



MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – January 6, 2024, 9:00 a.m.

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

CALL TO ORDER: Commissioner Greg Brotherton, Commissioner Heidi Eisenhour, and Commissioner Heather Dudley-Nollette were in attendance. Acting Chair Brotherton called the meeting to order at the appointed time. He then moved to nominate Commissioner Eisenhour Chair for 2025. Commissioner Heather Dudley-Nollette seconded the motion which carried by a unanimous vote. Vote on motion, unanimous. Commissioner Brotherton passed Chairing duties to Commissioner Eisenhour.

Chair Eisenhour read from a poem titled “To the New Year.”

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

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Heather Dudley-Nollette noticed an issue with the contractor’s name listed on the contract regarding West Sound Construction – Consent Agenda Item No. 7. Commissioner Brotherton moved to pull Consent Agenda Item No. 7 for further review, and approve the remaining items as presented. Chair Eisenhour seconded the motion which carried by a unanimous vote.

1. **CALL FOR BIDS** re: Designation of Official County Newspaper and publication of County legal notices; Bids accepted until Monday, March 3, 2025 at 10:30 a.m. and opened and read publicly shortly thereafter in the Commissioners’ Chambers at the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, WA
2. **RESOLUTION NO. 01-0106-25R** re: In the Matter of Closure of the Upper Hoh Road County Road No. 914207
3. **RESOLUTION NO. 02-0106-25R** re: In the Matter of Closure of the Quinault South Shore Road County Road No. 911607
4. **RESOLUTION NO. 03-0106-25R** re: In the Matter of a Declaration of Emergency Due to County Road Damage
5. **RESOLUTION NO. 04-0106-25R** re: In the Matter of Closing the Hotel/Motel Bank Account
6. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – OlyCAP – Caswell Brown Village; In the Amount of \$660,000; County Administrator
7. **AGREEMENT** re: Animal Shelter Improvements; In the amount of \$47,798.60; Central Services; Westsound Construction (**REMOVED FROM CONSENT AND APPROVED LATER IN THE MEETING**)

8. **AGREEMENT, Amendment No. 1** re: Meeting facilitation and grant application review; In the amount of \$19,058.60; Public Health; SCJ Alliance
9. **AGREEMENT, Amendment No. 2** re: Dosewallips Wolcott Flats & Rocky Brook Planning; Project extension; Public Health; Washington Recreation and Conservation Office (RCO)
10. **AGREEMENT, Amendment No. 3** re: Contract Amendment Software and Application Programming Interface (API) Consulting; In the amount of \$9,600; Public Health; Tyler Technologies
11. **APPROVAL OF MINUTES:** Regular Meeting Minutes of December 23, 2024 and corrected Special Meeting Minutes of November 21, 2024 (Joint ICG)
12. **APPROVAL OF PAYROLL WARRANTS:** Dated December 20, 2024 and totaling \$103,242.83
13. **APPROVAL OF JURY VOUCHER:** Dated December 23, 2024 and totaling \$717.89
14. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated December 23, 2024 and totaling \$354,723.05

ADDITIONAL BUSINESS: UPDATE re: Jefferson County road closures on the West End: Public Works Director Monte Reinders was present to review the history of the Upper Hoh Road, and Quinault South Shore Road.

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson and Clallam County. Emergency Management Director Willie Bence provided information on weather changes which will include snow in about a month, and higher than average rainfall currently. He also reviewed earthquake preparedness regarding where to take cover. He added that Emergency Management will work with local neighborhood preparedness groups and provide presentations in the future.

DISCUSSION re: Appointment of Acting Sheriff: Civil Deputy Prosecuting Attorney Melissa Pleimann reviewed a draft resolution with the Board. She noted there is a separate process to name an Interim Sheriff, that could take up to six months. She recommended that the Commissioners approve the resolution to keep continuity of the Sheriff's Office. Undersheriff Andy Pernsteiner was present and stated that he was eager and ready to assume all the duties of Sheriff. Commissioner Brotherton noted that the role of Sheriff and Undersheriff have a lot of similarities, and that the Undersheriff has grown into this position before his eyes.

After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 05-0106-25R** re: Appointment of Andrew William Pernsteiner as Acting Sheriff for Jefferson County, as presented today. Commissioner Heather Dudley-Nollette seconded the motion which carried by a unanimous vote.

DISCUSSION re: AGREEMENT re: Animal Shelter Improvements; In the amount of \$47,798.60; Central Services; Westsound Construction (Consent Agenda Item No. 7): Commissioner Heather Dudley-Nollette noticed an issue with the contractor's name listed on the contract. Central Services Director Shawn Frederick emailed the Commissioners to let them know that the contract is going to be with West Sound Company General Contractors.

After a brief discussion, Commissioner Heather Dudley-Nollette moved to approve the contract for animal shelter improvements, Consent Agenda Item No. 7, with the correction [to the title on contract]. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

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

The meeting was recessed at 11:19 a.m. and reconvened at 11:27 a.m. with all three Commissioners present.

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

- Boards and Committees Assignments: After discussions and edits, Chair Eisenhower moved to approve the 2025 Board and Committee assignments, with adjustment to the Behavioral Health Consortium, Peninsula Regional Transportation Planning Organization, and other edits. Commissioner Heather Dudley-Nollette seconded the motion which carried by a unanimous vote.
- County Administrator; reviewed recent meetings, miscellaneous topics

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

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

- KPTZ radio schedule
- Calendar Coordination

DISCUSSION Conservation Futures Fund re: Establishing a Conservation Futures Fund Program Application Period, Setting an Estimated Amount of Conservation Futures Fund Available, and Approving Program Materials for Use in the 2025 Conservation Futures Fund Cycle: Water Quality Manager Mike Dawson, Environmental Health staff member Tressa Linquist, and Conservation Futures Citizens Oversight Committee (CFCOC) Vice Chair Ron Rimple were present and reviewed the recommended changes to the CFCOC program materials, manual, and answer questions posed to the Board.

After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 06-0106-25R** re: Establishing a Conservation Futures Fund Program application period, setting an estimated amount of Conservation Futures Fund available, and approving program materials for us in the 2025 Conservation Futures Fund Cycle. Commissioner Heather Dudley-Nollette seconded the motion which carried by a unanimous vote.

The meeting was recessed at 2:20 p.m. and reconvened at 2:26 p.m. with all three Commissioners present.

WORKSHOP re: Finalizing Jefferson County’s legislative priorities: Strategies 360 lobbyist Stephanie Wright, Lobbyist met with the Commissioners to review and approve their legislative priorities. The Commissioners addressed potential capital asks which include Highway 19/20 and Mill Road Gateway intersections, and design and funding for a mid-County aquatic center. Policy priorities were also discussed which include supporting flexibility for uses within Local Areas of More Intense Rural Development (LAMIRDs) and for changing their boundaries, amending RCW 82.46.75 to allow additional counties to impose an excise tax for housing, and supporting a local option sales tax on Short Term Rentals.

Ms. Wright answered questions posed by the Board, and the Commissioners reviewed and edited a draft memorandum. Staff will work on finalizing the memorandum, and place on a future Consent Agenda.

DISCUSSION re: Authorizing the Jefferson County Administrator to execute an Interlocal Agreement (ILA) with the governing body of the newly formed Jefferson County Transportation Benefit District: County Administrator Mark McCauley and Civil Deputy Prosecuting Attorney Ariel Speser were present for the discussion, and to answer questions posed by the Board. County Administrator McCauley briefly explained the need for the ILA.

After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 07-0106-25R** to Authorize the Jefferson County Administrator to execute an Interlocal Agreement with the governing body of the newly formed Jefferson County Transportation Benefit District, as presented. Chair Eisenhour seconded the motion. She called for public comments on the motion, and one comment was received. She called for a vote on the motion. The motion carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 3:00 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

Carolyn Gallaway, CMC
Clerk of the Board

Heather Dudley-Nollette, Member