



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – August 25, 2025, 9:00 a.m.

Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Chair Heidi Eisenhour, Commissioner Greg Brotherton and Commissioner Heather Dudley-Nollette participated in the meeting. Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments, and three comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton moved to approve the Consent Agenda as presented. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

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. 58-0825-25R** re: Adopting a fee schedule for the County Clerk
3. **RESOLUTION NO. 59-0825-25R** 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

PROCLAMATION re: Proclaiming August 31, 2025 as Overdose Awareness Day:

After the Commissioners read aloud the proclamation, Commissioner Dudley-Nollette moved to approve the proclamation as read. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

DISCUSSION 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: Chair of the Veterans Advisory Board John Hamilton presented on the new By-Laws and policy. After discussion, Commissioner Brotherton moved to approve the **RESOLUTION NO. 60-0825-25R** 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, as presented. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

WORKSHOP re: WSAC Legislative Priorities: Commissioner Eisenhower opened the conversation and discussed legislative priorities, with a primary focus on addressing the need for accessible and affordable housing in Jefferson County.

The meeting was recessed at 10:20 a.m. and reconvened at 10:30 a.m. with all three Commissioners present.

COMMISSIONERS' BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, and miscellaneous topics.

ADDITIONAL DISCUSSION ITEMS: Commissioners Brotherton stated that he would like to hold a discussion on Lodging Tax Request For Proposal (RFP), as they are due September 10, 2025. Deputy Clerk McKnight noted that the Vietnam Memorial – Wall that Heals, will be in town September 11-14, 2025, and volunteers are still needed.

The meeting was recessed at 11:59 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Chair Eisenhower announced that the Executive Session will be held from 1:30 p.m. to 2:00 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, Chief Civil Deputy Prosecuting Attorney (DPA), Civil DPA, Treasurer, Sheriff, Undersheriff, Finance Director, Central Services Director. The Board resumed the regular meeting at 2:00 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:01 p.m. to 2:15 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:16 p.m. There was no proposed action, and therefore no public comment taken on this topic.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator reviewed upcoming meetings.

SPECIAL SERIES: Jefferson County Historical Society re: Cultural Heritage: Director of Research and Collections Ellie DiPietro and Jefferson County Historical Society Director Tara McCauley gave a presentation on Cultural Heritage, the Centennial Project and the methods used for historical record keeping.

The meeting was recessed at 3:15 p.m. and reconvened at 3:30 p.m. with all three Commissioners present.

WORKSHOP re: Keep Washington Working: Courts Open to All (COTA) requires the county to adopt a policy that addresses civil arrests at court facilities and limits state and local engagement in federal immigration matters. Jefferson County does not have a policy to comply with COTA. Chief Civil Deputy Prosecuting Attorney Philip Hunsucker, Superior Court Judge Brandon Mack, District Court Judge Mindy Walker, District Court Administrator Bryan Gleason, Clerk Amanda Hamilton, Sheriff Andy Pernsteiner and Undersheriff Brandon Przygocki were present to discuss "Keep Washington Working" and answered questions posed by the Board.

Chair Eisenhower opened the floor for public comments, and one comment was received. The Commissioners addressed the comment.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator reviewed the following:

- Turf Tank contract, autonomous line marking robot is approved

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:22 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Adiel McKnight, CMC
Deputy Clerk of the Board

Heather Dudley-Nollette, Member



MINUTES

DRAFT

Jefferson County Board of County Commissioners Regular Meeting – September 8, 2025, 9:00 a.m.

Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Chair Heidi Eisenhour, Commissioner Greg Brotherton and Commissioner Heather Dudley-Nollette participated in the meeting. Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments, and four comments were received. The Commissioners addressed the comments. Commissioner Dudley-Nollette noted the Fire Safety Summit meeting will be held on September 24, 2025 at the Chimacum Fire Station at 5:00 p.m.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: After discussion, Commissioner Dudley-Nollette moved to approve the consent agenda, minus agreement with the Coroner's Office re: Next-of-kin services (Consent Agenda Item No. 6), and the agreement regarding Washington State Department of Health (Consent Agenda Item No. 11), for further discussion. Commissioner Brotherton seconded the motion. Commissioner Dudley-Nollette made a friendly amendment to her motion to fix a scrivener errors on the meeting minutes of September 2, 2025 to correct the spelling of the Real Estate Sales Tax. The friendly amendment was agreeable to Commissioner Brotherton. Chair Eisenhour called for a vote on the motion. The motion carried by a unanimous vote.

1. **INTERAGENCY AGREEMENT** re: Support for the North Pacific Coast Marine Resources Committee; In the amount of \$40,000; Public Health; Washington State Department of Fish & Wildlife
2. **INTERLOCAL AGREEMENT** re: Support for school-based health clinics; In the amount of \$50,000; Public Health; Public Hospital District No. 2 (Jefferson Healthcare)
3. **AGREEMENT** re: School-to-Work Program; In the amount of \$10,088.40 per student; Public Health; Cascade Community Connections
4. **AGREEMENT** re: Data Sharing for ESSENCE – a CDC-hosted platform; No charge; Public Health; Washington State Department of Health
5. **AGREEMENT** re: Roof replacement for departments located at Castle Hill; In the amount of \$114,678.25 (before sales tax); Central Services; Cascade Industrial Services
6. **AGREEMENT** re: Notification of next-of-kin services; In the amount of \$86/month; Coroner's Office; Thomson Reuters (**Removed and approved later in the meeting**)
7. **AGREEMENT** re: Climate Planning Grant; In the amount of \$73,300; Community Development; Washington State Department of Commerce

8. **AGREEMENT** re: Self-determination and Self-advocacy services; In the amount of \$7,200; Public Health; People First of Washington
9. **AGREEMENT** re: Self-determination and Self-advocacy training for community educators; In the amount of \$9,900; Public Health; People First of Washington
10. **AGREEMENT, Amendment No. 3** re: Self-determination and Self-advocacy; Change in budget for supplies; Public Health; People First of Washington
11. **AGREEMENT, Amendment No. 7** re: Consolidated Contracts; Additional amount of \$2,446,631 for a total of \$5,736,053; Public Health; Washington State Department of Health **(Removed and approved later in the meeting)**
12. **AGREEMENT, Supplement No. 1** re: Olympic Discovery Trail construction funds; In the amount of \$1,519,332; Public Works; Washington State Department of Transportation, Local Programs
13. **ADVISORY BOARD APPOINTMENT** re: Veterans Advisory Board; American Legion representative: Andrew “Andy” Okinczyc
14. **APPROVAL OF MINUTES:** Regular Meeting Minutes of September 2, 2025 **(As Amended)**
15. **APPROVAL OF PAYROLL WARRANTS:** Dated September 5, 2025 and totaling \$2,560,320.19

CONTINUED DISCUSSION re: AGREEMENT re: Notification of next-of-kin services; (Consent Agenda Item No. 6): Jefferson County Coroner David Bradley joined the meeting to answer questions posed by the Commissioners about an agreement regarding next-of-kin services.

After discussion, Commissioner Brotherton moved to approve the agreement re: Next of kin services at \$86 a month; Thomson Reuters. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

WORKSHOP re: Part 2 of Review of County contracts, including RFP for Management of Community Centers: County Administrator Josh Peters and Central Services Director Shawn Frederick were present to review a Community Centers Request for Proposal (RFP) and contracts. Director Frederick noted the importance of the services they provide and the responsibility to report on those services. He noted that if the Board wishes, staff will draft an RFP for their approval at a later date. Commissioner Eisenhour opened the floor for public comments, and no comments were received.

County Administrator Peters reviewed several Jefferson County contracts. After discussion, Commissioner Dudley-Nollette moved to communicate to the Clallam County Economic Development Council (EDC) and North Olympic Legislative Alliance (NOLA) partners that we intend to terminate the current NOLA contract in the next 10 days. Commissioner Brotherton seconded the motion. Commissioner Eisenhour opened the floor for public comments, and no comments were received. Commissioner Eisenhour called for a vote on the motion. The motion carried by a unanimous vote.

PROCLAMATION re: Proclaiming September 11, 2025 as National Day of Service and Remembrance: Commissioner Dudley-Nollette noted the Wall that Heals is coming to Port Townsend for 24-hour visitation from September 11–14, 2025. After all three Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve the proclamation as read. Commissioner Dudley-Nollette seconded the motion, which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, miscellaneous topics, and reviewed their meeting schedules.

The meeting was recessed at 12:09 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Chair Eisenhour announced that the Executive Session will be held from 1:30 p.m. to 2:00 p.m. regarding with the County Administrator, Prosecuting Attorney, Civil Deputy Prosecuting Attorney (DPA), Central Services Director, Sheriff and Public Health Director re: Potential Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i). The Board resumed the regular meeting at 2:01 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 2:01 p.m. to 2:30 p.m. It was noted that the public did not hear the announcement, so Chair Eisenhour announced that the Board will be extending the Executive Session from 2:07 p.m. to 2:30 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:33p.m. There was no proposed action, and therefore no public comment taken on this topic.

UPDATE re: Comprehensive Plan 2025 Periodic Review Project: Associate Planner Joel Peterson provided an update on the 2025 Comprehensive Plan Periodic Review, required under Washington's Growth Management Act (GMA). The GMA (RCW 36.70A) requires counties and cities to periodically review and update their comprehensive plans and development regulations to ensure they remain consistent with state law, reflect current population forecasts, and address changing community needs. The update process ensures that the Countywide Planning Policies, population projections, and local land use decisions are coordinated across jurisdictions, consistent with state requirements, and reflective of community priorities. Associate Planner Joel Peterson answered questions posed by the Board.

ADDITIONAL DISCUSSION re: AGREEMENT, Amendment No. 7 re: Consolidated Contracts; (Consent Agenda Item No. 11): Public Health Veronica Shaw joined the meeting to answer questions raised earlier in the meeting by the Board. After discussion, Commissioner Brotherton moved to approve Consent Agenda Item No. 11, as presented on the Consent Agenda. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator reviewed upcoming meetings.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator reviewed the following:

- Port Hadlock Sewer celebration will be scheduled between November 4-8, 2025
- KPTZ County Connections update

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 4:22 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhour, Chair

ATTEST:

Greg Brotherton, Member

Adiel McKnight, CMC
Deputy Clerk of the Board

Heather Dudley-Nollette, Member



DRAFT

MINUTES

Jefferson County Board of County Commissioners Regular Meeting – September 15, 2025, 9:00 a.m.

Jefferson County Courthouse – Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Chair Heidi Eisenhour, Commissioner Greg Brotherton and Commissioner Heather Dudley-Nollette participated in the meeting. Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments, and six comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton moved to approve the Consent Agenda as presented. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Jarred Swalwell & Megan Kogut, Water Line Franchise along Olele Point Road; Hearing to be held on October 13, 2025 at 10:00 a.m. in the Commissioners' Chambers located at 1820 Jefferson St. Port Townsend, WA 98368 (HYBRID)
2. **AGREEMENT** re: Gibbs Lake Park caretaker; In the amount of \$10,354; Public Works; Aletia Bennett and Jonathan McMullen
3. **AGREEMENT** re: Youth cannabis and commercial tobacco prevention; In the amount of \$77,000; Public Health; Kitsap Public Health District
4. **MEMORANDUM OF AGREEMENT** re: WSU Extension salaries; In the amount of \$211,927; WSU Extension Jefferson County; Washington State University
5. **MEMORANDUM OF AGREEMENT** re: Corrections Officer hiring incentive; In the amount of \$10000; Human Resources; Jadon Berteig
6. **INTERLOCAL AGREEMENT** re: Nurse Family Partnership – Home visiting services; In the amount of \$446,836.63; Public Health; Washington State Department of Children, Youth and Families
7. **LETTERS OF SUPPORT** re: Fixing Emergency Management for Americans (FEMA) H.R. 4669
8. **LETTER OF SUPPORT** re: Olympic Neighbors' Mason Street Group Home
9. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated September 8, 2025 and totaling \$826,786.62

PROCLAMATION re: Proclaiming the Week of September 15-19, 2025 as SepticSmart Week: Environmental Health Manager Carter Erickson on the SepticSmart Week proclamation and the importance of maintaining septic systems. After all three Commissioners read

aloud the proclamation, Commissioner Dudley-Nollette moved to approve the proclamation as read. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

PROCLAMATION re: Proclaiming the Week of September 15, 2025 as National Diaper Need Awareness Week: First Step Family Support Center Director Alicia Anderson and other members were present to speak to the diaper need in Jefferson County. They thanked the Commissioners for the support of the proclamation and diaper drive. After all three Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve the proclamation. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

The meeting was recessed at 9:53 a.m. and reconvened at 10:00 a.m. with all three Commissioners present.

HEARING 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: WSU Extension Noxious Weed Coordinator Sophie DeGroot was present to review the Noxious Weed Assessment increase recommendation from the Noxious Weed Control Board to the County Commissioners. Assessor Jeff Chapman and WSU Extension Financial Administrator Owen Rowe were also present in the room for the hearing, and participated in discussion.

Chair Eisenhour opened the hearing to allow for public testimony. The following individuals provided testimony: Ed Bowen – Jefferson County, and Tom Thiersch – Jefferson County. Hearing no further testimony, Chair Eisenhour closed the public hearing.

Assessor Chapman addressed testimony regarding properties surrounded by the Olympic National Park. Civil Deputy Prosecuting Attorney (DPA) Ariel Speser was present and explained the draft ordinance regarding land classification. She agreed that the ordinance should be amended, if there is a change in state law or guidance from the Attorney General's Office. She noted that the board has the discretion to: 1) Add an exception to the ordinance now, by adding language today, or 2) Continue the hearing deliberations for one week, and the Prosecuting Attorney's Office can provide a line-in-line out version for review. After deliberations, the Commissioners agreed to hold continued deliberations on September 22, 2025 at 10:00 a.m.

COMMISSIONERS' BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, and miscellaneous topics.

The meeting was recessed at 12:25 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:15 p.m. Chair Eisenhour announced that the Executive Session will be held from 1:31 p.m. to 2:00 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, Civil Deputy Prosecuting Attorney (DPA), Prosecutor, Sheriff, and HR Director. The Board resumed the regular meeting at 2:10 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 2:02 p.m. to 2:25 p.m. The Board concluded the Executive Session and resumed the

regular meeting at 2:25 p.m. There was no proposed action, and therefore no public comment taken on this topic.

The meeting was recessed at 2:26 p.m. and reconvened at 2:30 p.m. with all three Commissioners present.

DISCUSSION re: Joining nine new opioid settlements: Chair Eisenhower stated that the Board will take-action, as a result of the Executive Session. Commissioner Brotherton moved to authorize the Chief Civil Deputy Prosecuting Attorney (DPA) to sign and send the necessary opt-in forms for the opioid settlement administrator on or before September 30, 2025 to opt in for the nine opioid settlements coming up. Commissioner Dudley-Nollette seconded motion. Chair Eisenhower called for public comments on the motion, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

Civil DPA Melissa Pleimann stated that the settlement matter is going to be added to the online agenda items for today, so that the public can review. She anticipates holding a workshop in October, where the public will also have an opportunity to speak.

HEARING re: In the matter of repealing and replacing Chapter 3.05 JCC and Ordinance No. 12-01213-99 regarding Real Estate Excise Tax (REET): Civil Deputy Prosecuting Attorney Ariel Speser, Treasurer Stacie Prada and Finance Director Judy Shepherd were present for the hearing and provided input.

DPA Speser explained that the hearing concerned an ordinance updating Jefferson County Code Chapter 3.05 on the REET to align with recent state legislation and correct a citation error. The changes are remedial only, will not alter tax rates or fund destinations, and aim to keep local rules current with state law while taking advantage of expanded allowable uses. The Commissioners commented on the benefits of maintaining consistency and flexibility in how the tax is applied to county capital projects.

Chair Eisenhower called for public testimony. Hearing no testimony, she closed the public hearing. After a brief deliberation, Commissioner Dudley-Nollette moved to adopt **ORDINANCE 07-0915-25** re: In the matter of repealing and replacing 3.05, and Ordinance No. 12-1213-99. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator reviewed the following:

- Calendar Coordination and upcoming conferences
- Miscellaneous topics: Intergovernmental Collaborative Group (ICG) agenda items, short term rental workshop, Climate Action Committee – schedule workshop, roundabout monument, water kiosk concept in Quilcene, Marine Resources Committee - guidelines

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Commissioners Meeting Minutes of September 15, 2025

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:06 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heather Dudley-Nollette, Member



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – September 22, 2025, 9:00 a.m.

Jefferson County Courthouse – Commissioners' Chambers

1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Chair Heidi Eisenhour, Commissioner Greg Brotherton and Commissioner Heather Dudley-Nollette participated in the meeting. Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments, and five comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: The Commissioners addressed Consent Agenda Item No. 1 re: Hearing Notice re: Recycling. As Commissioner Brotherton will not be attending the October 6, 2025 BOCC meeting, he requested to move the hearing to a later date. Staff confirmed that Monday, October 13, 2025 at 10:30 a.m. is available to hold the hearing.

Commissioner Brotherton noted that Consent Agenda Item No. 9 regarding Lobbying Services RFP: In addition to priorities, he requested adding a 5th section regarding funding priorities, and in the tourism portion of the RFP, he challenged the statistics on tourists. The Commissioners agreed removing the reference to "120,000 tourists."

After review, Commissioner Brotherton moved to modify Consent Agenda Item No. 1 to modify the date to October 13, 2025 at 10:30 a.m., and then modify Consent Agenda Item No. 9 re: in the two ways we indicated and removing the one sentence under the tourism section, and adding a fifth priority as captured here, and approving and adopting the consent agenda, with those two changes. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Adopting an ordinance establishing minimum levels of service for curbside collection of recyclables for unincorporated East Jefferson County and adopting new section 8.10.045 to Chapter 8.10 Solid Waste Regulations of the Jefferson County Code (JCC); Hearing to be held ~~October 6, 2025 at 3:00 p.m.~~ in the Commissioners' Chambers located at 1820 Jefferson Street, Port Townsend, WA 98368 (HYBRID) (**AMENDED to October 13, 2025 at 10:30 a.m.**)
2. **HEARING NOTICE** re: Proposed emergency appropriations; two County funds; Scheduled for October 6, 2025 at 10:45 a.m. in the Commissioners' Chambers located at 1820 Jefferson Street, Port Townsend, WA 98368 (HYBRID)
3. **AGREEMENT** re: Quilcene water supply renovation; In the amount of \$16,445.52; Public Works; Shold Excavating Inc.

4. **AGREEMENT** re: Early intervention services for birth to three years old; In the amount of \$16,125; Public Health; Concerned Citizens
5. **AGREEMENT** re: Marine and nearshore ecosystem stewardship projects in East Jefferson County; In the amount of \$252,000; WSU Extension; Washington State Department of Ecology
6. **AGREEMENT, Amendment No. 1** re: Trust Land Transfer (TLT) agreement between the Jamestown S’Klallam Tribe, the Port Gamble S’Klallam Tribe, the Point No Point Treaty Council and Jefferson County regarding renewed tribal consultation
7. **LETTER OF SUPPORT** re: Bayside Housing and Services –Vince’s Village Phase II
8. **ADVISORY BOARD APPOINTMENT** re: Peninsula Housing Authority; Mary Jean Ryan
9. **APPROVAL OF RFP** re: Legislative representation and lobbying services for 2026-2027
10. **APPROVAL OF PAYROLL WARRANTS:** Dated September 5, 2025 and totaling \$184,578.25, and dated September 19, 2025 and totaling \$93,069.88

COMMISSIONERS’ BRIEFING SESSION: The Commissioners discussed recent meetings they attended, and miscellaneous topics.

CONTINUED DELIBERATIONS re: HEARING 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: The Commissioners held a hearing on September 15, 2025 and at the end of the hearing, decided to close the hearing and continue deliberations to September 22, 2025. WSU Extension Noxious Weed Coordinator Sophie DeGroot, Assessor Jeff Chapman, WSU Financial and Business Operations Coordinator Owen Rowe and Civil Deputy Prosecuting Attorney Ariel Speser were present to review updates on weed board assessments, covering exemptions for parcels inside Olympic National Park, forest-land rates, and condo/timeshare fees. They agreed to add an exemption for isolated park lots, keep the one-tenth forest-land rate, and assess each timeshare condo as a single unit, noting minor formatting edits in the revised ordinance. They reviewed the following with the board:

Exemption. Proposed ordinance – revised section (4)(j): “Properties within the boundaries of the Olympic National Park (RCW 37.08.210).

Forestlands. RCW 17.10.240(2):

- “5-year exception” applies to type of land, not to the assessment ability.
- No way to track or enforce harvest information.
- Logging operations between large landowners do not always follow parcel boundaries.
- Goal is to avoid fluctuation of budgets on both the noxious weeds side and the forestland owner side of things, with costs changing based on harvest area.

After deliberations, Commissioner Dudley-Nollette moved to adopt **ORDINANCE NO. 08-0915-25** 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. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

COMMISSIONERS’ BRIEFING SESSION - Continued: Chair Eisenhower reviewed recent meetings she attended.

The meeting was recessed at 10:38 a.m. and reconvened at 10:45 a.m. with all three Commissioners present.

COMMISSIONERS' BRIEFING SESSION - Continued: Commissioner Dudley-Nollette commented on current issues surrounding the homeless encampment in Port Townsend and the Commissioners participated in discussion.

SPECIAL SERIES – Cultural Heritage Resources re: Newspaper collections: JCHS Director of Collections & Research Ellie DiPietro outlined the County's newspapers and periodicals and how to access them - ideally in person, but also through Washington Digital Newspapers, Newspapers.com, and UW scans. She emphasized that newspapers provide real-time community context yet carry biases and sometimes harmful language; preservation is uneven, though the Port Townsend Leader (since 1889) survived via newsroom archiving and later microfilming.

Two research cases showed how newspapers, census data, and Sanborn maps help disentangle lore around the Memorial Field fire, and trace Japanese American families affected by WWII's EO 9066, with biographical sketches and Densho resources. Ongoing efforts include rescuing pallet-loads of regional papers after ownership changes, digitizing fragile runs: Irondale News, Quilcene Queen, the Megaphone, and filling microfilm gaps. There are plans for a future session on historic photographs.

The meeting was recessed at 11:45 a.m. and reconvened at 12:00 p.m. with all three Commissioners present.

QUARTERLY ELECTEDS AND DIRECTORS' COORDINATION MEETING:
The Commissioners met with Elected Officials, Department Directors and staff to discuss the following items:

- Communications Update: Communications Specialist Liz Anderson reported on the following: How can I help? Support with department messaging, branding, cross-department collaboration, toolkits for departments, and bringing back quarterly communications meeting.
- Roundtable
 - Auditor's Office
 - New Elections Coordinator
 - DOL Accountability Audit
 - Passport Audit
 - Sheriff's Office
 - Preparing for retirement of Ben Stamper
 - Fully staffed at the moment
 - Getting ready for 2026 Budget
 - Clerk's Office Amanda Hamilton
 - Keeper of records of court cases
 - Filing fees up by \$50 working with digital library
 - Public Health
 - Events: Great diaper drive went well, and staff attended Wooden Boat Festival and Quilcene Fair booths
 - Filling staff positions
 - Intense budget time
 - Working on strategic planning and community connection

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- Juvenile Services
 - Keeping the office steady, keeping up on legislation
 - Staff member is retiring
 - Other staff is relatively new, but all are enthusiastic
 - Diversion program is important in this community
 - Proctor House closed, so they are struggling with transports
- Superior Court Judge Brandon Mack
 - Hiring Superior Court coordinator
 - Annual Judge's conference
- Human Resources
 - Updating webpage to include info on why we love to work here and live in Jeffco
 - Hiring, employee engagement, began process introducing NeoGov to engage with candidates
 - Will reach out to departments on HR workflow
 - HR staff are motivated hard working
- Finance Director
 - Budget, RFP's, Appropriations
- Assessor's Office
 - Done with re-evaluation cycle, finished new construction
 - Working on sending 60,000 people change of valuation
 - Inspector is leaving, which will add work for staff
 - Board of Equalization (BOE) season is happening soon
- Treasurer's Office
 - Audit with State Auditor
 - 3 debt closings in the last month, which are time consuming
 - Conference next week for networking
 - Cross training in the office, very helpful
- County Administrator Josh Peters
 - 2 community meetings left

The meeting was recessed at 1:03 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Chair Eisenhower announced that the Executive Session will be held from 1:30 p.m. to 2:00 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, and Civil Deputy Prosecuting Attorney (DPA). The Board resumed the regular meeting at 2:00 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:02 p.m. to 2:15 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:16 p.m. There was no proposed action, and therefore no public comment taken on this topic.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator continued discussing meetings they attended.

BRIEFING re: 2026 Annual Road Program, Draft 2026-2031 Jefferson County Six-Year Transportation Improvement Program (TIP), and 2025 Bridge Condition Report: Public Works Director Monte Reinders and Assistant Public Works Director Eric Kuzma were present to provide an update on the Draft 2026–2031 Six-Year Transportation Improvement Program (TIP), the annual bridge condition report, and the 2026 Annual Road Program. The TIP must be comprised of projects likely to start or be funded within six years and the requirement is to submit the TIP by the first Monday in October, 2025. Public Works staff provided updates on proposed projects for the next six years, Annual Road Program, and bridge condition report, and answered questions posed by the Board.

Director Reinders noted that the Transportation Benefit District measure could help stabilize issues surrounding staffing, equipment replacement and inflation costs.

UPDATE re: Short-Term Rental Program: Interim Department of Community Development (DCD) Director, Development Code Administrator Greg Ballard, and Code Compliance Coordinator Nicki Akins were present to provide an update on Short-Term Rentals (STRs). Coordinator Akins noted that she has created a dedicated website with applications, checklists, and direct support. They are moving away from one-time zoning permits to an STR business-license module funded by a \$50,000 digitization grant. Coordinator Akins is looking into AirBNB’s in the area by zipcode and identifying unpermitted operators who will receive a 45-day compliance letter.

Staff estimates that there may be around 700 active STRs, against a countywide cap of 450. Staff also noted that there has been an uptick in unpermittable “glamping” listings as well.

Commissioners discussed tougher, clearer outreach, enforcement practicality, and potential modifications such as fire access, septic standards, ADUs, park models, and tiny houses. The Commissioners requested a follow-up in a few months after letters go out to assess uptake and any housing-market effects.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator reviewed the following:

- Commissioners Briefing – Continued
- Calendar Coordination

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:25 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heather Dudley-Nollette, Member



DRAFT

MINUTES
Jefferson County Board of County Commissioners
Community Conversations
Special Meeting – September 9, 2025, at 6:00 p.m.
Quilcene Community Center
294952 US 101, Quilcene WA 98376

CALL TO ORDER: Chair Heidi Eisenhour called the Community Conversations Special Meeting to order in the presence of Commissioner Heather Dudley-Nollette and Commissioner Greg Brotherton.

WELCOME and INTRODUCTIONS: Chair Eisenhour welcomed the Quilcene community members in attendance.

JEFFERSON COUNTY UPDATE: County Administrator Josh Peters provided a presentation which covered the Jefferson County budget, services, challenges, opportunities, priorities, progress, and more.

QUICK SNAPSHOTS: Jefferson County Commissioners, Elected Officials and staff provided updates for their departments and answered questions posed by the public in attendance.

QUESTIONS AND ANSWERS WITH THE PUBLIC: Comments in the meeting were addressed by County Elected Officials and staff in attendance. The Commissioners reviewed the Quilcene Water Supply situation and Quilcene Community Center management.

WRAP UP and THANKS: Chair Eisenhour thanked everyone for attending.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 8:03 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

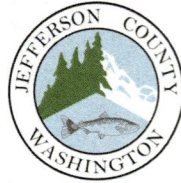
Heidi Eisenhour, Chair

ATTEST:

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC
Clerk of the Board

Greg Brotherton, Member



DRAFT

MINUTES
Jefferson County Board of County Commissioners
Community Conversations
Special Meeting – September 23, 2025, at 6:00 p.m.
Brinnon Community Center
306144 US 101, Brinnon WA 98320

CALL TO ORDER: Chair Heidi Eisenhour called the Community Conversations Special Meeting to order in the presence of Commissioner Heather Dudley-Nollette and Commissioner Greg Brotherton.

WELCOME and INTRODUCTIONS: Chair Eisenhour welcomed the Brinnon community members in attendance.

JEFFERSON COUNTY UPDATE: County Administrator Josh Peters provided a presentation which covered the Jefferson County budget, services, challenges, opportunities, priorities, progress, and more.

QUICK SNAPSHOTS: Jefferson County Commissioners, Elected Officials and staff provided updates for their departments and answered questions posed by the public in attendance.

QUESTIONS AND ANSWERS WITH THE PUBLIC: Comments in the meeting were addressed by County Elected Officials and staff in attendance. The Commissioners reviewed the Brinnon river and floodplain work, and the Brinnon Community Center management.

WRAP UP and THANKS: Chair Eisenhour thanked everyone for attending.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 8:01 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhour, Chair

ATTEST:

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC
Clerk of the Board

Greg Brotherton, Member