and Cooling Centers 2025 Update
 
<div style="text-align: right;">Apple Martine, Public Health Director
Lara Gaasland-Tatro, Water Quality Environmental Health Specialist II</div> |
| No set time | COMMISSIONERS BRIEFING SESSION |
| No set time | RECESS |
| 12:00 p.m. | DEBRIEF re: Power outage after-action with Elected Officials and Department Directors
 
<div style="text-align: right;">Willie Bence, Emergency Management Director</div> |
| 1:30 p.m. | AFTERNOON SESSION |
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- 1:30 to 2:00 p.m. **EXECUTIVE SESSION** with the County Administrator, Chief Civil Deputy Prosecuting Attorney (DPA), Civil DPA, 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**
- No set time **WORKSHOP** re: Establishing a Youth Commission for Jefferson County
 [↩](#)
Mark McCauley, County Administrator
- No set time **WORKSHOP** re: Activating the Chimacum Creek Drainage District
 [↩](#)
Heidi Eisenhour, Commissioner, District 2
- No set time **ADDITIONAL DISCUSSION ITEMS**
- No set time **ADJOURNMENT** (Adjourn by 4:30 p.m.)

COMMISSIONERS MEETING SCHEDULE The Week of June 23, 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, June 23, 2025

- 9:00 a.m. BOCC Meeting – Board
5:30 p.m. Mark McCauley Retirement Party - Board

Tuesday, June 24, 2025

- 9:00 a.m. Washington State Department of Natural Resources Carbon and Forest Management Work Group Meeting Pre-Game - Heidi
10:00 a.m. Shelter Operation Check-in – Greg
11:00 a.m. Jefferson County Forestry Walk - Heather
11:15 a.m. New Shelter Coalition Meeting – Greg
1:00 p.m. Jefferson County Forestry Monthly Meeting – Heidi
3:00 p.m. Climate Action Committee Meeting - Heather
6:00 p.m. Community Outreach Meeting - Board

Agenda: June 23, 2025

Wednesday, June 25, 2025

- 9:00 a.m. Washington State Department of Natural Resources Carbon and Forest Management Work Group Meeting - Heidi
- 2:30 p.m. Housing Fund Board Meeting – Greg/Heather
- 3:00 p.m. Gateway Signage Committee Meeting with Olympic Peninsula Tourism Commission – Greg
- 6:00 p.m. Crabbing 101 Class - Heidi

Thursday, June 26, 2025

- 9:00 a.m. Strait Ecosystem Recovery Network - Heidi
- 2:00 p.m. North Olympic Development Council 2025 Monthly Meeting – Greg/Heather
- 3:00 p.m. Washington State Department of Natural Resources Meeting with Jen Watkins – Heidi
- 5:00 p.m. Women in Sustainability Meeting - Heather

Friday, June 27, 2025

- 9:00 a.m. Forestry Tour – Heidi
- 11:00 a.m. Washington State Local Plan Timeline Check-in – Heather
- 12:00 p.m. Special Projects Request for Proposals for Gateway - Greg
- 12:30 p.m. KPTZ – Heather
- 1:00 p.m. OlyCAP Finance – Greg
- 2:00 p.m. Tour of Clallam County Public Health Harm Reduction Health Center - Heather

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
