



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – **Tuesday**, May 27, 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:

• 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
• 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.
• 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. **APPROVAL of MOTION** re: Motion granting authority to the Central Services Director to move forward with the procurement of necessary licenses for the Munis/EPL system and to committing to approving an upcoming appropriation request funding this initiative
 
2. **APPROVAL of HEARING NOTICE** re: 2025-2 Budget Appropriations for various County departments, Hearing to be held on June 9, 2025 at 10:30 a.m. in the Commissioners' Chambers, 1820 Jefferson Street, Port Townsend, WA 98368 (HYBRID)
 
3. **AGREEMENT** re: Employment Agreement for Jefferson County Administrator; Josh Peters
 
4. **AGREEMENT, Amendment No. 1** re: SR 19 / Rhody Drive Ped-Bike improvements – North Segment Project No. 1802076, WSDOT Project No. TAP-0019(007); Additional amount of \$5,000 for a total of \$466,135; Public Works; Washington State Department of Transportation (DOT)
 
5. **AGREEMENT, Change Order No. 8** re: Phase 2 – Water Reclamation Plant for the Port Hadlock UGA, Project No. 405-2114-0, Commerce Project No. 22-96515-026; Additional amount of \$27,465.54 for a total of \$10,504,476.56; Public Works; Interwest Construction
 
6. **ADVISORY BOARD REAPPOINTMENT** re: Board of Health; Community Stakeholder: Amanda Grace
 
7. **ADVISORY BOARD RESIGNATION** re: Intellectual and Developmental Disabilities Advisory Board (IDDAB); Kim Rafferty
 
8. **APPROVAL OF MINUTES:** Regular Meeting Minutes of May 19, 2025
 
9. **APPROVAL OF DISTRICT COURT JURY FEES:** Dated May 15, 2025 and totaling \$1,243.10
 
10. **APPROVAL OF PAYROLL WARRANTS:** Dated May 5, 2025 and totaling \$184,304.83, and May 20, 2025 and totaling \$97,779.62
 
11. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated May 19, 2025 and totaling \$407,663.87
 

REGULAR AGENDA:

9:30 to 10:00 a.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 **COMMISSIONERS BRIEFING SESSION**

No set time **RECESS**

12:00 p.m. **COORDINATION MEETING** with Jefferson County Elected Officials and Department Directors

- Roundtable discussion

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

3:00 p.m. **DISCUSSION and POTENTIAL ACTION** re: Emergency Shelter Management   Presentation:  

Greg Brotherton, Commissioner Dist. No. 3
Judy Shepherd, Finance Manager

No set time **ADDITIONAL DISCUSSION ITEMS**

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

COMMISSIONERS MEETING SCHEDULE The Week of May 27, 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, May 26, 2025
HOLIDAY

Tuesday, May 27, 2025

9:00 a.m. BOCC Meeting – Board
12:00 p.m. Electeds and Directors Coordination Meeting – Board
1:00 p.m. Jefferson County Forestry Monthly Meeting – Heidi
2:45 p.m. Intellectual and Developmental Disabilities Advisory Board Meeting – Heather

Agenda: May 27, 2025

Wednesday, May 28, 2025

- 9:00 a.m. G2G Meeting - Greg
- 10:00 a.m. Olympic Area Agency on Aging Field Office Tour and Council of Governments (COG) Orientation – Heather
- 12:00 p.m. Skokomish Tribal Council Meeting - Greg
- 12:30 p.m. Housing Task Force Meeting #2 of 7 - Heather
- 1:00 p.m. Aquatic Center Workstream - Heidi
- 2:30 p.m. Housing Fund Board – Greg/Heather

Thursday, May 29, 2025

- 9:00 a.m. Strait Ecosystem Recovery Network – Heidi
- 9:00 a.m. JeffCom Administrative Board Meeting - Greg

Friday, May 30, 2025

- 7:30 a.m. Meeting with Solid Waste Crew and Tour of Transfer Station - Heather
- 12:30 p.m. KPTZ – Heidi
- 1:00 p.m. Jefferson County Implementation Planning Project Team Meeting - 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