



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, August 25, 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: In the matter of amending Chapter 3.65 of the Jefferson County Code (JCC) for the Jefferson County Noxious Weed Control Board Assessment rate; Hearing to be held on September 15, 2025 at 10:00 a.m. in the Commissioners Chambers located at 1820 Jefferson St. Port Townsend, WA 98368 (HYBRID)
 
2. **RESOLUTION NO. ____** re: Adopting a fee schedule for the County Clerk
 
3. **RESOLUTION NO. ____** re: Forgiving a Loan to the County Road Fund (180) from the Jefferson County Capital Improvement Fund (302) to fund the Undie Road Project
 
4. **LETTER OF SUPPORT** re: Grant application for the Chimacum Commons affordable housing project
 
5. **AGREEMENT** re: Affordable Housing/Homeless Housing – Casa Collina; In the amount of \$265,000; County Administrator; Hugging Tree Legacy
 
6. **AGREEMENT** re: Affordable Housing/Homeless Housing – Dundee Hill; In the amount of \$110,000; County Administrator; Olympic Housing Trust
 
7. **AGREEMENT** re: School-to-Work startup – program outreach and education; In the amount of \$43,000; Public Health; Washington State Department of Social and Health Services
 
8. **AGREEMENT** re: Robotic athletic field marking machine; In the amount of \$11,000 a year for three years; Public Works; Turf Tank USA, Inc
 
9. **LICENSE:** Hood Canal Salmon Enhancement Group (HCSEG) temporary use of county property at parcel ID: 701183002 and 702133010 in the Little Quilcene River estuary
 
10. **ADVISORY BOARD APPOINTMENT** re: Noxious Weed Control Board; Bruce Zoellick, District No. 2
 
11. **APPROVAL OF MINUTES:** Regular Meeting Minutes of August 18, 2025 and Special Meeting Minutes of August 19, 2025 (Port Townsend)
 
12. **APPROVAL OF JURY FEES:** Dated August 19, 2025 and totaling \$1,256.60
 
13. **APPROVAL OF PAYROLL WARRANTS:** Dated August 5, 2025 and totaling \$188,792.58, and Dated August 20, 2025 and totaling \$96,030.28
 

14. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated August 18, 2025 and totaling \$782,749.30, and dated August 25, 2025 and totaling \$686,761.31



REGULAR AGENDA:

- No set time **PROCLAMATION** re: Proclaiming August 31, 2025 as Overdose Awareness Day
- No set time **DISCUSSION and RESOLUTION NO. ____** re: In the matter of adopting a new policy on the distribution of Jefferson County Veterans' Assistance Funds and revised By-Laws for the Jefferson County Veterans' Advisory Board
- No set time **WORKSHOP and POTENTIAL ACTION** re: WSAC Legislative Priorities
- 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, Treasurer, Sheriff, Finance Director, Central Services 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. **SPECIAL SERIES:** Jefferson County Historical Society re: Cultural Heritage
Tara McCauley, JCHS Director
- 3:30 p.m. **WORKSHOP and POTENTIAL ACTION** re: Keep Washington Working
Brandon Mack, Superior Court Judge
Mindy Walker, District Court Judge
Philip Hunsucker, Chief Civil DPA
- No set time **ADDITIONAL DISCUSSION ITEMS**
- No set time **ADJOURNMENT** (Adjourn by 4:30 p.m.)

COMMISSIONERS MEETING SCHEDULE The Week of August 25, 2025

Agenda: August 25, 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 25, 2025

9:00 a.m. BOCC Meeting – Board

Tuesday, August 26, 2025

12:00 p.m. Jefferson County Forestry Meeting – Heidi

1:30 p.m. North Olympic Development Council CEDS Meeting – Heidi

3:00 p.m. Climate Action Committee Meeting - Heather

Wednesday, August 27, 2025

9:30 a.m. NE Olympic Peninsula Field Trip for Western WA Forest Health Strategic Plan Working Group – Heidi

12:00 p.m. WSAC Newly Elected Officials Training and Regional Meeting in Wenatchee - Heather

2:30 p.m. Housing Fund Board Meeting - Greg

Thursday, August 28, 2025

9:00 a.m. WSAC Newly Elected Officials Training and Regional Meeting in Wenatchee - Heather

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

Friday, August 29, 2025

12:15 p.m. KPTZ - 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