



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – March 3, 2025, 9:00 a.m.

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

CALL TO ORDER: Commissioner Greg Brotherton and Commissioner Heather Dudley-Nollette participated in the meeting. As Chair Heidi Eisenhour was in Washington D.C. representing Jefferson County, Commissioner Brotherton stated that he will be Acting Chair, and that Commissioner Eisenhour will be attending the BOCC meeting when her schedule allows.

PUBLIC COMMENT PERIOD: Acting Chair Brotherton called for public comments, and 11 comments were received. The Commissioners addressed the comments.

WORKSHOP re: Amendments to Jefferson County Code regarding Short-Term Rentals (STRs); and Approval for Public Hearing on March 17, 2025: DCD Director Josh Peters was present to request that the Commissioners consider holding a public hearing on March 17, 2025 at 10:30 a.m. regarding STRs. After discussion, Commissioner Dudley-Nollette moved to approve the Hearing Notice. Acting Chair Brotherton seconded the motion. The motion carried.

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson County and the nation. She provided updates on influenza, COVID-19, RSV, measles, norovirus, and avian flu.

Emergency Management Director Willie Bence provided information on a recent 4.5 earthquake on Orcas Island, and reviewed tsunami and earthquake awareness.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Dudley-Nollette moved to approve the Consent Agenda as presented. Acting Chair Brotherton seconded the motion. The motion carried.

1. **AGREEMENT** re: Public Health leadership team professional development classes; In the amount of \$49,520, and not to exceed \$50,000; Public Health; Ally Strategy Consulting
2. **AGREEMENT, Amendment No. 1** re: Gardiner Community Center; no cost change; County Administrator; Gardiner Community Center
3. **ADVISORY BOARD APPOINTMENTS (2)** re: Law Enforcement Officers and Fire Fighters (LEOFF) 1 Disability Board: 1) Justin Fletcher, Fire fighter representative; and 2) Gary Mikelson, Law enforcement representative

4. **APPROVAL OF MINUTES:** Regular Meeting Minutes of February 3, 10, 18, and 24, 2025, and Special Meeting Minutes of January 27, 2025 (Planning Commission), and February 6, 2025 (PRAB)
5. **APPROVAL OF DISTRICT COURT JURY FEES:** February 3-28, 2025 and totaling \$944.40
6. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated February 24, 2025 and totaling \$1,317,830.74 and Dated February 26, 2025 and totaling \$1,104.33

ADDITIONAL BUSINESS: Letter of Support re: Jefferson Healthcare Federal Funding Request: Commissioner Dudley-Nollette shared her screen to review a draft letter that has been requested by Jefferson Healthcare. They are requesting a \$2.65 million federal grant for a patient imaging project in Port Ludlow. Commissioner Dudley-Nollette stated that she checked with the County's lobbyist, who noted there are no conflicts. After review, Acting Chair Brotherton moved to approve the letter as presented. Commissioner Dudley-Nollette seconded the motion. Acting Chair Brotherton called for public comments on the motion, and no comments were received. He called for a vote on the motion. The motion carried.

BID OPENING re: Publication of County Legal Notices: Clerk of the Board Carolyn Gallaway stated that every year the Commissioners must designate an Official County Newspaper by their first Regular Meeting in April. She noted that a Call for Bids was published on January 6, 2025, and two bids were received. She opened and read the bids aloud:

<u>BIDDER</u>	<u>BID AMOUNT</u>
The Leader	Font Size 8.5, Total print circulation: 6,599, electronic subscriptions 411
Peninsula Daily News	Font Size 7.2, Total print circulation: 1,167, electronic subscriptions 3,411

Clerk Gallaway noted that there are other various components included in the bids, and she will prepare a comparison analysis for review at a later date.

CERTIFICATION OF ANNUAL INVENTORY OF THE CAPITALIZED ASSETS AS OF DECEMBER 31, 2024: The Board of County Commissioners certify the inventory of capitalized assets on an annual basis. Clerk of the Board Carolyn Gallaway administered the Verification on Oath for Acting Chair Brotherton and Commissioner Dudley-Nollette.

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

WORKSHOP re: 2025 Public Health Workplan update: Public Health Director Apple Martine was present to give a presentation on the 2025 Public Health workplan. Public Health goals for 2025 include embracing growth and innovations, along with strengthening the governmental Public Health network. Goals for 2026 include dialing in efficiencies with less, while remaining available and accessible for the communities served through public health services. She also reviewed future goals for administration, Human Services, Community Health, Environmental Health, and answered questions posed by the Board.

The meeting was recessed at 12:00 p.m. and reconvened at 1:30 p.m. with all three Commissioners present. Acting Chair Brotherton retained chairing duties.

WORKSHOP re: 2025 WSU Extension Workplan: Washington State University (WSU) Extension Director Amit Sharma provided a presentation on WSU's 2025 workplan. He reviewed his organizational model which focuses on foundational stability, shared values and cultures, trust, leadership, resources and resilience. He shared how Microsoft Teams works, and noted that the County will be moving to this platform. He answered questions posed by the Board.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:00 p.m. to 2:30 p.m. Acting Chair Brotherton announced that the Executive Session will be held from 2:01 p.m. to 2:31 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, Public Works Director, Assistant Public Works Director, and Department of Community Development Director. The Board concluded the Executive Session and resumed the regular meeting at 3:01 p.m. and took the following action:

Commissioner Dudley-Nollette moved to authorize Chair Eisenhour to negotiate the license for log storage on County-owned property for the purposes of a bridge project [Big Quilcene River Bridge]. Acting Chair Brotherton seconded the motion and called for public comments, and no comments were received. He called for a vote on the motion. The motion carried by a unanimous vote.

PROCLAMATION re: Proclaiming the month of March 2025 as American Red Cross Month: After the Commissioners read aloud the proclamation, Commissioner Dudley-Nollette moved to approve the proclamation for American Red Cross Month. Commissioner Eisenhour seconded the motion which carried by a unanimous vote. American Red Cross Community Volunteer Leader Heather Cheeks was present and thanked the Commissioners for approving the proclamation.

PROCLAMATION re: Declaring Saturday, March 8, 2025 as Women's Day: The Commissioners discussed the proclamation and read it aloud. Commissioner Eisenhour moved to approve March 8, 2025 as Women's Day, and approve the proclamation. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

UPDATE re: Jefferson Aquatic Coalition (JAC) survey: Acting Chair Brotherton, Jefferson Aquatic Coalition President Diane McDade, and GIS Kevin Hitchcock were present to provide an update on the Aquatic Center Survey that was sent out to Jefferson County residents. They discussed the geographical data received and answered questions posed by the Board.

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

- Legislative update – The Commissioners reviewed legislative items and upcoming workshops. Commissioner Eisenhour excused herself from the remainder of the meeting at 3:31 p.m.
- Commissioners' Briefing Session – Continued
- Calendar Coordination

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Commissioners Meeting Minutes of March 3, 2025

NOTICE OF ADJOURNMENT: Acting Chair Brotherton adjourned the meeting at 4:05 p.m. until the next regular meeting or special meeting as properly noticed.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Heidi Eisenhour, 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 – March 10, 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. She noted the immense display of community spirit at the recent Connectivity Summit.

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

WORKSHOP re: Olympic National Park: Commissioner Eisenhour noted that there was a meeting on Saturday, March 8, 2025, with Governor Ferguson, City of Forks, Clallam County and Jefferson County that the Governor has allocated funding for reopening the Upper Hoh Road, contingent on a private funding match, which has now been secured. Public Works is preparing a contract for the repair work, expected to take 3 - 4 weeks once started.

Olympic National Park (ONP) Deputy Superintendent Kevin Killian was present for discussion and confirmed that ONP operations are ready to resume once access is restored, though broader park staffing and planning remain uncertain due to a federal hiring freeze and budget issues. There was discussion about North Shore Road repairs, with a hard closure expected after July 4, 2025. Chair Eisenhour recessed the meeting to allow time for the Deputy Superintendent to seek clarification needed on specific project timelines.

The meeting was recessed at 10:11 a.m. and resumed at 10:20 a.m. with all three Commissioners present.

WORKSHOP re: Olympic National Park - Continued: ONP Deputy Superintendent Killian continued updating the Commissioners on West End roads. He confirmed that a hard closure of North Fork Road at Big Creek will begin July 7, 2025 and last until September 3, 2025 due to federally funded emergency repairs, which cannot be delayed again without risking loss of funding. Access will be restored in early April with the reinstallation of a temporary bridge at Graves Creek, but no alternate access or bypass is possible during the summer closure.

Communication challenges were discussed, with the park relying on its website for alerts and welcoming collaboration with the county and tourism boards to better inform the public. Chair Eisenhour opened the floor to allow for public comments, and four comments were received. ONP staff noted their commitment to visitor access and safety, despite ongoing limitations.

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APPROVAL AND ADOPTION OF THE CONSENT AGENDA: After discussion,

Commissioner Brotherton moved to pull Consent Agenda Item No. 5 (Courthouse clock repair), and Consent Agenda Item No. 13 (On-Site Sewage plan amendment) from the Consent Agenda, and on Consent Agenda Item No. 1 (Naming bridge), authorize the Chair to sign the letter with the adjustment of adding the native language as requested, and approve the remaining items on the Consent Agenda. County Administrator noted that Consent Agenda Item No. 1 has signature lines for all three Commissioners. Commissioner Brotherton agreed to a friendly amendment to keep all three Commissioners listed for signature on the letter, and adding the tribal language. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **LETTER OF SUPPORT** re: Naming the Bridge Connecting Indian and Marrowstone Islands as Passage Through Bridge
2. **RESOLUTION NO. 17-0310-25R** re: Temporary Road Closure on Linger Longer Road; County Road No. 301309 and Fremont Avenue No. 301709
3. **RESOLUTION NO. 16-0310-25R** re: Updating the Official County Road Log to include: Mt. Wilder Way and McCartney Peak Lane
4. **AWARD OF CONTRACT** re: Olympic Discovery Trail – Anderson Lake Connection; County Project No. 18019893; County Road No. 850200; Federal Aid Project No. STBGR-2016; RCO Project No. 20-1745; Public Works; Seton Construction Inc.
5. **AGREEMENT** re: Courthouse Clock Repair; In the Amount of \$12,096; Central Services; Woodbay Co. LLC (removed and later approved)
6. **AGREEMENT** re: Project Management Consulting; MUNIS/EnerGov Information System Project; In the Amount of \$72,600; Central Services; Cherie Moulin
7. **AGREEMENT** re: Energy Audit Grant Program for Tier 1 and 2 Buildings; Reimbursable Grant, In the Amount of \$56,943.96; Central Services; Washington State Association of Counties
8. **AGREEMENT** re: Port Townsend Community Center Gymnasium Roof Replacement / Structural Repair; In the Amount of \$145,871.10; Central Services; Studio Bracket
9. **AGREEMENT, Amendment No. 1** re: EV Car Charging Site Host Agreement for the Tri-Area Community Center Site; Revenue Share to Jefferson County at \$0.05/kWh; Central Services; EV Charging Solutions Inc.
10. **AGREEMENT** re: Center Road MP 3.23 Culvert Replacement Design; In the Amount of \$524,792; Public Works; Washington Recreation and Conservation Office
11. **AGREEMENT** re: Emergency Shelter – Severe Weather Emergency Shelter; In the Amount of \$5000; Public Health; Bayside Housing & Services
12. **AGREEMENT** re: Photo Licensing; In the Amount of \$300; Public Health; Gatheringplace
13. **AGREEMENT, Amendment No. 1** re: On-Site Sewage Action Plan; In the Amount of 90,645; Public Health; Puget Sound Partnership (removed and later approved)
14. **MEMORANDUM of AGREEMENT** re: Practicum Field Experience; No Fiscal Impact; Public Health; Eastern Washington University
15. **CERTIFICATION** re: County Road Administration Board Road Levy
16. **LICENSE:** Jamestown S’Klallam Tribe JST for Temporary Use of County Property; Parcels 991200401, 991200407, and 991200505
17. **LICENSE:** Cascade Bridge LLC for Temporary Use of County Property at 101 Rogers Street, Quilcene

18. **ADVISORY COMMITTEE RESIGNATION** re: LEOFF I Disability Board; Fire Fighter Association Representative, Howard Scott
19. **ADVISORY COMMITTEE APPOINTMENT/REAPPOINTMENT (2)** re: Jefferson County Marine Resources Committee; Reappointment of Janette Mestre; District 1; Appointment of Jonathan Waggoner; Marine Science Practitioners, Educators or Researchers Alternate
20. **ADVISORY COMMISSION REAPPOINTMENTS (3)** re: Planning Commission; District 1, Cynthia Koan; District 2, Matt Sircely; District 3, Richard Hull
21. **ADVISORY BOARD REAPPOINTMENT (3)** re: Jefferson County Parks and Recreation Advisory Board (JCPRAB); District 1, Vern Bessey; District 2, Bob Hoyle; District 2, Marianne Walters
22. **PAYMENT OF SUPERIOR COURT JURY FEES** for the Month of February, 2025
23. **APPROVAL OF PAYROLL WARRANTS:** Dated March 5, 2025 and Totaling \$2,516,798.82

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended, miscellaneous topics, and reviewed their meeting schedules. Commissioner Brotherton excused himself from the meeting at 11:59 a.m. and returned at 12:02 p.m.

CONTINUED DISCUSSION re: On-Site Sewage (OSS) plan amendment (Consent Agenda Item No. 13), and Courthouse clock repair (Consent Agenda Item No. 5): Environmental Health and Water Quality Manager Pinky Mingo joined the meeting to provide clarification on the OSS amendment request. After discussion, Commissioner Dudley-Nollette moved to approve the agreement, which was previously pulled from the Consent Agenda. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

Central Services Director Shawn Frederick joined the meeting to clarify questions regarding repairs to the courthouse clock. After discussion, Commissioner Brotherton moved to approve the agreement. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

The meeting was recessed at 12:14 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 1:30 p.m. to 2:15 p.m. regarding 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, Deputy Prosecuting Attorney, the County Administrator, Chief Civil Deputy Prosecuting Attorney, Civil Deputy Prosecuting Attorney, Public Works Director, and Public Works Engineering Services Manager. As there was a technical difficulty, the Board resumed the regular meeting at 2:19 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 2:19 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.

WORKSHOP re: Fire Marshal Program Update and 2025 Workplan: Fire Marshal Phil Cecere and Deputy Fire Marshal Brian Tracer provided a presentation on the Building Official and Fire Marshal Workplan. Fire Marshal Cecere shared 2024 accomplishments and their goals for 2025. Due to receiving new software, they are able to conduct business remotely and are working on a draft

ordinance to bring to the Board for private road and driveway access. They are also working to formalize the inspection process, reducing site visits, and improving efficiency. They answered questions posed by the Board.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners continued reviewing their meeting schedules.

WORKSHOP re: Housing Advocacy Day and Shelter Funding: Commissioner Dudley-Nollette noted that there is a Housing Advocacy Day in Olympia, which will be held on Friday, March 14, 2025. She led the conversation regarding Housing Advocacy Day planning, and emergency shelter funding, emphasizing the importance of showing up in Olympia with a well-prepared, united front to advocate for housing and homelessness-related legislation.

Chair Eisenhour opened up the floor for public discussion. Participants agreed that coordinated efforts, pre-planning, and clear messaging are critical for impactful lobbying, with many expressing interest in forming a Jefferson County coalition to represent rural voices more effectively.

The group reviewed emergency shelter needs, with providers like Dove House, OlyCAP, and Bayside Housing highlighting funding shortfalls and operational challenges due to federal and state budget cuts. Also discussed was a support for greater collaboration and data-sharing, and a commitment to continued coordination and planning for long-term solutions.

ADDITIONAL DISCUSSION ITEMS: Not discussed.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 3:47 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



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MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – March 17, 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 thirteen comments were received. The Commissioners addressed the comments.

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

1. **INTERLOCAL AGREEMENT** re: Collection of the Transportation Benefit District (TBD); No Fiscal Impact; Washington State Department of Licensing
2. **AGREEMENT** re: Coordinated Water System Plan Update; In the Amount of \$207,000; Community Development; HDR Engineering, Inc.
3. **AGREEMENT** re: Special Sex Offender Disposition Alternative (SSODA) Treatment; Not to Exceed \$12,000; Juvenile and Family Court; Jake Leeper, LCSW
4. **AGREEMENT** re: Construction of Olympic Discovery Trail – Anderson Lake Connection Project; Project No. 18019893; Road No. 850200; Federal Aid Project No. STBGR-2016(030); RCO Project No. 20-1745; In the Amount of Grant Funding \$3,782,268.93; Public Works; Seton Construction Inc.,
5. **CHANGE ORDER No. 7, Phase 2** re: Water Reclamation Plant for the Port Hadlock UGA, Project No. 405-2114-0; Commerce Project No. 22-96515-026; In the Increased Amount of \$10,477,011.02; Public Works; Interwest Construction of Burlington, WA
6. **ADVISORY COMMISSION REAPPOINTMENT (1)** re: Jefferson County Parks and Recreation Advisory Board (JCPRAB); Jon Cooke, District 3
7. **ADVISORY COMMISSION APPOINTMENT (1)** re: Conservation Futures Fund Citizen Oversight Committee (CFFCOC); Unexpired term for District 1; Carol Bernthal
8. **ADVISORY BOARD APPOINTMENT (1)** re: Solid Waste Advisory Committee (SWAC); Agricultural Community Representative; Sierra Young
9. **ADVISORY COMMITTEE RESIGNATION (1)** re: Solid Waste Advisory Committee (SWAC); Jefferson County Conservation District; Glenn Gately
10. **APPROVAL OF PAYROLL WARRANTS:** Dated March 5, 2025 and Totaling \$173,901.23
11. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated March 10, 2025 and Totaling \$2,106,497.18

PROCLAMATION re: Proclaiming the Week of March 16, 2025 as Sunshine Week:

After all three Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve the proclamation proclaiming the week of March 16, 2025 as Sunshine Week, as read. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

The meeting was recessed at 9:57 a.m. and reconvened at 10:00 a.m. with all three Commissioners present.

UPDATE re: Washington State Department of Natural Resources (DNR) Fourth Quarter County Income Report: DNR Olympic Region Manager Bill Wells, and DNR Assistant Region Manager Drew Rosanbalm, provided an update on the 4th Quarter County Income Report, and answered questions posed by the Board. Also present for discussion was Treasurer Stacie Prada, and Assessor Jeff Chapman.

After discussion, Chair Eisenhower opened the floor up for public comments, and one comment was received.

HEARING re: Amendments to the Jefferson County Code Regarding Short Term Rentals (STRs):

DCD Chief Strategy Officer Brent Butler, and Development Code Administrator Greg Ballard were present to give a presentation on STRs, and answer questions posed by the Board.

On June 10, 2024, the Commissioners adopted Ordinance No. 03-0610-24 establishing a moratorium on acceptance and processing of development permit applications for STRs, as regulated under Title 18 of the Jefferson County Code (JCC). As a part of the approved work plan, the Planning Commission (PC) held a public hearing on February 5, 2025 and deliberated on the record during their February 19, 2025 meeting. The Board of County Commissioners held a workshop on March 3, 2025 to review the PC recommendation, and ultimately chose to hold today's hearing.

Planning Commission members Cynthia Koan, Kevin Coker, Ahren Stroming, and Michael Shultz were present to participate in discussion, and answer questions posed by the Board.

After discussion, Chair Eisenhower opened the floor to allow for public testimony. The following individuals provided testimony: Michael Volkmen - Port Townsend, Cynthia Koan - Port Townsend, Holly Stiley - Quilcene, Brian McFadden - Port Townsend, Nikola Caliparis - Port Townsend, Nicholas Nafton - Spokane, Jeremy Denniston - Port Townsend, Mike Hechtlinger - Port Townsend, Maggie Mitchel - Port Townsend, Katherine Weldy - Port Townsend, Liz Revord - Port Hadlock, Ross Foster - Gig Harbor, Diana Denny - Port Townsend, Caitlin - Kenmore, Jean Ball - Quilcene, Tom Thiersch - Jefferson County, Shelly Yarnell - Brinnon, Brandon Bishop - Bremerton, and Devon Van Handel - Brinnon.

Chair Eisenhower closed public testimony and stated that she will keep written testimony open, with continued deliberations to be continued on March 24, 2025. The Commissioners began deliberations. Due to a question from the public, Chair Eisenhower confirmed that the oral portion of the hearing was closed, but that written testimony has been extended through Friday, March 24, 2025 at 4:00 p.m.

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The meeting was recessed at 1:06 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 Potential Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, Chief Civil Deputy Prosecuting Attorney, Civil Deputy Prosecuting Attorney, and Department of Community Development Director. The Board concluded the Executive Session and resumed the regular meeting at 2:00 pm. There was no proposed action, and therefore no public comment taken on this topic.

WORKSHOP re: 2026 Local Celebrations of 250th Anniversary of the United States: Commissioner Dudley-Nollette shared information regarding the upcoming 250th anniversary of the United States of America. After discussion, she noted that she will reach out to local Tribes for their input.

WORKSHOP re: 2026 Congressionally Directed Spending (CDS) Requests: The Commissioners discussed priority of local projects seeking CDS funds, which currently include:

- Sewer Expansion System
- Habitat for Humanity for Mason Street
- Mill Road roundabout with the City of Port Townsend
- Jefferson HealthCare
- Mason PUD No. 1

The sewer expansion was emphasized as a top priority, with potential to extend service and reduce operating costs, while the Mill Road project remained important due to its partnership potential with the City of Port Townsend. The Commissioners discussed seeking clarification of funding overlaps, submitting letters of support, and coordinating next steps on applications and priorities.

COMMISSIONERS BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, reviewed upcoming meetings, and revisited conversations involving Congressionally Directed Spending requests and hearing deliberations regarding Short Term Rentals.

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

Adiel McKnight, CMC
Deputy Clerk of the Board

Heather Dudley-Nollette, Member



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – March 24, 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 suggested moving the Hearing set for the Public Facilities District (Consent Agenda Item No. 1), to be moved to April 14, 2025. The Commissioners concurred. After further review, Commissioner Dudley-Nollette moved to approve the Consent Agenda, with the change in the Public Facilities Hearing date to 2:30 p.m. on April 14, 2025. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Creating a Countywide Public Facilities District for Jefferson County, Washington, including the City of Port Townsend, as authorized by RCW 36.100 and Adopting a New Chapter 3.100 of the Jefferson County Code, "Public Facilities District;" Hearing to be held ~~April 7, 2025 at 10:15 a.m.~~; 1820 Jefferson Street, Port Townsend, WA 98368, Commissioners' Chambers (HYBRID) – ***Amended to April 14, 2025 at 2:30 p.m.***
2. **AGREEMENT** re: Connecting Housing to Infrastructure Program (CHIP) Grant; In the amount of \$776,139; DCD; Washington State Department of Commerce
3. **AGREEMENT** re: Oak Bay Campground Host; In the amount of \$10,329; Public Works; Ronald Brake
4. **AGREEMENT** re: Employment program for individuals with Intellectual and Developmental Disabilities (IDD); In the amount of \$63,444; Public Works; Cascade Community Connections
5. **AGREEMENT** re: SR19 Rhody Drive pedestrian and bike improvements; In the amount of \$401,274.76; Public Works; Shea, Carr & Jewell, Inc.
6. **AGREEMENT** re: Human Resources and Labor Relations Consulting Services; In the amount of \$100,000; County Administrator; Braun Consulting
7. **AGREEMENT** re: Winter Welcoming Center; In the amount of \$5,000; Public Health; Jefferson Interfaith Action Coalition
8. **AGREEMENT, Amendment No. 1** re: Program Development for School to Work Program; No change in amount; Public Health; DSHS – Division of Vocational Rehabilitation

9. **AGREEMENT, Amendment No. 2** re: Consolidated Contracts re: Beach Environmental Assessment, Communication, and Health (BEACH) program, Infections Disease – Syndemic Prevention Services, and Women, Infants, and Children (WIC) program; amount up to \$226,436; Public Health, Washington State Department of Health
10. **AGREEMENT, Amendment No. 3** re: Consolidated Contracts re: Executive Office of Resiliency & Health Security, Office of People Services, OSS LMP Implementation funds, Injury and violence prevention, Office of Immunization, and sexual and reproductive health program; Additional amount of \$277,495 for a total of \$3,149,254
11. **USDA Right-of-Way Certificate** re: Early Learning/Family Support Center; grant funded; County Administrator; USDA
12. **APPROVAL OF PAYROLL WARRANTS:** Dated March 20, 2025 and totaling \$93,731
13. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated March 17, 2025 and totaling \$577,961.59

WORKSHOP re: Initial options for paving design, Gateway Visitor Center (GVC): Commissioner Brotherton reviewed potential designs for the GVC. Jefferson Transit Authority Manager Nicole Gauthier was present to provide input. No action was taken.

DISCUSSION re: Creating an Employee Recognition Program and authorizing funding for the Annual Employee Picnic, Tax Blues Breakfast, and other appropriate events: County Administrator Mark McCauley explained the history of the Public Employee Recognition Committee (PERC) fundraisers and noted that the Commissioners can approve a formal employee recognition program to fund events for employees. Chair Eisenhower noted that while serving on PERC, she suggested that the County fund these events. Clerk of the Board Carolyn Gallaway added that there is typically a handful of employees doing a majority of the work to fundraise the events that support County staff.

After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 18-0324-25R** re: Creating an Employee Recognition Program and authorizing funding for the Annual Employee Picnic, Tax Blues Breakfast, and other appropriate events, as presented today. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

UPDATE re: WSU Extension Noxious Weed Program: Noxious Weed Coordinator Sophie DeGroot was present to update the Board on Noxious Weed Program accomplishments and upcoming goals. She answered questions posed by the board.

ADDITIONAL BUSINESS: EXECUTIVE SESSION: An Executive Session was added and scheduled from 10:45 a.m. to 11:15 a.m. Chair Eisenhower announced that the Executive Session will be held from 10:47 a.m. to 11:17 a.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, and Department of Community Development Director. The Board concluded the Executive Session and resumed the regular meeting at 11:17 a.m. There was no proposed action, and therefore no public comment taken on this topic.

The meeting was recessed at 11:18 a.m. and reconvened at 11:25 a.m. with all three Commissioners present.

DISCUSSION re: Official Newspaper of Record: Clerk of the Board Carolyn Gallaway explained the bid tabulation of the bids received from the Leader and the Peninsula Daily News. She noted that she had reached out to the Port Townsend Leader due a couple of their bid answers from last year being drastically different than this year. The Leader confirmed that the amounts listed in their current bid were accurate.

The Commissioners discussed print circulation versus online viewers. After discussion, Commissioner Brotherton moved to select the Port Townsend Jefferson County Leader as the public paper of record for 2025. Member Dudley-Nollette seconded the motion which carried by a unanimous vote. Clerk Gallaway noted that she will prepare a contract for the Leader for approval at a later date.

WORKSHOP re: Letters of support for Congressionally Directed Spending (CDS) requests: Commissioner Brotherton noted that only the PUD version of the letter was included in the packet. He shared his screen to review the Hoh Tribe's request for a new Hoh Tribal Center and wastewater system. Each letter will be sent to three congressional delegates. Commissioner Dudley-Nollette noted she also had a letter for Bayside Housing and Services she would like to present. The conversation was tabled until the afternoon.

ADDITIONAL BUSINESS: Update re: West End Roads: Assistant Public Works Director Eric Kuzma was present to provide an update on Jefferson County's South Shore Road, Hoh Road, and Oil City Road. He stated that the South Shore Road project is on the Governor's list. If they is some level of certainty that they will receive funding, they will proceed with repairs. Assistant Director Kuzma also provided an update on the Hoh Road damage. Commissioner Dudley-Nollette and Commissioner Brotherton both shared their screens to show photos of damage to West End roads that they received from Public Works staff.

The meeting was recessed at 11:57 a.m. and reconvened at 12:03 p.m. with all three Commissioners present.

COORDINATION MEETING with Jefferson County Elected Officials and Department Directors: The Commissioners met with other Elected Officials and Department Directors to review the following:

- County-wide migration to Office 365 licensing: Central Services Director Shawn Frederick was present to review the migration to a subscription-based Office 365 for all County employees. He reviewed the pros and cons. If approved, the service costs around \$141,000/year. BOCC requested a workshop at a later date.
- 2025 Community Outreach Meetings: Clerk of the Board Carolyn Gallaway updated staff on potential meeting dates. Conversation ensued around public participation and meeting format.
- Roundtable discussion:
 - Treasurer's Office –
 - Taxes are due April 30, 2025
 - Annual report, preparations

- Auditor's Finance Conference – Prada and Shepherd will be presenting
- Auditing rules are getting stricter
- Department of Community Development
 - Short Term Rentals – continued deliberations today
 - 2025 Periodic Update; required by GMA
 - Pleasant Harbor Master Planned Resort; new submittal coming
- Assessor's Office
 - Port Townsend in-person valuations are being conducted
 - Software system bugs they are working with
 - Legislative update: many property tax measures have been tabled
- Central Services
 - PT Community Center; evaluation of roof repairs
 - Critical Information Technology Server Room project; live now
 - EPL migration; need for on-premise migration prior to cloud
- Finance Director
 - Adjustment to the ledger re: Transportation Benefit District, Coroner
 - Stipends for board & committee members
 - Accounts payable are experiencing higher workload
- Auditor's Office
 - New work stations
 - Transportation Benefit District; funds to be collected
- Public Health
 - Staff move to the PH annex
 - Water quality lab to be built soon
 - Internal hire for the CHIP manager position
 - EH manager position will be open soon
 - Comp plan revisions; climate and health elements they are working on
 - New school clinic

Chair Eisenhour excused herself for another lunch meeting, and passed Chairing duties to Commissioner Brotherton at 12:57 p.m.

- Chief Strategy Officer
 - Mill Road lift station
 - Stock plans being rolled out one by one
 - Middle Housing plans; looking for sufficient funds
- District Court
 - Odyssey case management system; upgrade in progress

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 Eisenhour announced that the Executive Session will be held from 1:32 p.m. to 2:02 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, Department of Community Development Director, Code Development Administrator, and Code Compliance Coordinator. The Board concluded the Executive Session and resumed the regular meeting at 2:02 p.m. There was no proposed action, and therefore no public comment taken on this topic.

HEARING CONTINUATION re: Amendments to Jefferson County Code regarding Short-Term Rentals (STRs): DCD Director Josh Peters and Code Administrator Greg Ballard were present for deliberations. DCD Code Administrator Ballard reviewed changes to presentation materials with the Board. They agreed to table discussion and hold an additional executive session after the Connectivity Workshop.

WORKSHOP re: Reviewing the Recently Concluded Connectivity Summit: The Production Alliance (TPA) Director Daniel Milholland and TPA staff member Zach Moser were present to brief the Board on the recent Connectivity Summit. They submitted a report that included event follow-up, feedback received, county projects highlighted, and organizations involved.

ADDITIONAL BUSINESS: EXECUTIVE SESSION: An Executive Session was added and scheduled from 3:45 p.m. to 4:00 p.m. Chair Eisenhower announced that the Executive Session will be held from 3:47 p.m. to 4:02 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, Department of Community Development Director and Code Compliance Coordinator. The Board concluded the Executive Session and resumed the regular meeting at 4:03 p.m. There was no proposed action, and therefore no public comment taken on this topic.

CONTINUED - HEARING CONTINUATION re: Amendments to Jefferson County Code regarding Short-Term Rentals (STRs): Commissioner Brotherton stated that he would like to have a synthesis of the Planning Commission's work and our DCD staff work. He noted that staff and Planning Commission recommendation is the most defensible. He recommended slowing down the process, and keeping deliberations open, with continued deliberations being held on April 7, 2025. It was discussed that Planning Commission members could also attend the BOCC meeting on April 7th if they would like.

After discussion, Commissioner Brotherton moved to continue deliberations to April 7, 2025, and direct DCD to take the DCD staff report, along with Prosecuting Attorney's Office supporting information back to the Planning Commission, and bring the results of that confabulation back on April 7, 2025. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

CONTINUED - WORKSHOP re: Letters of support for Congressionally Directed Spending (CDS) requests: Clerk Gallaway noted that the three letters from the morning session, were tabled for later discussion, and had not been approved yet. Commissioner Brotherton moved to approve the three letters reviewed so far, two to support the Hoh Tribe's projects, and one for Mason PUD, and send to all three of our federal delegates, as presented. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhower called for public comments, and one comment was received. She called for a vote on the motion. The motion carried by a unanimous vote.

Commissioner Dudley-Nollette shared her screen to view a letter of support for Bayside Housing and Services application for CDS. After ensuring that support of this project would not create conflicts with other projects, she decided to bring the letter forward for support. The letter would be sent to Senator Patty Murray's office. After review, Commissioner Brotherton moved to approve signing the letter of support for Bayside Housing's application for CDS. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhower called for public comments, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

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

- Legislative update – Chair Eisenhower shared a legislative report with the Board

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:30 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

Joint Special Meeting – March 26, 2025, 9:00 a.m.

**Jefferson County Board of Commissioners
and the Solid Waste Advisory Committee (SWAC)**

Jefferson County Courthouse – First Floor Conference Room
1820 Jefferson Street, Port Townsend, WA

CALL TO ORDER: The Solid Waste Advisory Committee (SWAC) Chair Tracy Grisman called the SWAC meeting to order and conducted roll call. Commissioner Chair Heidi Eisenhour called the Special Board of County Commissioners' meeting to order in the presence of Commissioner Greg Brotherton and Commissioner Heather Dudley-Nollette. The purpose of the Special Meeting was to allow the Commissioners to meet with the Solid Waste Advisory Committee (SWAC), and provide comments and direction when necessary.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments, and one comment was received.

DISCUSSION re: Capital funding needs, recycling program, and glass to Portland, Oregon:

Public Works Solid Waste Manager Al Cairns was present to provide a presentation on the capital fundings needs for the Solid Waste program, recycling program, and hauling of glass to Oregon. He answered questions posed by the BOCC and SWAC members.

Topics that Manager Cairns sought direction from the BOCC included:

1. Should a capital surcharge be added to the current tipping fee to pay for much needed facility improvements?
2. When the current recycling contract ends (March 31, 2026) should residential recycling services be privatized and offered as curbside collection with payment made directly to the service provider?
3. Should \$6 be added to the current tipping fee to fund transport of glass to Oregon for recycling?

Manager Cairns' presentation reviewed the Solid Waste division's financial health, highlighting its strong performance in social responsibility and environmental stewardship, but raising concerns about inadequate capital reserves and projected 2025 operational shortfalls. He discussed the need for a capital surcharge on tipping fees to address urgent infrastructure replacements and sustain operations until a new facility can be built in approximately 10 years.

The presentation also addressed challenges in recycling, including high contamination rates and subsidies. Manager Cairns recommended delaying action on glass recycling due to the high costs and limited market options. BOCC and SWAC members discussed and deliberated on the issues presented.

Commissioner Dudley-Nollette excused herself from the remainder of the meeting at 10:51 a.m.

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After discussion, Chair Eisenhower noted that she feels like there is a lot of support for the staff recommendation regarding glass and requested a vote to indicate which members were in favor of accepting the staff recommendation which reads "Public Works recommends against increasing the tipping fee to fund glass recycling and for continued advocacy from the BOCC WSAC Legislative Steering Committee representative for a bottle bill, such as the current HB1607 to gain a long-term viable regional market for glass." Clerk Gallaway asked for clarification if Chair Eisenhower was conducting a poll amongst members? Chair Eisenhower stated that she is making a motion. Commissioner Brotherton seconded the motion. Chair Eisenhower asked the BOCC and SWAC members in attendance, who was in favor of the motion? All members in attendance approved the motion. The motion carried.

The BOCC and SWAC members agreed to hold an additional Special meeting, preferably before the April 24, 2025 SWAC meeting. Staff will coordinate on the date and time of the next Joint Special Meeting.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the Special Meeting of the Board of County Commissioners at 11:00 a.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

Greg Brotherton, Member

ATTEST:

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC
Clerk of the Board