



AGENDA

Jefferson County Board of Commissioners

Regular Meeting – Monday, April 28, 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. **MEMORANDUM OF UNDERSTANDING** re: Telehealth referral; No fiscal impact; Public Health; Olympic Peninsula Health Services
 
2. **INTERLOCAL AGREEMENT re:** Federal Highways Administration (FHWA); Safe Streets for All (SS4A); In the amount of \$20,500; Public Works; City of Port Townsend
 
3. **AGREEMENT** re: Phase 1 Port Hadlock Sewer Plumbing Project; In the amount of \$42,701.74; Public Works; Heritage Mechanical, Inc.
 
4. **AGREEMENT, Amendment No. 1 re:** Construction Surveying Port Hadlock Sewer for Phase 3; No cost change; Public Works; Van Aller Surveying
 
5. **LEASE AMENDMENT No. 1** re: Lease extension for Caswell-Brown Village on Mill Road; Extend to 44 years to expire August 26, 2066; Community Development; Olympic Community Action Program (OlyCAP)
 
6. **AGREEMENT, Amendment No. 3** re: Intellectual and Developmental Disabilities program; An additional amount of \$66,851 for a total of \$1,878,270, funded through state revenue; Public Health; Department of Social and Health Services (DSHS); Developmental Disabilities Administration (DDA)
 
7. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated April 28, 2025 and totaling \$1,085,189.87
 

REGULAR AGENDA:

No set time **PROCLAMATION** re: Building Safety Month



Brandon Brown, Building Inspector II
Mitchell Cartmel, Building Inspector
Gabriel Shephard, Building Plans Examiner
Vincent Maniaci, Building/Fire Inspector

10:30 a.m. **HEARING** re: Declare County property surplus and approve sale by auction



Stacie Prada, Treasurer

10:45 a.m. **CONTINUED WORKSHOP and POTENTIAL ACTION** re: Tourism Board; Lodging Tax Advisory Committee (LTAC)



Mark McCauley, County Administrator

No set time	COMMISSIONERS BRIEFING SESSION
No set time	RECESS
1:30 p.m.	AFTERNOON SESSION
1:30 to 1:45 p.m.	EXECUTIVE SESSION with the County Administrator, Department of Community Development Director, Department of Community Development Building Official/Fire Marshal, Chief Civil Deputy Prosecuting Attorney, Civil Deputy Prosecuting Attorney 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
1:45 to 2:15 p.m.	EXECUTIVE SESSION with the County Administrator, Chief Civil Deputy Prosecuting Attorney; 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	ADDITIONAL DISCUSSION ITEMS
No set time	ADJOURNMENT (Adjourn by 3:00 p.m.)

COMMISSIONERS MEETING SCHEDULE The Week of April 28, 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 28, 2025

9:00 a.m. BOCC Meeting – Board
3:00 p.m. Special Meeting with BOCC and the Finance Committee – Heidi/Heather

Tuesday, April 29, 2025

9:00 a.m. Jefferson Community Foundation Response - Heidi
10:00 a.m. Shelter Operation Check-in – Greg
11:15 a.m. New Shelter Coalition Meeting – Greg
11:30 p.m. Capital Facilities Planning Committee Meeting - Heidi
1:00 p.m. Joint Special Meeting with BOCC and Solid Waste Advisory Committee – Board
4:00 p.m. Civil Meeting with Commissioner Brotherton re: AI – Greg
5:00 p.m. Public Meeting – Meet the Finalists for County Administrator - Board

Agenda: April 28, 2025

Wednesday, April 30, 2025

- 8:30 a.m. County Administrator Interviews - Board
- 12:30 p.m. County Tour - Greg
- 3:00 p.m. Gateway Signage Committee Meeting – Olympic Peninsula Tourism Commission – Greg
- 6:00 p.m. Dinner at Docs with Economic Development Council Candidate - Greg

Thursday, May 1, 2025

- 9:00 a.m. Economic Development Council Board of Directors Meeting – Greg
- 10:00 a.m. Olympic Area Agency on Aging COG Meeting - Heather
- 10:30 a.m. Jefferson Community Foundation Response – Heidi
- 12:00 p.m. Science, Literature and Art League County Presentation - Heather
- 1:00 p.m. Meeting with City re: Glen Cove Infrastructure Extension – Greg
- 1:30 p.m. AI Thinktank Meeting – Greg
- 2:00 p.m. County Tour - Greg

Friday, May 2, 2025

- 10:00 a.m. Glen Cove Monthly Meeting – Greg
- 10:00 a.m. Jefferson County Fairgrounds Executive Board Meeting - Heather
- 11:00 a.m. Center for Inclusive Entrepreneurship re: Jefferson County Community Development Block Grant – Greg
- 12:30 p.m. KPTZ - 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
