



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, April 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: Jefferson County’s Code Revisor authorized to make identified revisions correcting scrivener’s errors in Jefferson County’s Short-Term Rental Ordinance No. 03-0407-25

2. **MEMORANDUM OF AGREEMENT** re: Cake4Kids; No fiscal impact; Jefferson Public Health; Cake4Kids

3. **AGREEMENT** re: Quilcene Skate Park; Grant funded amount of \$767,263; Public Works; Washington Resource and Conservation Office; Project sponsor: Olympic Peninsula YMCA

4. **AGREEMENT** re: Interlocal Agreement for Deputy Health Officer coverage; There is no fiscal impact; Jefferson Public Health; Kitsap Public Health District; Clallam County

5. **AGREEMENT** re: Data Share: Syringe Services; No fiscal impact; Jefferson Public Health; Washington State Department of Health

6. **AGREEMENT** re: Interlocal Agreement for Health Officer coverage; No fiscal impact; Jefferson Public Health; Washington Department of Health

7. **AGREEMENT** re: License to Jamestown S’Klallam Tribe for temporary use of County property; No fiscal impact; County Administrator’s Office; Jamestown S’Klallam Tribe

8. **AGREEMENT, Change Order No. 1** re: Phase 4 – Stage 1 On-site grinder pump installation for the PHUGA, Project No. 405-2127-0, Public Works; Washington State Department of Ecology

9. **AGREEMENT, Amendment No. 7** re: Civil engineering services for Quilcene Complete Streets Project; No change in amount; Public Works; SCJ Alliance

10. **ADVISORY BOARD RESIGNATION** re: Peninsula Housing Authority; Jefferson County Representative Tom Brotherton

11. **ADVISORY COMMITTEE APPOINTMENT** re: Solid Waste Advisory Committee (SWAC); Port of Port Townsend Alternate: Kimberlie Webber

12. **ADVISORY BOARD APPOINTMENT** re: Jefferson County Parks and Recreation Advisory Board (PRAB); District No. 1: Diana Grunow


13. **ADVISORY COMMITTEE REAPPOINTMENTS (2)** re: Conservation Futures Citizen Oversight Committee (CFCOC); 1) Citizen District No. 3: Laurie de Koch; 2) Open Interest – Working Lands: Rob Harbour  [↩](#)
14. **APPROVAL OF MINUTES:** Regular Meeting Minutes of April 14, 2025  [↩](#)
15. **APPROVAL OF PAYROLL WARRANTS:** Dated April 18, 2025 and totaling \$100,442.84  [↩](#)
16. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated April 14, 2025 and totaling \$2,124,196.86 and Dated April 21, 2025 and totaling \$479,923.94  [↩](#)  [↩](#)

REGULAR AGENDA:

- No set time **PROCLAMATION** re: Proclaiming the week of April 19-27, 2025 as National Park Week  [↩](#)
- Kevin Killian, Olympic National Park Acting Superintendent
- No set time **PROCLAMATION** re: Proclaiming April 22, 2025 as International Earth Day  [↩](#)
- Heather Dudley-Nollette, Commissioner Dist. No. 1
- 10:00 a.m. **HEARING** re: 2025-01 Budget Appropriations/Extensions; Various County Departments  [↩](#)
- Mark McCauley, County Administrator
Judy Shepherd, Finance Director
- 10:30 a.m. **BRIEFING and POTENTIAL ACTION** re: Resolution adoption for DCD 2025 Land Use Fee Schedule update  [↩](#)
- Josh Peters, DCD Director
Greg Ballard, Development Code Administrator
Chelsea Pronovost, DCD Administrative Services Manager
Mo-chi Lindblad, Principal Planner
Phil Cecere, Building Official
- 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, Department of Community Development Director, and Building Official and Fire Marshal 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**

2:00 p.m. **WORKSHOP and POTENTIAL ACTION** re: Tourism Boards: Tourism Coordinating Committee (TCC) and Lodging Tax Advisory Committee (LTAC)



Mark McCauley, County Administrator

2:30 p.m. **WORKSHOP** re: Public Facilities District

Greg Brotherton, Commissioner Dist. No. 3
Diane McDade, Jefferson Aquatic Center President

No set time
(3:00 p.m.) **DISCUSSION and POTENTIAL ACTION** re: Payment in Lieu of Taxes (PILT) payment to Jefferson County PUD No. 1

Mark McCauley, County Administrator
Jeff Chapman, Assessor
Will O'Donnell, Jeffco PUD

No set time **ADDITIONAL DISCUSSION ITEMS**

- Legislative update

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

COMMISSIONERS MEETING SCHEDULE

The Week of April 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, April 21, 2025

9:00 a.m. BOCC Meeting – Board
12:00 p.m. Washington State Association of Counties Virtual Assembly - Heather

Tuesday, April 22, 2025

8:15 a.m. Port Townsend High School Model UN General Assembly Opening Ceremonies - Heather
1:00 p.m. Jefferson County Forestry Monthly Meeting – Heidi
2:00 p.m. Local Integrating Organization Caucus Briefing - Ecosystem Coordination Board Meeting - Heidi
3:00 p.m. Climate Action Committee - Heather

Agenda: April 21, 2025

Wednesday, April 23, 2025

- 9:00 a.m. Annual Parks Tour with Parks and Recreational Advisory Board – Heather
- 9:00 a.m. Jefferson Community Wildfire Protection Plan Education Campaign Meeting - Heidi
- 2:30 p.m. Housing Fund Board Meeting – Greg, Heather
- 3:00 p.m. New Member Orientation for Ecosystem Coordination Board - Heidi

Thursday, April 24, 2025

- 10:00 a.m. Jefferson County Farmers Market Infrastructure Conversation – Heidi
- 10:30 a.m. Urban Rest Stop Project Discussion – Heather
- 2:00 p.m. North Olympic Development Council 2025 Monthly Meeting – Greg, Heather
- 3:00 p.m. Climate Action Committee - Heather

Friday, April 25, 2025

- 10:00 a.m. Port Walk with Eron Berg - Heather
- 12:00 p.m. Legislative Session Update - Heidi
- 12:30 p.m. KPTZ - 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