DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – February 3, 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 nine comments were received. The Commissioners addressed the comments.

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson County and the United States. Emergency Management Director Willie Bence provided information on the local snow update, FEMA, disaster preparedness, relief and recovery services, and brief South Shore Road update.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: County Administrator Mark McCauley noted that the contract with HDR regarding the Coordinated Water System Plan Update (Consent Agenda Item No. 2) needs to be pulled from the Consent Agenda for further work. After review, Commissioner Heather Dudley-Nollette moved to approve the Consent Agenda, with the removal of Consent Agenda Item No. 2. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **AGREEMENT** re: On-Site Sewage Action Plan; In the amount of $90,645; Public Health; Puget Sound Partnership
2. **AGREEMENT** re: Services to complete the Coordinated Water System Plan Update; In the amount of $207,000; DCD; HDR Engineering, Inc. **(NOT APPROVED)**
3. **AGREEMENT** re: Lower Chimacum Creek Mainstem Project; In the amount of $52,000; Public Health; Jefferson Land Trust
4. **AGREEMENT** re: Data sharing for confidential information; No cost; Public Health; Washington State Department of Health
5. **AGREEMENT** re: School-to-Work Program; In the amount of $10,088.40 per student, no limit on number of students; Public Health; Cascade Community Connections
6. **AGREEMENT, Amendment No**. 1 re: Monitoring well establishment for the Water Reclamation Permit for the Port Hadlock UGA; In the amount of $79,933; Public Works; Tetra Tech
7. **AGREEMENT, Technical Amendment No**. 1 re: Collective Bargaining – Personal Time Off (PTO); Human Resources; Teamsters Local No. 589
8. **AGREEMENT, Change Order No.** 5 re: Phase 3 Low Pressure Sewer Collection for Port Hadlock UGA; Public Works; Seton Construction

9. **AGREEMENT, Change Order No.** 6 re: Phase 2 Water Reclamation Plant for Port Hadlock UGA; Public Works; Interwest Construction
10. **MEMORANDUM OF UNDERSTANDING (MOU)** re: Therapeutic Courts; In the amount of $200,000; Jefferson County Superior Court and Jefferson County District Court
11. **MEMORANDUM OF UNDERSTANDING (MOU)** re: Preceptor service to advanced students of medicine in need of practicum course work; No cost; Public Health; Pacific Lutheran University
12. **ADVISORY COMMITTEE APPOINTMENTS (2)** re: Solid Waste Advisory Committee (SWAC); 1) District 1 Representative – Tracy Grisman; and 2) City of Port Townsend Representative – Bliss Morris
13. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated January 27, 2025 and totaling $2,126,292.86

DISCUSSION re: Updates to the Jefferson County Personnel Administration Manual: Human Resources Director Sarah Melancon was present to answer any questions about the proposed Personnel Administration Manual updates. She noted the manual is important to guide staff and management. Commissioner Dudley-Nollette noted that there is reference to her family last name in the Personnel Manual. She added that "Lucas B. Hastings" should read "Loren Brown Hastings."

Commissioner Brotherton moved to approve the draft so it can move through the collective bargaining units and the PAO, with the one change to correct Commissioner Heather Dudley-Nollette's family [name]. Chair Eisenhour seconded the motion, which carried by a unanimous vote. Seeing a hand raised in the attendee list, Chair Eisenhour opened the floor to allow for public comments, and one comment was received.

COMMISSIONERS' BRIEFING SESSION: Chair Eisenhour discussed the Encumbered Lands Work Group's efforts over the past few years, addressing federal regulations' impacts on counties like Skamania, Wahkiakum, Pacific, Jefferson, and Clallam counties. A $10 million legislative proviso was allocated to support these counties, with recent Washington State Department of Natural Resources (DNR) proposals for land acquisitions and interagency exchanges to expedite securing revenue-generating replacement lands. She stated that she is inclined to tell DNR to proceed with the acquisition, and the Commissioners agreed. Chair Eisenhour will reach out to DNR.

WORKSHOP re: 2025 Central Services Workplan: Central Services Director Shawn Frederick was present to give a presentation. 2024 accomplishments include: County website makeover, 118 computer rollouts, continued critical information technology server room project, Barracuda cloud migration, implemented Multi-Factor Authentication (MFA), partnership with Homeland Security and MS-ISAC for election and cyber security, new scale equipment installed and integrated at the Solid Waste facility, successful Customer Self Service (CSS) portal launch, and 549 Helpdesk tickets, as well as phone calls and emails assisting fellow employees.

2025 goals include: Completion of the CRITR project, Tyler Tech server migration, complete rollout of approximately 25% of network system devices, wire new building for Public Health, continue to move towards Microsoft Office 365 licensure, complete Role Based Permissions (RBPs) for all staff permissions, convert first floor conference room into hybrid meeting space, complete necessary firewall and switch updates, Helpdesk revamp/makeover, moving to full Munis asset tracking, and full implementation of Adobe Creative Cloud.

Director Frederick reviewed the 2024 accomplishments and 2025 goals for the Public Records Administrator, Information Services – GIS team, Records Management, Facilities team, and the Central Service Director. He answered questions posed by the Board.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners continued discussing recent meetings they attended;

The meeting was recessed at 12:00 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Chair Eisenhour announced that the Executive Session will be held from 1:30 p.m. to 2:00 p.m. to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; Exemption as outlined in the Open Public Meetings Act, RCW 42.30.110(1)(b). Staff present: County Administrator, Chief Civil Deputy Prosecuting Attorney (DPA), (2) Civil DPAs, and DNR Assistant Deputy State Uplands. The Board concluded the Executive Session and resumed the regular meeting at 2:00 p.m. There was no proposed action, and therefore no public comment taken on this topic.

EXECUTIVE SESSION: An Executive Session was scheduled from 2:00 p.m. to 2:20 p.m. Chair Eisenhour announced that the Executive Session will be held from 2:00 p.m. to 2:20 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, Public Works Director, Assistant Public Works Director, and Department of Community Development Director. The Board resumed the regular meeting at 2:21 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 2:21 p.m. to 2:40 p.m. The Board resumed the regular meeting at 2:40 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 2:41 p.m. to 2:50 p.m. The Board concluded the Executive Session and resumed the regular meeting at 12:50 p.m. There was no proposed action, and therefore no public comment taken on this topic.

WORKSHOP re: 2025 Emergency Management Workplan: Emergency Management Director Willie Bence will move his presentation to a later date.

The meeting was recessed at 2:53 p.m. and reconvened at 3:00 p.m. with all three Commissioners present.

DISCUSSION re: Letter to the Lodging Tax Advisory Committee (LTAC): Chair Eisenhour started discussion by opening the floor to allow for public comments, and four comments were received. The Commissioners discussed the proposed letter, comments received, and next steps.

After discussion, Commissioner Brotherton moved to approve sending the letter to the members of the LTAC. His motion failed for lack of a second. The Commissioners discussed edits to the draft letter. Commissioner Brotherton moved to approve the letter with the modifications made today. Chair Eisenhour seconded the motion which carried by a unanimous vote.

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

- Calendar Coordination
- Legislative update

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 4:03 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

DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – February 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.

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 Dudley-Nollette noticed scrivener errors to Consent Agenda Items No. 7 and No. 10, which will be corrected by staff. Commissioner Dudley-Nollette moved to approve the Consent Agenda as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 12-0210-25R** re: Re-establishing Jefferson County Cash Drawer, Petty Cash Account and Revolving Fund amounts in various County departments
2. **AGREEMENT** re: Noxious Weed Control Partnership; In the amount of $5,000; WSU Extension; Clallam County Noxious Weed Control Board
3. **AGREEMENT, Amendment No. 5** re: Nurse Family Partnership; Additional amount of $5,270 for a total of $197,138; Public Health; Kitsap Public Health District
4. **INTERLOCAL AGREEMENT** re: Jefferson County and the Chimacum School District to maximize limited governmental resources
5. **APPROVAL OF MOTION** re: Delegate signing authority to Jefferson County Board of Commissioners' Chair for a Conflict-of-Interest Waiver for joint legal representation of Jefferson County and the Chimacum School District for the purposes stated in the Agenda Request
6. **ADVISORY BOARD RESIGNATION** re: Jefferson County Parks and Recreation Advisory Board; District No. 1 – Jacob Davidson
7. **ADVISORY COMMITTEE RESIGNATION re:** Conservation Futures Citizen Oversight Committee; Mary Biskup
8. **ADVISORY COMMITTEE APPOINTMENT** re: Conservation Futures Citizen Oversight Committee; Robert Simmons
9. **ADVISORY BOARD APPOINTMENT** re: Intellectual/Development Disabilities Advisory Board (IDDAB); Holly Morgan
10. **ADVISORY BOARD REAPPOINTMENT** re: Jefferson County Rural Library District Board of Trustees; Cheri Van Hoover

11. **APPROVAL OF MINUTES:** Regular Meeting Minutes of January 13, 21 and 27, 2025, and Special Meeting Minutes of January 27, 2025 (Joint Finance Committee)
12. **APPROVAL OF PAYROLL WARRANTS:** Dated February 5, 2025 and totaling $2,827,390.47

ADDITIONAL BUSINESS: Letter re: Connectivity Summit: Chair Eisenhour noted that The Production Alliance requested a letter of support regarding their 2025 Jefferson County Connectivity Summit. She reviewed the draft letter with the Commissioners. After review, Commissioner Brotherton moved to approve the letter, to be signed by the Commissioners, for soliciting engagement at the Connectivity Summit. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhour called for public comments on the motion, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION: Chair Eisenhour provided a legislative update from a recent Legislative Steering Committee (LSC) session she attended the previous week.

WORKSHOP re: 2025 Finance Director Workplan: Finance Director Judy Shepherd shared a presentation that covered 2024 accomplishments that include: 2025 mid-biennium budget amendment, 2025 budget salary projections, Munis contract management, developing grants administration county-wide, Gravity Budget Book implementation, 2023 annual report with no findings, Travel Policy update completed, payroll team growth, Employee Self-Serve (ESS) viewing capability, and new accounts payable hire.

Director Shepherd reviewed 2025 goals which include: County-wide financial team growth, providing mentorship of non-accounting professionals performing accounting tasks, new budget process, creating more meaningful budget content, implement GFOA budget standards for reporting, staying informed on the economy, training departments on contract management, and creating video training for staff.

DISCUSSION re: Letter to our Congressional Delegation regarding the Federal financial assistance spending freeze and review: The Board reviewed the draft letter and made edits. After discussion, Chair Eisenhour opened the floor to allow for public comments on the changes to the letter, and two comments were received. Commissioner Brotherton moved to send the letter as presented and edited today, to our federal delegation. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

HEARING re: Assumption of The Jefferson County Transportation Benefit District's (TBD) Rights, Powers, Functions, and Obligations: County Administrator Mark McCauley explained the benefits of assuming the TBD, legal authority, and process leading up to the hearing. After a brief discussion, Chair Eisenhour opened the floor to allow for public testimony, and the following individuals provided testimony: Tom Thiersch - Jefferson County, and Jean Ball – Quilcene.

After deliberations, Commissioner Brotherton moved to adopt **ORDINANCE NO. 01-0210-25** re: In the matter of an ordinance of Jefferson County Board of Commissioners by which Jefferson County assumes the rights, powers, functions, and obligations of the TBD, and amending JCC Chapter 3.90 JC TBD. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners discussed recent meetings they attended.

The meeting was recessed at 12:00 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 1:50 p.m. Chair Eisenhour announced that the Executive Session will be held from 1:32 p.m. to 1:52 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, and Department of Community Development Director. The Board resumed the regular meeting at 1:52 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 1:53 p.m. to 2:30 p.m. The Board resumed the regular meeting at 2:30 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 2:31 p.m. to 2:45 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:45 p.m.

There was no proposed action, and therefore no public comment taken on this topic.

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

- Legislative update - discussed during the morning session
- County Administrator briefing
- Calendar coordination

WORKSHOP re: Appointment of Interim Sheriff: Civil Deputy Prosecuting Attorney (DPA) Melissa Pleimann and Chief Civil DPA Philip Hunsucker was present to provide a presentation on next steps in the appointment of Interim Sheriff. The presentation outlined the procedure for filling the vacancy and facilitate a discussion for how the BOCC would like to proceed. The Sheriff position became vacant on January 4, 2025. The presentation reviewed the general process for filling a vacancy, qualifications and application materials, vetting the candidates, and evaluating and voting on candidates. The appointment shall be made within 60 days of the office becoming vacant. If the Commissioners cannot come to an agreement, the Governor will make the decision.

DPA Pleimann answered questions posed by the board, and retired Sheriff Joe Nole was present to provide comments. After discussion, the Commissioners agreed to individually interview each candidate, and then deliberate during an Executive Session afterwards.

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

- Calendar coordination
- KPTZ radio schedule

DRAFT

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 4:08 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

DRAFT

MINUTES

Jefferson County Board of County Commissioners
Regular Meeting – February 18, 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 seven 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. **RESOLUTION NO. 13-0218-25R** re: In the matter of implementing the Material Change Policy previously adopted by the Jefferson County Transportation Benefit District (JCTBD)
2. **BY-LAWS UPDATE** re: Solid Waste Advisory Committee (SWAC)
3. **APPROVAL OF PAYROLL WARRANTS:** Dated February 5, 2025 and totaling $184,526.43

PROCLAMATION re: Jefferson County Parks and Recreation Volunteers: All three Commissioners read aloud the proclamation. After a brief discussion, Commissioner Brotherton moved to approve the Proclamation. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

WORKSHOP re: 2025 Emergency Management Workplan: Emergency Management Director Willie Bence shared a presentation with the Board. He reviewed a flowchart of the Incident Command System, Department of Emergency Management organizational chart, FEMA evaluation categories: planning, organization, equipment, training, exercise, and reviewed 2024 accomplishments.

Director Bence reviewed 2025 goals which include: training and credentialing plan, NPREP, GREEN team, volunteer outreach, Great Shakeout, DART drill, Comprehensive Evacuation Plan, emergency support functions, Business Continuity Plan, NIXLE alerts, EOC activation, and having a Duty Officer available 24 hours a day, 7 days a week, 365 days a year. He answered questions posed by the Board.

WORKSHOP re: 2025 Department of Community Development (DCD) Workplan: DCD Director Josh Peters, Administrative Services Manager Chelsea Pronovost, and Development Code Administrator Greg Ballard were present for the workshop. Director Peters shared a presentation that covered: DCD organizational chart, 2024 accomplishments and 2025 goals for the following: Permit Center and Administration, Building Team and Office of the Fire Marshall, Planning – Development Review and Code Compliance, Planning – Long Range Planning and Policy, and DCD Director.

Director Peters answered questions posed by the Board.

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended. As there were consistent audio complaints, the Commissioners paused the briefing session to allow time to address the technical issues.

The meeting was recessed at 11:45 a.m. and reconvened at 12:00 p.m. with all three Commissioners present. Members in online attendance indicated that the audio issues were resolved.

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

The meeting was recessed at 12:31 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 1:31 p.m. to 2:00 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, Chief Civil Deputy Prosecuting Attorney (DPA), Civil DPA, Assistant Public Works Director, Natural Program Services Manager, and Department of Community Development Director. 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.

WORKSHOP re: Public Facilities District (PFD): Commissioner Greg Brotherton explained that next step is to focus on setting a hearing to potentially establish a PFD as a structured way to bring public and private sectors together for fundraising and project leadership. He emphasized the methodical approach taken so far, the importance of maintaining momentum, and the need for public input before moving forward.

County Administrator Mark McCauley provided a presentation that reviewed what a PFD is, what the benefits are, recommended timeline, and next steps. There will be a hearing notice to set a hearing regarding the PFD on the February 24, 2025 BOCC Agenda.

After discussion, Chair Eisenhour opened the floor to allow for public comments, and eight comments were received.

ADDITIONAL DISCUSSION ITEMS: Not discussed.

NOTICE OF ADJOURNMENT: Chair Eisenhour 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 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 – February 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 19 comments were received. The Commissioners addressed the comments.

WORKSHOP re: Grant application and matching contribution to the Flood Control Assistance Account (FCAA) Program for the Lower Dosewallips River: Natural Resources Program Coordinator Tami Pokorny provided a presentation regarding the FCAA program and funding request to the Board.

She requested two funding scenarios:

1) To address Brinnon flood hazards only
    - Total project cost $312,500
    - $250,000 from Department of Ecology
    - Required $62,500 matching contribution (25%)
2) To address Brinnon flood and Lazy C needs
    - Total project cost $625,000
    - $500,000 from Department of Ecology
    - Required $125,000 matching contribution (25%)

Coordinator Pokorny and County Administrator Mark McCauley answered questions posed by the Board. The County Administrator proposed that the Commissioners approve up to $125,000 from the General Fund. After discussion Commissioner Brotherton moved to approve the grant application request and earmark a matching contribution of up to $125,000, if necessary. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

WORKSHOP re: 2025 Public Works Workplan: Public Works Director Monte Reinders and Assistant Public Works Director Eric Kuzma were present for discussion. Director Reinders provided a presentation on the Solid Waste Program, Port Hadlock Sewer Project, Parks and Recreation, volunteers, County roads, Fleet division, and financial division. He answered questions posed by the Board.

WORKSHOP re: Noxious Weeds Report 2024-2025: Due to time constraints, this item was moved to a future agenda.

EXECUTIVE SESSION: An Executive Session was scheduled from 11:00 a.m. to 11:30 a.m. Chair Eisenhour announced that the Executive Session will be held from 11:00 a.m. to 11:40 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, Public Works Director and Assistant Public Works Director. The Board concluded the Executive Session and resumed the regular meeting at 11:40 a.m. There was no proposed action, and therefore no public comment taken on this topic.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton noted earlier in the meeting, that he would like the Hearing Notice regarding the Public Facilities District (Consent Agenda Item No. 1), be postponed until the results of the Jefferson Aquatic Coalition's survey has been completed. Commissioner Brotherton moved to pull Consent Agenda Item No. 1 and approve the remaining items on the Consent Agenda, as presented. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Creation of a Public Facilities District (PFD), Hearing to be held on March 10, 2025 at 10:00 a.m. in the Commissioners' Chambers (HYBRID)
   (NOT APPROVED)
2. **RESOLUTION NO. 14-0224-25R** re: Creating a County project designated as 18021420 (S. Discovery Road and S. Jacob Miller Road intersection)
3. **AGREEMENT, Amendment No. 4** re: Olympic Discovery Trail – Anderson Lake Connection Project; Increase in architect and engineer fees; Public Works; Washington State Recreation and Conservation Office (RCO)
4. **LETTER OF SUPPORT** re: Bayside Housing and Services Supportive Services for Veteran Families (SSVF) Grant Application
5. **ADVISORY COMMITTEE REAPPOINTMENT** re: Conservation Futures Citizen Oversight Committee (CFCOC)**;** Ron Rempel
6. **ADVISORY BOARD REAPPOINTMENT** re: Peninsula Housing Authority; Pat Teal
7. **ADVISORY BOARD APPOINTMENTS (2)** re: Local Emergency Planning Committee (LEPC); 1) Andy Pernsteiner; and 2) Chris Caprio
8. **APPROVAL OF PAYROLL WARRANTS:** Dated February 20, 2025 and totaling $97,995.82
9. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated February 10, 2025 and totaling $1,690,398.89, and Dated February 18, 2025 and totaling $908,054.49

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

The meeting was recessed at 12:05 p.m. and reconvened at 1:32 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 1:33 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, and Department of Community Development Director. The Board resumed the regular meeting at 2:03 p.m. Chair Eisenhour announced that the Board will be extending the Executive Session from 2:04 p.m. to 2:10 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:11 p.m. There was no proposed action on this topic at this time, and therefore no public comment. The Commissioners decided to take-action later in the meeting.

The meeting was recessed at 2:12 p.m. and reconvened at 3:18 p.m.to allow time for the Commissioners to individually interview the Sheriff candidates.

EXECUTIVE SESSION: An Executive Session was scheduled from 3:00 p.m. to 3:30 p.m. Chair Eisenhour announced that the Executive Session will be held from 3:19 p.m. to 3:50 p.m. with the County Administrator and Human Resources Director, to evaluate the qualifications of an applicant for public employment. No discussion of salaries, wages, and other conditions of employment to be generally applied within the county; and, no final action on the hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee; Exemption as outlined in the Open Public Meetings Act, RCW 42.30.110(1)(g). The Board concluded the Executive Session and resumed the regular meeting at 3:50 p.m. There was no proposed action, and therefore no public comment taken on this topic.

DELIBERATIONS re: Appointment of Sheriff: Chair Eisenhour opened the floor to allow for public comments, and 22 individuals provided comments. The Commissioners deliberated on their decision of appointing Undersheriff Andy Pernsteiner or Sheriff Deputy Art Frank as the Sheriff until the next election cycle.

After deliberations, Commissioner Dudley-Nollette moved to appoint Andy Pernsteiner as the Sheriff for the Jefferson County Sheriff's Office until the vote in November. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

Auditor Brenda Huntingford was present in the audience and provided the Oath of Office to Sheriff Pernsteiner.

EXECUTIVE SESSION – Continued discussion: The Commissioners held an Executive Session from 1:33 p.m. to 2:11 p.m. regarding potential litigation. As a result of that Executive Session, the Commissioners decided to take-action. Commissioner Brotherton shared his screen to review a draft email that will be sent to Garth Mann of the Statesmen Group, if the Board concurs. After review, Chair Eisenhour authorized Commissioner Brotherton to send email to the Statesman Group, regarding the next steps in the path forward. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhour opened the floor to allow for public comments, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

DELIBERATIONS re: Appointment of Sheriff - Continued: County Administrator Mark McCauley shared his screen to review the draft resolution regarding appointment of Sheriff. After review, Commissioner Dudley-Nollette moved to approve **RESOLUTION NO. 14-0224-25R** re: In the matter of appointment of Andrew William Pernsteiner as Sheriff for Jefferson County to fill the vacancy. Commissioner Brotherton seconded the motion. Chair Eisenhour called for public comments on the motion, and no comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 5:01 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

DRAFT

MINUTES

Special Meeting – January 27, 2025, 5:30 p.m.
Jefferson County Board of Commissioners and Jefferson County Planning Commission

Tri Area Community Center
10 West Valley Road, Chimacum, Washington 98325

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 Planning Commission, and provide comments when necessary. All action taken at the meeting was done by Planning Commission members. Planning Commission Chair Richard Hull called the Planning Committee (PC) meeting to order at the appointed time, and chaired the joint meeting.

PUBLIC COMMENT PERIOD: PC Chair Hull called for public comments, and no comments were received.

DISCUSSION re: Planning Commission Summary of 2024 and Workplan for 2025: Department of Community Development (DCD) Director Josh Peters and Associate Planner Joel Peterson framed the discussion. Planner Peterson provided a presentation that included review of 2024, and goals for 2025.

Accomplishments in 2024 include the 2024 Annual Amendment Cycle, Short Term Rentals ordinance, Flood Damage Prevention ordinance, Vision Statement Review – Comprehensive Plan Periodic Update, and Planning Commission outreach meetings in Brinnon and Quilcene.

In 2025, the Planning Commission will continue work on the Comprehensive Plan Periodic Update, UDC amendments related to the Comprehensive Plan updates, Critical Areas Ordinance update, Short Term Rentals ordinance, and filling positions that are set to expire.

DISCUSSION re: Coordination between the Board of County Commissioners and Planning Commission for public participation in community planning: The BoCC and the Planning Commission members discussed ideas on how to get more public engagement.

CLOSING REMARKS and NEXT STEPS: Planning Commission members discussed topics to review at their next meeting, and thanked the Commissioners for attending the joint meeting.

DRAFT

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the Special Meeting of the Board of County Commissioners at 7:08 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhour, Chair

ATTEST:

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC
Clerk of the Board

Greg Brotherton, Member

DRAFT

MINUTES

Special Meeting – February 6, 2025, 3:00 p.m.
Jefferson County Board of Commissioners
and JC Parks and Recreation Advisory Board

Jefferson County Public Works
623 Sheridan St, Port Townsend, WA 98368

CALL TO ORDER: Chair Heidi Eisenhour called the Special Board of County Commissioner meeting to order in the presence of Commissioner Heather Dudley-Nollette, and Commissioner Greg Brotherton joined the meeting shortly after. The purpose of the Special Meeting was to allow the Commissioners to meet with the Jefferson County Parks and Recreation Advisory Board (PRAB), and provide comments when necessary. All action taken at the meeting was done by PRAB members. PRAB Chair John Cooke called the PRAB meeting to order at the appointed time, and Chaired the joint meeting.

PUBLIC COMMENT PERIOD: PRAB Chair Cooke called for public comments, and six comments were received.

APPROVAL OF MINUTES: PRAB members approved the August 1, 2024 PRAB minutes.

BOARD MEMBER ANNOUNCEMENTS: PRAB members provided updates on Parks and Recreation activities and legislative items they are tracking.

DISCUSSION re: 2025 PRAB Chair and Vice Chair: PRAB members thanked Chair Cooke for his service, and then approved their new Chair and Vice Chair for 2025. New Chair Bob Hoyle resumed chairing duties for the remainder of the meeting.

2025 BOARD WORK PLANNING SESSION: PRAB members discussed a Planning Guide Proposal, events, subcommittees, and meeting schedules with members. The PRAB members agreed to approving the Proposal for Board Event Planning. Parks and Recreation Manager Matt Tyler suggested ideas to help address quorum issues they've been experiencing.

SUBCOMMITTE REPORTS: This item was not addressed.

OLD BUSINESS: Commissioner Brotherton provided an update on the progress of an Aquatic Recreation Center project that has an emphasis on community engagement and ensuring the final design reflects public needs. He reviewed the following:

Site Selection Process: The project initially considered two locations: Chimacum Park and the Chimacum Creek Primary School area. After due diligence, Chimacum Creek Primary School was chosen due to fewer obstacles, including lower infrastructure costs and support from the school board.

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Concerns about Chimacum Park included road improvements, roundabout installation, tree removal issues, and lack of sewer access.

Public Facilities District (PFD) Formation: A PFD is being formed to oversee the project independently. A resolution or ordinance will be used to establish the PFD, with public testimony scheduled in March. The City Council supports the initiative and has committed to keeping the Mountain View Pool operational until the new facility is built.

Funding and Grant Applications: A $250,000 state design grant application is in progress, with a decision expected by March. The Jefferson Aquatic Coalition has raised $121,000, though more funds are needed, particularly for a potential ballot measure in November.

Community Involvement & Survey: A public survey is being conducted to determine programming needs for the pool (e.g., number of tanks, climbing wall, therapeutic pool). The survey will focus on both local residents and potential tourism-related amenities. Community organizations, including the school district and the library, have expressed strong support.

Next Steps: Refining the project scope based on survey results, submitting final grant applications, hosting public hearings and forming the PFD board, and planning for a potential November ballot initiative to secure funding.

No action taken.

PRAB members continued the remainder of their meeting and discussed the Manager's Report, miscellaneous topics, and correspondence.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the Special Meeting of the Board of County Commissioners at 4:43 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

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