



MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – January 13, 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 15 comments were received. The Commissioners addressed a variety of comments, many which were in favor of Olympic Community Action Programs (OlyCAP) remaining the lead Coordinated Housing Grant (CHG) entity.

DISCUSSION re: Upper Hoh Road: National Park Service (NPS) staff requested to meet with the Commissioners. The following individuals were present for discussion: Public Works Director Monte Reinders, Assistant Public Works Director Eric Kuzma, National Park Deputy Superintendent Kevin Killian, Chief of NP Facilities Management Jeff Dorland and City of Forks Attorney and Planner Rod Fleck. Staff from NPS and the County provided comments on the Upper Hoh Road closure, and answered questions posed by the Board. Mr. Fleck noted that the road is a huge draw for tourism in that area. Funding options were discussed.

PROCLAMATION re: Proclaiming the week of January 20-26, 2025 as Community Risk Reduction Week: East Jefferson Fire & Rescue (EJFR) Community Risk Manager Robert Wittenberg was present to explain community risk reduction in Jefferson County, and noted that they are working on enhancing wildfire preparedness, car seat installations, and other programs.

After the three Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve a proclamation proclaiming the week of January 20-26, 2025 as Community Risk Reduction Week. Commissioner Heather Dudley-Nollette seconded the motion which carried by a unanimous vote.

DISCUSSION re: Transportation Benefit District – Assumption and Hearing Notice: Civil Deputy Prosecuting Attorney (DPA) Ariel Speser and County Administrator Mark McCauley were present to explain what the Commissioner's options are in moving forward with a potential assumption of the Transportation Benefit District (TBD), and answer questions posed by the Board.

After a brief discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 07-0113-25R** re: Jefferson County Board of Commissioners stating its intent to assume the Jefferson County Transportation Benefit District's rights, powers, functions, and obligations, and setting a public hearing,

as presented today. Chair Eisenhower seconded the motion which carried by a unanimous vote. Chair Eisenhower moved to approve a **HEARING NOTICE** re: Proposed Jefferson County assumption of the Transportation Benefit District, Hearing to be held January 27, 2025 at 10:00 a.m. in the Commissioners Chambers (HYBRID). Commissioner Brotherton seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:25 a.m. and reconvened at 10:32 a.m. with all three Commissioners present.

WORKSHOP re: Homeless Response System in Jefferson County and Consolidated Homeless Grant Lead Grantee for Jefferson County: Finance Manager Judy Shepherd and Grants Manager Amanda Christofferson were present to discuss the lead designation of the Consolidated Homeless Grantee. The Commissioners have the option of making Jefferson County the lead grantee, versus OlyCAP, who has historically served as the lead grantee. Also present was Public Health Director Apple Martine.

The Commissioners discussed their options at length. Commissioner Brotherton noted that if they were to choose OlyCAP as the lead grantee now, they will require more detailed data, with the intention that next time it becomes available, that Jefferson County will be prepared take on the role of lead grantee. Commissioner Dudley-Nollette stated that she would like to see which funding would be removed from which non-CHG OlyCAP programs.

After discussion, Commissioner Brotherton move to, this time, defer the opportunity to act as the CHG lead for Jefferson County. Commissioner Heather Dudley-Nollette seconded the motion, which carried by a unanimous vote.

DISCUSSION re: Jefferson Aquatic Coalition (JAC) survey insert costs:

Commissioner Brotherton invited JAC President Diane McDade to participate in discussion. He provided a brief explanation regarding a request to distribute a survey to Jefferson County residents regarding their use of a potential new aquatic facility in the County. President McDade reviewed the draft survey that they will be advertising far and wide in an attempt to reach all County residents, and visitors to Jefferson County. She shared the online survey questions with the Board. JAC is looking for responses to the survey by January 24, 2025.

Commissioner Brotherton explained next steps in getting a Public Facilities District (PFD) on an upcoming ballot, and how JAC is working to raise funds regarding staff capacity.

JAC is requesting funding to be able to send out a print version of the survey with Jefferson County PUD No. 1 billing inserts. Commissioner Brotherton moved that the County approve the use of the \$1,500 of the Lodging Tax Advisory Committee (LTAC) award to pay for this survey in collaboration with the Jefferson Aquatic Coalition. Chair Eisenhower seconded the motion. She opened the floor to allow for public comments on the motion, and four individuals provided comments. After further discussion, Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

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APPROVAL AND ADOPTION OF THE CONSENT AGENDA: The Commissioners reviewed the Consent Agenda items. Commissioner Dudley-Nollette noted a correction to the Honeywell contract (Consent Agenda Item No. 6). Where it reads “one half,” it should read “one third.” Chair Eisenhower noted additional changes will need to be made to the Legislative Priorities (Consent Agenda Item No. 12) and that she would like it pulled from approval, along with Item No. 4. After discussion, Chair Eisenhower moved to approve the Consent Agenda, minus items No. 4 and 12, and with a change to item No. 6. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 08-0113-25R** re: In the matter of adopting a Jefferson County Flag Policy
2. **AGREEMENT** re: Substance Use Disorder (SUD) evaluation services for incarcerated individuals; \$30,198.28 in 2025 and in \$33,454.55 2026; Public Health; Gateway to Freedom
3. **AGREEMENT** re: Mobile Clinic – SUD Services for South Jefferson County; \$36,728.82 in 2025 and \$40,689.26 in 2026; Public Health; Gateway to Freedom
4. **AGREEMENT** re: Fire Community Assistance, Referral, and Education Services (CARES); \$42,244.22 in 2025 and \$46,799.39 in 2026; Public Health; East Jefferson Fire Rescue; Gateway to Freedom (REMOVED)
5. **AGREEMENT** re: Entry and Later Deputy and Corrections eligibility testing; In the Amount of \$1,828 with a 4% annual increase; Human Resources; Public Safety Testing
6. **AGREEMENT** re: Joint lobbying services; Not to exceed \$13,687; County Administrator; Clallam Economic Development Council; Honeywell Government Relations (AMENDED)
7. **AGREEMENT, Amendment No. 3** re: Group employment services; Additional \$31,516.80 in funding, for a total of \$154,539.24; Public Health; Cascade Community Connections
8. **AGREEMENT, Amendment No. 4** re: Individual supported employment services; A decrease of \$31,516.80 for a total of \$769,872.20; Public Health; Cascade Community Connections
9. **LETTER OF SUPPORT** re: Washington State Department of Natural Resources FY 2025 NOAA Marine Debris Removal application
10. **ADVISORY COMMITTEE REAPPOINTMENTS (2) re:** North Pacific Coast Marine Resource Committee: 1) JC Scientific Community Citizen Representative; Wendy Feltham; and 2) JC Economic Groups Citizen Representative; Eileen Cooney
11. **ADVISORY COMMITTEE APPOINTMENT** re: Ferry Advisory Committee; Representing the frequent ferry user – Diana Grunow
12. **APPROVAL OF MOTION** re: Finalizing Jefferson County’s 2025 Legislative Agenda (REMOVED)
13. **APPROVAL OF PAYROLL WARRANTS:** Dated January 3, 2025 and totaling \$2,548,452.42, and Dated January 3, 2025 and totaling \$183,738.97 (Sound Health)

The meeting was recessed at 12:35 p.m. and reconvened at 1:33 p.m. with Chair Eisenhower and Commissioner Heather Dudley-Nollette present. Commissioner Brotherton joined the meeting at 1:34 p.m.

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 1:33 p.m. to 2:03 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, and Department of Community Development Director. The Board resumed the regular meeting at 2:30 p.m. Chair Eisenhower announced that the Board will be extending

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the Executive Session from 2:10 p.m. to 2:30 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:33 p.m. There was no proposed action, and therefore no public comment taken on this topic.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 2:33 p.m. until the next regular meeting or special meeting as properly noticed.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heather Dudley-Nollette, Member



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MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – January, 21, 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: Clerk Gallaway noted a scrivener error to the Agreement with Bayside Housing – Tiny Village (Consent Agenda Item No. 9) on the Scope of Work page. The words “Dove House Recovery Services” should read “The Recipient,” and the agreement can be approved with that change. Commissioner Brotherton moved to approve the Consent Agenda, with the change noted in Consent Agenda Item No. 9, as presented. Commissioner Heather Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 10-0121-25R** re: 2025 Jefferson County Public Right-of-Way Americans with Disabilities Act (ADA) Transition Plan
2. **RESOLUTION NO. 11-0121-25R** re: Jefferson County Indirect Cost Allocation Plan for 2025
3. **AGREEMENT** re: Apex Accelerator; In the amount of \$10,000; County Administrator; Clallam Economic Development Council (EDC)
4. **AGREEMENT** re: Fire Community Assistance, Referral, and Education Services (CARES); \$42,244.22 in 2025 and \$46,799.39 in 2026; Public Health; East Jefferson Fire Rescue; Gateway to Freedom
5. **AGREEMENT** re: Interlocal for Juvenile and Family Court Services; \$234 per day, as needed; Juvenile Services; Clallam County
6. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – OlyCAP – Haines Street Cottages; In the Amount of \$95,000; County Administrator
7. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Dove House – Emergency DV Shelter; In the Amount of \$145,000; County Administrator
8. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Dove House – Kearney Block Hub; In the Amount of \$30,000; County Administrator
9. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Bayside Housing – Tiny Village Operations; In the Amount of \$55,000; County Administrator
10. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Bayside Housing – Subsidy; In the Amount of \$50,000; County Administrator

11. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – OWL360 – Youth and Young Adult Housing; In the Amount of \$100,000; County Administrator
12. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Jefferson Interfaith Action Coalition – Winter Welcoming Center; In the Amount of \$10,000; County Administrator
13. **AGREEMENT** re: 2025 Affordable Housing and Homeless Housing – Habitat for Humanity – Critical Home Repairs; In the Amount of \$45,000; County Administrator
14. **AGREEMENT** re: Medications for Opioid Use Disorder (MOUD) and Medications for Alcohol Use Disorder (MAUD) in Jails and delegate the authority to sign off on behalf of the County to the Chief of Corrections; In the amount of \$179,073; Sheriff's Office; Washington State Healthcare Authority
15. **AGREEMENT, Amendment No. 1** re: Addition of services for substance use disorder treatment; Amount not to exceed \$357,974; Sheriff's Office; Healthcare Delivery, Inc.
16. **AGREEMENT, Amendment No. 2** re: Expansion of services to include inpatient treatment; Sheriff's Office; Amount not to exceed \$ 272,339; Believe in Recovery, LLC
17. **ADVISORY BOARD REAPPOINTMENT** re: Housing Fund Board; Julia Cochrane; Term to expire January 21, 2028
18. **ADVISORY COMMITTEE APPOINTMENT** re: Solid Waste Advisory Committee; Citizen-at-large representative; Rebecca Jewell
19. **APPROVAL OF PAYROLL WARRANTS:** Dated January 17, 2025 and totaling \$97,894.09
20. **APPROVAL OF ACCOUNTS PAYABLE:** Dated December 26, 2024 and totaling \$1,368,867.85 and Dated December 27, 2024 and totaling \$1,380,715.37

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

WORKSHOP re: Olympic Community Action Programs (OlyCAP): Executive Director Holly Morgan and OlyCAP Director of Impact Justin Marshall were present for discussion. Executive Director Morgan reviewed services they provide, mission statement, and how they help the community. Some of the topics included how they are investing in mobility for a stronger future, youth housing, making a difference through energy assistance and highlighting various programs they operate in Clallam and Jefferson County. She also reviewed the OlyCAP draft 2025 budget. The Commissioners requested that OlyCAP provide data on how many services and funds are provided to Jefferson County residents, versus Clallam County residents.

Director Marshall reviewed their new dashboard feature and Executive Director Morgan asked Commissioners and staff what they would like to see included on their new portal. They answered questions posed by the Board and staff present.

The meeting was recessed at 11:00 a.m. and reconvened at 11:05 a.m. with all three Commissioners present.

WORKSHOP re: 2025 Human Resources Workplan: Human Resources Director Sarah Melancon was present and introduced HR Analysts Kristen Bennett and Lindsay Gonzales. There are currently 20 County Departments and approximately 371 County employees. Director Melancon reviewed tasks that the HR Department assists with: serving external and internal customers, guiding employees through leave processes, administer and interpret seven union contracts, track employee

status and personnel actions, coordinate LEOFF 1 Disability Board, coordinate workers compensation – L&I, recruitment of new employees, perform wage analyses, review and control classification plans, create and maintain job descriptions, assisting County leaders, succession planning, report injuries through OSHA 300, report EEO4, coordinate the Civil Service Commission, and investigating complaints.

Director Melancon reviewed 2024 milestones: HR established as a department – cost center & budget, collective bargaining agreements, Lunch & Learn sessions, Civil Service Commission, Meet & Greets, Mental Health Awareness Policy and guidelines, and Travel Policy update.

Director Melancon reviewed the 2025 plan which includes: empower middle management & leaders, create opportunities for cross department collaboration to reduce silos and increase understanding and communication, and developing and implementing an employee recognition program. She answered questions posed by the Board.

BRIEFING re: Proposed updates to the Jefferson County Personnel Administration

Manual: Human Resources Director Sarah Melancon was present to review the proposed changes to the Personnel Administration Manual. She noted that Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker reviewed the draft changes, prior to the meeting. Director Melancon reviewed some of the proposed changes which included: donating Paid Time Off (PTO), change of the term “discipline” to “corrective action,” change the term “discharge” to “determination,” changes to definitions for qualifying reasons for paid Family Medical Leave Act, and updating definitions for federal, state and local legal references. Director Melancon answered questions posed by the Commissioners.

COMMISSIONERS’ BRIEFING SESSION - Continued: The Commissioners continued discussing recent meetings they attended, and miscellaneous topics which included siting of a mid-county aquatic facility, HB 1158, county roads and projects, and Quilcene River Project.

The meeting was recessed at 12:05 p.m. and reconvened at 1:31 p.m. with all three Commissioners present.

WORKSHOP re: 2025 Prosecuting Attorney’s Office (PAO) Civil Division Work

Plan: Prosecutor James Kennedy, Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker, Civil DPA Melissa Pleimann, and Civil DPA Ariel Speser were present for discussion. They reviewed the PAO’s statutory duties, organization and criminal division. The prosecuting attorneys in the PAO are appointed by the Prosecutor, and are attorneys authorized by law to appear for and represent the state and the counties thereof in actions and proceedings before the courts and judicial officers. Prosecutor Kennedy reviewed the roles and responsibilities of the Civil and Criminal Division of the PAO, and organizational chart. He also reviewed alternatives to prosecution, the rights of victims, survivors, and witnesses, as well as examples of crimes prosecuted by the Criminal Division.

The PAO Civil DPAs reviewed their roles and responsibilities as the County’s legal firm which include a wide range of legal advice to all elected officials, county offices and departments, and independent boards and commissions. They assist with civil rights and discrimination, contracts, land use, code compliance and public nuisance, Public Records Act, property damages and personal injury.

Significant priorities for the PAO Civil Division in 2025 include: On-Site Septic (OSS) update for Environmental Public Health, Pleasant Harbor Master Planned Resort (MPR) for the Department of Community Development (DCD), Shoreline Master Plan (SMP), Comprehensive Plan, legal support for County priority projects, Federal and State Court litigation, and Board of County Commissioners' priority legislation – which included work on the recent Transportation Benefit District.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:15 p.m. to 3:00 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: Prosecutor, County Administrator, Chief Civil Deputy Prosecuting Attorney, and (2) Civil Deputy Prosecuting Attorneys. The Board resumed the regular meeting at 3:00 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 3:00 p.m. to 3:25 p.m. The Board concluded the Executive Session and resumed the regular meeting at 3:27 p.m. There was no proposed action, and therefore no public comment taken on this topic.

WORKSHOP re: Jefferson County Sustainable Forestry Program: County Administrator Mark McCauley and Mallore Weinheimer, Owner of Chickadee Forestry, were present to provide a 2025 Overview of the Jefferson County Sustainable Forestry Program. Owner Weinheimer reviewed 2024 accomplishments which included outreach, community planning, DNR Trust Land Transfer and land acquisition, collaborating with partners, work on the Community Wildfire Protection Plan, and a 5-Year plan with annual targets.

2025 goals include: local timber harvest support, combining efforts with the City of Port Townsend, firewood program, working with the Parks and Recreation department and Port Townsend Paper Company, finalizing program Standard Operating Procedures (SOP)s and strategy for public use, complete 3 harvests with 25% wood sold in the County, obtaining grants for the 2026 biennium, complete case study and present at state conference, and to meet with the Commissioners on a quarterly basis.

Chair Eisenhower opened the floor to allow for public comments, and two comments were received. During discussion, Owner Weinheimer answered questions posed by the Board.

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

- **ADDITIONAL BUSINESS:** Letter of Support re: Mason PUD for their application to USDA: Commissioner Brotherton moved to approve signing the letter of support for Mason PUD No. 1's application to the USDA Vegetation Removal Grant. Chair Eisenhower seconded the motion which carried by a unanimous vote. Since the letter was added to the agenda, Chair Eisenhower called for public comments on the motion, and no comments were received. She called again for a vote on the motion, and the motion carried by a unanimous vote.
- Legislative Report: January 13, 2025 – addressed during the morning session
- Legislative update: NOAA, no concerns re: consultation invitation watershed
- Calendar Coordination and County Administrator briefing
- HB1206

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



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MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – January 27, 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 eight comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Chair Eisenhour stated during the public comment period that she will be removing Consent Agenda Item No. 17 regarding a Letter to the Lodging Tax Advisory Committee. Chair Eisenhour moved to approve the Consent Agenda, minus Consent Agenda Item No. 17. Commissioner Heather Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Assumption of the Jefferson County Transportation Benefit District's Rights, Powers, Functions, and Obligations, Hearing set for February 10, 2025 at 11:00 a.m. in the Commissioners Chambers (HYBRID)
2. **AGREEMENT** re: Community event planning and execution; In the amount of \$50,000; County Administrator; The Production Alliance
3. **AGREEMENT** re: Local document recording fee support; In the amount of \$111,566; Auditor's Office; Washington State Department of Commerce
4. **AGREEMENT** re: Epidemiology assistance; In the amount of \$9,402.40; Public Health; Clallam County
5. **AGREEMENT** re: Nurse Family Partnership – Healthy youth program; In the amount of \$6,000; Public Health; Clallam County
6. **AGREEMENT** re: Extended warranty and preventative maintenance; In the amount of \$7,240; District Court; Justice AV Solutions
7. **AGREEMENT, Consolidated Contracts No. 1** re: Various Public Health services; In the amount of \$2,645,323; Public Health; Washington State Department of Health
8. **AGREEMENT, Amendment No. 1** re: Chimacum-Port Hadlock pollution identification; Additional amount of \$275.00; Public Health; Jefferson County Conservation District
9. **AGREEMENT, Amendment No. 1** re: Law Enforcement Services; Per-service rate; Jefferson County Sheriff's Office; City of Port Townsend
10. **AGREEMENT, Amendment No. 1** re: Central Services Merit Pay; upon supervisor/director approval; Human Resources; Teamster Local No. 589

11. **AGREEMENT, Amendment No. 2** re: Central Services Pension Trust; contributions by employee; Human Resources; Teamsters Local No. 589
12. **AGREEMENT, Amendment No. 3** re: Rocky Brook and Powerlines Reach habitat restoration design; Extension of time; Public Health; Natural Systems Design
13. **AGREEMENT, Amendment No. 3** re: Nurse Family Partnership – Home visit services; Additional amount of \$10,540 for a total of \$919,081.80; Public Health; Washington State Department of Children, Youth and Families
14. **AGREEMENT, Amendment No. 9** re: Dosewallips R Powerlines acquisition and design; funded by RCO SRFB #18-1228C grant agreement; Public Health; Washington State Resources and Conservation Office (RCO)
15. **AGREEMENT, Technical Amendment No. 25-01** re: Approximate cost \$6,400; Human Resources; Fraternal Order of Police (FOP); Jefferson County Sheriff Office Uniformed Support Services (JCSOUSS)
16. **DESIGNATION** re: Jefferson County's Associate Development Organization for the 2025-2027 Biennium; EDC Team Jefferson
17. **APPROVAL OF LETTER:** Letter to the Lodging Tax Advisory Committee (LTAC) (Removed from Consent Agenda and discussed later in the meeting)
18. **ADVISORY BOARD APPOINTMENT** re: Board of Health; Representing consumer of Public Health – Gabrielle Vanwert
19. **APPROVAL OF MINUTES:** Regular Meeting Minutes of January 6, 2025 and Special Meeting Minutes of January 3, 2025 (Joint HFB)
20. **APPROVAL OF 2024 EMERGENCY WARRANTS:** Dated January 27, 2025 totaling \$21,166.33

DISCUSSION re: APPROVAL OF LETTER: Letter to the Lodging Tax Advisory Committee (LTAC) (Consent Agenda Item No. 17): The Commissioners discussed the proposed letter as drafted by Commissioner Brotherton. Commissioner Dudley-Nollette noted that she would like the letter to carry a more pleasant tone, and encourages current members to reapply and participate in the process. Commissioner Brotherton shared his screen to review tourism statistics. Commissioner Heather Dudley-Nollette will rework the draft letter. Chair Eisenhower noted that the conversation is set to continue on February 3, 2025 at 3:00 p.m.

DISCUSSION re: Request for Jefferson County to act as fiscal sponsor for a Federal grant: Habitat for Humanity Director Jamie Maciejewski was present to review her request for the Mason and Cedar Street 17-acre project. The project is currently being called the Mason Street Neighborhood project. They received a tremendous amount of support, and due to those efforts, they will be able to build 136 homes in that neighborhood, allowing a wide range of incomes. Director Maciejewski requested that Jefferson County act as a fiscal sponsor for their grant, but they will not know until a week before the application is due on whether a fiscal sponsor will be required. Grants Manager Amanda Christofferson was also present and participated in discussion. She stated that she has the capacity to assist with Habitat for Humanity's request.

After discussion, Chair Eisenhower moved to approve Jefferson County acting as the fiscal sponsor, for a federal grant for the Mason Street Neighborhood in Port Hadlock, should it be necessary. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

DISCUSSION re: Site selection for Aquatic Recreational Facility: Commissioner Brotherton provided a brief history of the Healthier Together Task Force recommendations for an aquatic facility. He reviewed the next steps which include: making a general siting decision now, working together to gain support for preferred location and development a Metropolitan Park District, or a Public Facilities District, and hopes for a successful vote of the people. Two viable tri-area locations: Chimacum Park or Chimacum Creek Elementary.

Commissioner Brotherton reviewed the two potential sites, and noted that Chimacum School District is the preferred site, and the Chimacum School District is excited to be partners and co-applicants for an aquatic facility next to Chimacum Creek Elementary School. He added that since there may be a need for an ILA with the school district, Jefferson County, and Habitat for Humanity, he'll work with the Prosecuting Attorney's Office on setting up a potential long-term relationship with the stakeholders.

Commissioner Brotherton moved that the BOCC apply for the Legislative Community Project (LCP) in partnership with the Chimacum School District in choosing the Chimacum Creek Primary as the site [for a future aquatic facility]. Chair Eisenhower seconded the motion and then opened the floor to allow for public comments on the motion, and six comments were received. County Administrator Mark McCauley provided some preliminary funding figures.

After further discussion, Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

WORKSHOP re: 2023-2025 Workplan for the Chief Strategy Officer, and request to apply for grant funding: Chief Strategy Officer (CSO) Brent Butler was present to review the 2023-2025 Workplan with the Board which included: Core projects and status, ancillary projects, relationship to County's Strategic Plan, outcomes and next steps. He answered questions posed by the Board.

After discussion, Commissioner Brotherton moved to authorize CSO Butler to work with the Water Utility Coordinating Committee (WUCC) Chair to apply for grants to support the development of consolidated water system. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

The meeting was recessed at 11:52 a.m. and reconvened at 12:01 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:

- Roundtable
 - Finance Manager
 - 2025 Budget, helping staff get on track
 - Budget book software
 - Department of Community Development
 - Joint BOCC/Planning Commission tonight
 - Upcoming workshops
 - 2025 Periodic Update

- Assessor's Office
 - Strategic Plan; question re: updating the public benefit rating system
 - Completed 2024 work, set levies for 2025 tax statements
 - Door-to-door re-inspections for City of Port Townsend
 - Seven fee assessments; will affect parcels
 - HB 1179; freeze values for everyone 61 and over
 - Wind and solar farms; valuation vs personal property
- Prosecutor's Office
 - Children Advocacy Center; started in 2019, now in the old KPTZ building with hopes to be accredited by 2027
- WSU Extension
 - End of year activities
 - Microsoft Teams; using for collaboration
 - Newsletters being sent out
 - Finance; keeping track of every penny
 - 4-H clubs
 - Small Farms; usual classes
 - Noxious Weeds; hiring two part-time positions (internship)
 - Master Gardener; successful events
 - Communications person; improving social media presence, partnerships and collaboration
- Central Services
 - Comprehensive Plan Update; focus on capital facilities elements
 - WSAC Energy Audit grant; compliance with Clean Building Act
 - Strategic Plan; increase availability of EVs
 - Critter update; centralizing IT backbone at JCSO
 - Munis and EPL; potentially moving both applications to the cloud
 - ADA Policy update; to be completed later this year
 - Fairground building demolition project
 - Elevator bid modernization; bid process closing this week
 - First Floor Conference Room; technology updates
 - Assessing IS policy gaps
- Public Health
 - 2025 Workplan; March 23, 2025 presentation to BOCC
 - H5N1 avian bird flu; tracking and monitoring
 - Infectious disease monitoring
 - Community Health Assessments (CHA); new environmental and climate impacts
 - Updated website; new design and working to make data more transparent
 - Fire prevention strategies
 - Jefferson County Emergency Shelter Coalition; funds for the unhoused
 - Firearm safety event February 8, 2025 10:00 a.m.
 - Connectivity Summit; 3-day event with Public Health and DCD
 - Brinnon meetings re: Flood Management Control Assistance and FEMA grant on January 31, 2025 and February 6, 2025; seeking community input

- Auditor's Office
 - DOL; statewide software update. February 14, 2024 the DOL will be closed in-person and online
 - Special Election February 11, 2025 re: school districts
 - Report suspicious activities/items at ballot boxes
 - W2's were mailed out for employees
 - Employee Self Serve (ESS) portal is online
 - Washington State Retirement System; audit happening now
 - SB5069 re: Support for publishing voter pamphlet in even years
 - Other bills circulating re: County Auditor duties
- Superior Court Judge Brandon Mack
 - Jury Trials scheduled from February through April; expect more jurors
 - Meeting room space needed
 - Grants re: restorative justice
 - Mock Trial and scrimmages
 - Color of Justice event; inspiring youth of color to consider profession in law & justice
- Treasurer's Office
 - Year-end annual reports
 - WACO Legislative Day on the Hill in Olympia; January 28, 2025
 - SB5221 re: Personal property
 - HB1044 re: REET
 - SB5316 re: Unclaimed property; new fees proposed
 - Surplus equipment
- District Court
 - SB5404 re: Public defender funding
 - SB5362 and HB1487 Crime Victim Services
 - Upgrading system; requesting funds
- Clerk's Office
 - Washington State Court outage; most services back online now
 - Simplifying jury payments
- County Administrator
 - Strategic Plan; setting up meetings re: Implementation
 - Community Wildfire Defense Grant; applying soon
 - County logging; looking to purchase all-in-one equipment
- Commissioner Greg Brotherton
 - AI Think Tank; invited other staff to attend
 - Trying out Otter AI for meeting notes; working on logistics
- Commissioner Heather Dudley-Nollette
 - KPTZ radio segment – from perspective of a new Commissioner
- Commissioner Heidi Eisenhour - Chair
 - Legislative Steering Committee – County representative
 - Provided updates on various bills

The meeting was recessed at 1:18 p.m. and reconvened at 1:31 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 2:00 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, (2) Civil Deputy Prosecuting Attorneys, Department of Community Development Director, and Assistant Public Works Director. The Board resumed the regular meeting at 2:00 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 2:01 p.m. to 2:17 p.m. The Board resumed the regular meeting at 2:17 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 2:18 p.m. to 2:25 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:25 p.m.

The Commissioners noted there will be action taken as a result of Executive Session, but that they will address the PUD letter first.

LETTER OF SUPPORT re: Jefferson PUD No. 1 Broadband Equity Access and Deployment (BEAD) Grant Application: Commissioner Brotherton noted he is proud of our PUD, and is part of the broadband team. He then moved to sign the letter of support for BEAD, for the remaining 1,200 homes in Jefferson County. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

EXECUTIVE SESSION re: Potential Litigation – Continued: Chair Eisenhour shared her screen regarding a draft letter to Chairman Allen of the Jamestown S’Klallam Tribe regarding Jefferson County’s partnership in the Big Quilcene River Linger Longer Bridge and Floodplain Projects. The letter addressed shared goals, collaboration, and increasing flood resilience. After review of the draft letter, Commissioner Brotherton moved to authorize Chair Eisenhour to send this letter as presented today, to the Jamestown S’Klallam Tribe, Randy Johnson, their project manager, and the Hood Canal Salmon Enhancement Group. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhour opened the floor to allow 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.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:00 p.m. to 2:30 p.m. Chair Eisenhour announced that the Executive Session will be held from 2:33 p.m. to 2:55 p.m. regarding Attorney-Client Privilege, Actual 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, and (2) Civil Deputy Prosecuting Attorneys. The Board concluded the Executive Session and resumed the regular meeting at 2:57 p.m. There was no proposed action, and therefore no public comment taken on this topic.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 2:57 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

Special Meeting – January 27, 2025, 3:00 p.m.

**Jefferson County Board of Commissioners
and Jefferson County Finance Committee**

Courthouse, Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA

CALL TO ORDER: Chair Heidi Eisenhour called the Special Board of County Commissioner 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 Jefferson County Finance Committee, and provide comments when necessary. All action taken at the meeting was done by Finance Committee members. Treasurer Stacie Prada, as Chair of the Finance Committee (FC), called the Finance Committee meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: FC Chair Prada called for public comments, and no comments were received.

APPROVAL OF AGENDA: FC members approved a motion to approve the agenda. Clerk Gallaway stated that for future joint meetings, since the Board of County Commissioners convened for a Special Meeting, no changes can be made to the agenda.

APPROVAL OF MINUTES: FC members moved to approve the October 23, 2024 minutes.

DISCUSSION re: Treasurer's 4th Quarter 2024 Report: FC Chair Prada provided a County and District debt and investments report. She answered questions posed by the County Commissioners and County Administrator.

DISCUSSION re: Reauthorize Debt Policy: FC Chair Prada reviewed the Debt Policy that was originally adopted in July, 2017, and updated in 2019 and 2020. At the end of the policy, is a debt reserve policy. The policy also allows for a good bond rating. The last time the County went out for a credit rating, our rating was AA. FC Chair Prada explained more of what the Debt Policy covered and the Commissioners provided suggested edits to the policy. After discussion, the FC members approved a motion to reauthorize the Debt Policy.

DISCUSSION re: Reauthorize Investment Policy: FC Chair Prada reviewed the Investment Policy that was originally adopted in October, 2020, and updated in 2022. After discussion, the FC members approved a motion to reauthorize the Investment Policy.

DISCUSSION re: Suggestions for future agenda items: FC Chair Prada asked the Commissioners and FC members for future agenda items, and no suggestions were made.

DRAFT

Joint BOCC Special Meeting / Finance Committee Meeting: January 27, 2025

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the Special Meeting of the Board of County Commissioners at 4:00 p.m. until the next regular meeting or special meeting as properly noticed.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Heidi Eisenhower, Chair

ATTEST:

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC
Clerk of the Board

Greg Brotherton, Member