



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – April 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 six comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Chair Eisenhour stated that the Commissioners were notified to remove Consent Agenda Item No. 7 re: License to Jamestown S'Klallam Tribe, as it was not ready at this time. Commissioner Brotherton requested to remove Consent Agenda Item No. 5 re: Interlocal Agreement for Health Officer coverage, as there was no name listed. County Administrator Mark McCauley noted that Consent Agenda Item No. 8 re: Phase 4 – Stage 1 grinder pump, the incorrect sales tax was listed, and it should be 9.2%.

After review of the Consent Agenda, Commissioner Dudley-Nollette moved to approve and adopt the Consent Agenda, with Consent Agenda Items No. 6 and 7 removed, and a scrivener error correction to Item No. 8 regarding the sales tax amount. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 23-0421-25R** re: Jefferson County's Code Revisor authorized to make identified revisions correcting scrivener's errors in Jefferson County's Short-Term Rental Ordinance No. 03-0407-25
2. **MEMORANDUM OF AGREEMENT** re: Cake4Kids; No fiscal impact; Jefferson Public Health; Cake4Kids
3. **AGREEMENT** re: Quilcene Skate Park; Grant funded amount of \$767,263; Public Works; Washington Resource and Conservation Office; Project sponsor: Olympic Peninsula YMCA
4. **AGREEMENT** re: Interlocal Agreement for Deputy Health Officer coverage; There is no fiscal impact; Jefferson Public Health; Kitsap Public Health District; Clallam County
5. **AGREEMENT** re: Data Share: Syringe Services; No fiscal impact; Jefferson Public Health; Washington State Department of Health
6. **AGREEMENT** re: Interlocal Agreement for Health Officer coverage; No fiscal impact; Jefferson Public Health; Washington Department of Health (*Removed from Consent Agenda and approved later in the meeting*)

7. **AGREEMENT** re: License to Jamestown S’Klallam Tribe for temporary use of County property; No fiscal impact; County Administrator’s Office; Jamestown S’Klallam Tribe *(Removed from Consent Agenda, but authorization granted later in the meeting for the Chair to sign amended contract)*
8. **AGREEMENT, Change Order No. 1** re: Phase 4 – Stage 1 On-site grinder pump installation for the PHUGA, Project No. 405-2127-0, Public Works; Washington State Department of Ecology *(Approved with amendment to sales tax: needs to be changed to 9.2%)*
9. **AGREEMENT, Amendment No. 7** re: Civil engineering services for Quilcene Complete Streets Project; No change in amount; Public Works; SCJ Alliance
10. **ADVISORY BOARD RESIGNATION** re: Peninsula Housing Authority; Jefferson County Representative Tom Brotherton
11. **ADVISORY COMMITTEE APPOINTMENT** re: Solid Waste Advisory Committee (SWAC); Port of Port Townsend Alternate: Kimberlie Webber
12. **ADVISORY BOARD APPOINTMENT** re: Jefferson County Parks and Recreation Advisory Board (PRAB); District No. 1: Diana Grunow
13. **ADVISORY COMMITTEE REAPPOINTMENTS (2)** re: Conservation Futures Citizen Oversight Committee (CFCOC); 1) Citizen District No. 3: Laurie de Koch; 2) Open Interest – Working Lands: Rob Harbour
14. **APPROVAL OF MINUTES:** Regular Meeting Minutes of April 14, 2025
15. **APPROVAL OF PAYROLL WARRANTS:** Dated April 18, 2025 and totaling \$100,442.84
16. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated April 14, 2025 and totaling \$2,124,196.86 and Dated April 21, 2025 and totaling \$479,923.94

CONTINUED DISCUSSION: License to Jamestown S’Klallam Tribe (JST)

(Consent Agenda Item No. 7): Commissioner Brotherton moved to authorize the Chair to sign the license with the JST, when it is updated. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

PROCLAMATION re: Proclaiming the week of April 19-27, 2025 as National Park

Week: Olympic National Park (ONP) Acting Superintendent Kevin Killian was present for the reading of the proclamation. After all three Commissioners read aloud the proclamation. Commissioner Brotherton moved to approve the proclamation. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

ONP Superintendent Killian provided comments on ONP free park day, recent volunteer beach cleanup event, and upcoming Junior Ranger Day activities at the Port Angeles Visitor Center on April 26, 2025. He noted that the ONP drew in 3.7 million visitors last year, supporting 3,000 jobs and contributing to over \$393 million to the local economy. He thanked the Commissioners for approving the proclamation.

PROCLAMATION re: Proclaiming April 22, 2025 as International Earth Day:

All three Commissioners read aloud the proclamation. Commissioner Dudley-Nollette moved to approve the proclamation. Commissioner Brotherton seconded the motion which carried by a unanimous vote. The Commissioners discussed the importance of International Earth Day, and invited Public Health Education and Outreach Specialist Laura Tucker to speak. She provided a list of 17 environmental problems that need to be addressed.

HEARING re: 2025-01 Budget Appropriations/Extensions; Various County

Departments: Finance Manager Judy Shepherd was present to review the budget appropriations received from various departments. County Clerk Amanda Hamilton and District Court Administrator Brian Gleason were present to comment on their request for juror software, user portal, and debit card module.

After the presentation, Chair Eisenhower opened the floor to allow for public testimony. Hearing no testimony, she closed the hearing. Clerk Carolyn Gallaway confirmed with staff that no written testimony was received for this hearing.

After deliberations, Commissioner Brotherton moved to approve **RESOLUTION NO. 24-0421-25R** re: Approving 2025-01 Budget Appropriations for various County Departments. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

The meeting was recessed at 9:58 a.m. and reconvened at 10:35 a.m. with all three Commissioners present.

BRIEFING re: Resolution adoption for DCD 2025 Land Use Fee Schedule update:

DCD Director Josh Peters, Building Official Phil Cecere and Administrative Services Manager Chelsea Pronovost were present for discussion and to review the proposed fee schedule with the Commissioners. They answered questions posed by the Board.

After discussion, Commissioner Brotherton moved to approve **RESOLUTION NO. 25-0421-25R** re: Adopting a 2025 Fee Schedule for the Department of Community Development, as presented today. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhower opened the floor to allow for comments on the motion, and one comment was received. DCD Director Peters addressed the comment received.

Chief Civil Deputy Prosecuting Attorney Philip Hunsucker joined the meeting to address a question that arose earlier regarding appeal rights. After discussion, Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

CONTINUED DISCUSSION re: AGREEMENT re: Interlocal Agreement for

Health Officer coverage (Consent Agenda Item No. 6): The Commissioners removed Item No. 6 from the Consent Agenda to seek further clarification regarding a missing name on the agreement. The County Administrator reached out to Public Health staff who stated that the contract will be with Dr. Herbert Duber. In light of this information, Commissioner Brotherton moved to approve the agreement, as modified here with the name. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

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

The meeting was recessed at 12:02 p.m. and reconvened at 1:30 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Chair Eisenhower announced that the Executive Session will be held from 1:30 p.m. to 2:00 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, Chief Civil Deputy Prosecuting Attorney (DPA), Department of Community Development Director, and Fire Marshal/Building Official. The Board resumed the regular meeting at 2:00 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:01 p.m. to 2:20 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:22 p.m. There was no proposed action, and therefore no public comment taken on this topic.

WORKSHOP re: Tourism Boards: Tourism Coordinating Committee (TCC) and Lodging Tax Advisory Committee (LTAC): The Board of County Commissioners (BOCC) has expressed an interest in revising the Tourism Coordinating Committee (TCC) and Lodging Tax Advisory Committee (LTAC) composition, priorities, and operations consistent with respective legal authority and BOCC priorities.

Civil Deputy Prosecuting Attorney (DPA) Ariel Speser was present to participate in discussion, and stated she is seeking board direction today. The Commissioners discussed presenting TCC and LTAC applicants with draft by-laws.

After discussion, Commissioner Brotherton moved to mark the LTAC by-laws with “draft,” publish them, and publish an invitation for applications to the LTAC to existing and new members. Chair Eisenhower seconded the motion. She then opened up the floor to allow for public comments, and four comments were received. After discussion, Commissioner Brotherton withdrew his motion.

Commissioner Brotherton moved to approve **RESOLUTION NO. 26-0421-25R** re: Repealing and replacing Resolution No. 78-03 and setting new priorities for the Jefferson County Tourism Coordinating Council (TCC), as presented. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhower called for public comments on the motion, and no comments were received.

WORKSHOP re: Public Facilities District: Jefferson Aquatic Center (JAC) President Diane McDade was present for a discussion that focused on how to move forward with the JAC’s site-specific design efforts, following previous work by the Healthier Together Task Force. JAC President McDade reported progress in engaging key stakeholders like Jefferson Transit and the County Library, who expressed willingness to participate in a new collaborative group focused on design planning. There was consensus that although the formation of a Public Facilities District (PFD) isn’t feasible at this time due to budget constraints, work should continue privately to maintain momentum. Next steps include advancing JAC’s design efforts, particularly around forming a stakeholder group, and clarifying the role of the County.

Commissioners debated whether to formally establish a new county-led task force or support an informal, community-driven stakeholder effort through JAC’s group. After discussion, Commissioner Brotherton moved to appoint Commissioner Eisenhower to serve the Jefferson County Board of Commissioners in support of JAC’s efforts to move the design forward. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhower opened the floor to allow public comments on the motion, and two comments were received. She called for a vote on the motion. The motion carried by a unanimous vote.

DISCUSSION re: Payment in Lieu of Taxes (PILT) payment to Jefferson County PUD No. 1: County Administrator Mark McCauley, Jefferson PUD No. 1 General Manager Kevin Streett, and PUD Broadband and Communications Specialist Will O'Donnell were present. The discussion addressed how to calculate the Payment in Lieu of Taxes (PILT) for broadband infrastructure, as required by RCW 54.16.425, with a looming April 30, 2025 deadline.

After negotiations, the County and PUD agreed to apply 50% of the market value for 2024, resulting in a \$6,358.98 payment, as a compromise between proposals for 0% and 100%. This one-year agreement allows time for a third-party firm, Moss Adams, to conduct a study that will help determine a long-term PILT framework. The Commissioners agreed that this is a fair interim solution that avoids setting an unsustainable precedent.

After discussion, Commissioner Brotherton moved to approve the recommendation for half rate for PILT on broadband this year, and to delegate signature authority to the County Administrator. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote. After the vote was taken, Chair Eisenhower noted a comment was requested from the public, so she granted them the ability to make their comment.

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

- Calendar Coordination
- Shelter funding
- Federal funding cuts
- Chat GPT; pilot program

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:09 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heather Dudley-Nollette, Member



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – April 28, 2025, 9:00 a.m.

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

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

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

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. Staff will follow up with Public Works regarding Consent Agenda Item No. 3 regarding unchecked boxes on the contract.

1. **MEMORANDUM OF UNDERSTANDING** re: Telehealth referral; No fiscal impact; Public Health; Olympic Peninsula Health Services
2. **INTERLOCAL AGREEMENT** re: Federal Highways Administration (FHWA); Safe Streets for All (SS4A); In the amount of \$20,500; Public Works; City of Port Townsend
3. **AGREEMENT** re: Phase 1 Port Hadlock Sewer Plumbing Project; In the amount of \$42,701.74; Public Works; Heritage Mechanical, Inc.
4. **AGREEMENT, Amendment No. 1** re: Construction Surveying Port Hadlock Sewer for Phase 3; No cost change; Public Works; Van Aller Surveying
5. **LEASE AMENDMENT No. 1** re: Lease extension for Caswell-Brown Village on Mill Road; Extend to 44 years to expire August 26, 2066; Community Development; Olympic Community Action Program (OlyCAP)
6. **AGREEMENT, Amendment No. 3** re: Intellectual and Developmental Disabilities program; An additional amount of \$66,851 for a total of \$1,878,270, funded through state revenue; Public Health; Department of Social and Health Services (DSHS); Developmental Disabilities Administration (DDA)
7. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated April 28, 2025 and totaling \$1,085,189.87

PROCLAMATION re: Building Safety Month: Building Official Phil Cecere, Building Inspector Brandon Brown, Building Inspector Mitchell Cartmel, Building Plans Examiner Gabriel Shepherd, and Building/Fire Inspector Vincent Maniaci were present. Inspector Brown thanked the Commissioners for the proclamation and discussed the importance of the services they provide to

Jefferson County. After all three Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve the proclamation. Chair Eisenhower seconded the motion which carried by a unanimous vote. The Commissioners thanked staff in attendance for their important work.

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

HEARING re: Declare County property surplus and approve sale by auction: Treasurer Stacie Prada was present for the hearing and provided a brief explanation of the request to surplus property and approve sale at auction. Public Works Director Monte Reinders thanked the Treasurer for her work on setting up this hearing. Chair Eisenhower opened the floor to allow for public testimony. Hearing no testimony, she closed the public hearing. Director Reinders provided information on how to bid on items.

After deliberations, Commissioner Dudley-Nollette moved to approve **RESOLUTION NO. 27-0425-25R** re: Finding and determination to declare certain County equipment as surplus and sell surplus property. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

The meeting was recessed at 10:42 a.m. and reconvened at 10:46 a.m. with all three Commissioners present.

CONTINUED WORKSHOP re: Tourism Board; Lodging Tax Advisory Committee (LTAC): County Administrator Mark McCauley noted that Civil Deputy Prosecuting Attorney (DPA) Ariel Speser has done a lot of work on the draft documents. DPA Speser requested that the BOCC move the process forward by putting out the advertisement for LTAC members, and then having those applications be approved and appointed by the BOCC, and then LTAC members can review the draft by-laws and make a recommendation to the BOCC for final changes.

After discussion and additional edits to the by-laws, Commissioner Brotherton moved to make the two adjustments to the draft by-laws as recommended; using the language from the RCW for the elected official that will Chair the LTAC, and generalizing the removal of the Vice Chair section so that it applies to all members, as discussed today, and then direct staff to move forward with publishing the open positions for LTAC membership post haste. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhower 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.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator continued discussing recent meetings they attended, KPTZ Radio segment schedule for Community Connections, and reviewed upcoming meetings.

The meeting was recessed at 12:02 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 1:45 p.m. Chair Eisenhower announced that the Executive Session will be held from 1:32 p.m. to 1:47 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 (DPA), Civil DPA, Department of Community Development Director, and Building Official/Fire Marshal. The Board resumed the regular meeting at 1:50 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 1:51 p.m. to 2:05 p.m. The Board resumed the regular meeting at 2:05 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:05 p.m. to 2:15 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:15 p.m. There was no proposed action, and therefore no public comment taken on this topic.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:45 p.m. to 2:15 p.m. Chair Eisenhower announced that the Executive Session will be held from 2:16 p.m. to 2:46 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, and Chief Civil Deputy Prosecuting Attorney (DPA). The Board resumed the regular meeting at 2:47 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:48 p.m. to 2:55 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:56 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

Jefferson County Board of County Commissioners

Regular Meeting – May 5, 2025, 9:00 a.m.

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

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

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

PROCLAMATION re: Proclaiming the Week of May 5-12, 2025 as Nurses Week:
Chair Eisenhour provided brief comments regarding the importance of nurses, and all three Commissioners read aloud the proclamation. Community Health Director Denise Banker provided information on the history and importance of rural nursing. Commissioner Brotherton moved to approve a proclamation proclaiming the week of May 5-12, 2025 as Nurses Week. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

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

1. **RESOLUTION NO. 28-0505-25R** re: Construct a road on a portion of public Right-of-Way known as Foster Street
2. **MEMORANDUM OF AGREEMENT** re: Coordinated Water System Plan; In the amount of \$207,000; Community Development; City of Port Townsend; Jefferson County PUD 1
3. **DEED OF RIGHT** re: Salmon recovery purposes; Public Health; Washington State Recreation and Conservation Office; Parcel #702243019 Holt Property
4. **DEED OF RIGHT** re: Salmon recovery purposes; Public Health; Washington State Recreation and Conservation Office; Parcel #991200504 James Property
5. **DEED OF RIGHT** re: Salmon recovery purposes; Public Health; Washington State Recreation and Conservation Office; Parcel #991200301 Henderson Property
6. **AGREEMENT** re: Crab pot removal; In the amount of \$20,600; WSU Extension; Coastal Sensing and Survey
7. **AGREEMENT** re: Fraternal Order of Police (FOP) and Jefferson County Sheriff's Office Uniformed Support Services (JCSOUSS) Hiring incentive; In the amount of \$10,000; Sheriff's Office; Stephanie Hersch

8. **AGREEMENT** re: License to support floodplain project; No cost; County Administrator; Jamestown S'Klallam Tribe
9. **AGREEMENT, Amendment No. 2** re: Support staff for individuals with Intellectual and Developmental Disabilities (IDD); In the amount of \$24,999.29; Public Health; Wise
10. **ADVISORY BOARD RESIGNATION** re: Veterans Advisory Board: Gary Lane, Vice Chair
11. **APPROVAL OF BY-LAWS** re: Veterans Advisory Board
12. **HOUSING TASK FORCE APPOINTMENTS (2)**: 1) Tammara Allen – Lived experience; and 2) Leta Fetherolf; Lived experience

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE: Public Health Officer Dr. Allison Berry reported that COVID-19, flu, and RSV activity remain low, avian flu has not spread to livestock, but pertussis cases are increasing due to declining vaccination rates, with measles also resurging nationwide.

Emergency Management Director Willie Bence stated that FEMA is planning significant changes that will raise the disaster cost threshold fourfold and limit eligibility for reimbursements and grants, making it harder for smaller jurisdictions like Jefferson County to qualify for federal aid following mid-scale disasters. Locally, emergency management efforts such as grant-funded outreach, alerts, and events like All County Preparedness Day and public resilience talks continue, but their long-term funding remains uncertain amid these federal shifts.

GOVERNMENT to GOVERNMENT discussion with Grays Harbor County re: Quinault South Shore Road condition: The Jefferson County Commissioners, Grays Harbor County (GHC) Commissioners and staff, and Jefferson County Public Works staff participated in discussion. The following individuals were present: GHC Commissioner Georgia Miller, GHC Commissioner Rick Hole, GHC Commissioner Viki Raines, GHC County Administrator Sam Kim, GHC Clerk of the Board Wendy Chatham, GHC Engineer John Becker, and GHC Civil Deputy Prosecuting Attorney John Beltrans, JC Public Works Director Monte Reinders, and JC Assistant Public Works Director Eric Kuzma.

Jefferson and Grays Harbor County Commissioners discussed the ongoing struggle to secure funding for repairs to the South Shore Quinault Road following storm damage, with FEMA and FHWA Emergency Relief (ER) funds proving difficult to access due to new, higher disaster thresholds and shifting agency priorities. Historically, FHWA ER funds have covered repairs to federal-access roads like Upper Hoh and South Shore, but current political and budgetary constraints have hindered timely support. While the Upper Hoh Road was reopened with state funding and private donations, the South Shore Quinault Road remains unfunded, and permitting and logistical hurdles make emergency repairs challenging.

The counties emphasized that Federal Lands Access Program (FLAP) funds are not suitable for emergency use, as they require long application timelines, often over a decade. With both North and South Shore roads facing closures this summer, the area will be effectively cut off, impacting park access and local economies. Commissioners from both counties agreed to collaborate on a joint letter to FHWA, WSDOT, and possibly federal legislators to advocate for immediate support, stressing the regional and economic consequences of continued inaction.

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 11:52 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

PROCLAMATION re: Mental Health Awareness Month: After all three Commissioners read aloud the proclamation, Commissioner Dudley-Nollette moved to approve the proclamation proclaiming May 2025 Mental Health Awareness Month. Commissioner Brotherton seconded the motion which carried by a unanimous vote. NAMI of Jefferson County President Patrick Johnson, and CEO of Discovery Behavioral Health Jim Novelli were present to provide some information on NAMI and other programs that assist those experiencing mental health issues in Jefferson County.

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

- BOCC meeting packets; materials

WORKSHOP re: Jefferson County Community Recreation Program: Jefferson County Public Works Director Monte Reinders, Parks Manager Matt Tyler, Assistant Recreation Manager Chris Macklin, and Lead Recreation Supervisor Sam Miller were present for discussion. Manager Tyler introduced Parks and Rec staff, and Manager Macklin provided an overview of their programs and activities. Staff answered questions posed by the Board.

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

- Mental Health; information
- Community Outreach meeting; logistics and topics

WORKSHOP re: Fireworks and possible regulations models: Fire Marshal Phil Cecere, Deputy Fire Marshal Brian Tracer, and Fire Inspector Vince Maniaci were present to brief the board on fireworks, potential regulation models, wildfire threat levels, and reviewed previous fireworks information for the benefit of Commissioner Dudley-Nollette and the public. Fire Marshal Cecere shared a presentation and staff answered questions posed by the Board.

The purpose of the workshop was to review and discuss current fireworks regulations in Jefferson County, prompted by concerns over safety, enforcement, and community impact. The conversation centered on whether existing rules - particularly those triggered by declarations of high fire danger - are enforceable and effective, with several commissioners and public commenters voicing support for a future county-wide ban on personal fireworks, and pivot to regulated, professional displays. The Commissioners indicated that they will revisit the issue soon, focusing specifically on enforcement logistics and stakeholder coordination, before proposing any new legislation.

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

EXECUTIVE SESSION: An Executive Session was scheduled from 3:00 p.m. to 3:30 p.m. Chair Eisenhower announced that the Executive Session will be held from 3:31 p.m. to 4:00 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), and Civil DPA. The Board resumed the regular meeting at 4:00 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 4:01 p.m. to 4:25 p.m. The Board concluded the Executive Session and resumed the regular meeting at 4:25 p.m.

Commissioner Brotherton moved that Jefferson County pay the title reports for the properties that we are interested in transferring to the Jamestown S’Klallam Tribe, and the cost will range somewhere between \$10,000 and \$21,500. Commissioner Dudley-Nollette seconded the motion. Commissioner Brotherton added that this is in partnership with the Jamestown S’Klallam Tribe regarding the Quilcene floodplain project. Chair Eisenhower called for public comments on the motion, and no comments were received. She called for vote on the motion. The motion carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:28 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heather Dudley-Nollette, Member



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – May 12, 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: After review, Commissioner Dudley-Nollette moved to approve the Consent Agenda, with some edits to Consent Agenda Item No. 3 re: Grays Harbor County, to include copying the letter to congressional representatives, and some research and revision to the dates and the map, relative to North Shore Bridge. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 29-0512-25R** re: Establishing a new fund for Jefferson County Transportation Benefit District (JCTBD), Fund 182, with budget authority
2. **RESOLUTION NO. 30-0512-25R** re: Amending the Fee Schedule for the Department of Public Works, Solid Waste Division
3. **LETTERS** re: Joint Letters with Grays Harbor County re: Repairing the washout on South Shore Road (approved with edits)
4. **AGREEMENT** re: Court involved youth detention and program services; Not to exceed \$80,000 a year; Juvenile and Family Court Services; Kelli Parcher, Inc.
5. **AGREEMENT, Change Order No. 1** re: Upper Hoh Road, MP 9.8-9.9; Emergency Repair; Increase of \$46,284.97 to \$460,716.97; Public Works; Seton Construction
6. **AGREEMENT, Amendment No. 1** re: Periodic Update Grant (PUG); In the amount of \$350,000; Department of Community Development; Washington State Department of Commerce
7. **AGREEMENT, Amendment No. 1** re: Middle Housing Grant; No fiscal impact; Department of Community Development; Washington State Department of Commerce
8. **AGREEMENT, Amendment No. 3** re: Executive Search Services; Not to exceed \$144,499; County Administrator's Office; The Greg Prothman Company
9. **AGREEMENT, Amendment No. 3** re: Community Wildfire Protection Consulting; No fiscal impact; County Administrator; SWCA Environmental Consultants
10. **AGREEMENT, Amendment No. 4** re: Consolidated contracts; Public Health; Washington State Department of Health

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11. **ADVISORY COMMISSION RESIGNATION** re: Civil Service Commission; Ken Przygocki
12. **ADVISORY COMMITTEE RESIGNATION** re: Conservation Futures Citizen Oversight Committee (CFCOC); Open interest anadromous fish representative; Clint Cole
13. **ADVISORY BOARD REAPPOINTMENTS (2)** re: Board of Equalization: 1) Peter Raab; and 2) Joni Blanchard
14. **APPROVAL OF SUPERIOR COURT JURY FEES:** Dated May 1, 2025 and totaling \$4,200.90
15. **APPROVAL OF PAYROLL WARRANTS:** Dated May 5, 2025 and totaling \$2,702,603.69

PROCLAMATION re: Proclaiming the week of May 11-17, 2025 as National Police Week and observe May 15, 2025 as Peace Officers' Memorial Day: After all three Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve the proclamation. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote. Sheriff Andy Pernsteiner thanked the deputies for their hard work and dedication, and also honored fallen officers.

WORKSHOP re: Fireworks Code enforcement: Chair Eisenhour thanked Sheriff Andy Pernsteiner and Fire Marshal Phil Cecere for attending the meeting to participate in discussion. Commissioners and staff discussed challenges around fireworks code enforcement, especially in light of increasingly dry fire seasons and limited law enforcement staffing. They discussed the difficulty of enforcing partial bans, potential alternatives like "safe and sane" fireworks or designated safe zones, and the importance of early education campaigns and clearly articulated permitting pathways for public displays. While a full consumer fireworks ban is being considered for after July 4, 2026, the board emphasized the need for cultural change, public input, and improved public display guidelines to balance safety, tradition, and enforcement practicality.

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

PRESENTATION re: County Road Administration Board (CRAB) Certificate of Good Practice: County Administrator Mark McCauley stated that each year the CRAB requires standards in a variety of areas, which requires a lot of reporting. CRAB issues Certificates of Good Practice to counties that meet all criteria, and which also makes the counties eligible for state funding. Jefferson County Public Works received the Certificate of Good Practice again this year, and County Administrator McCauley presented the certificate to Public Works Director Monte Reinders, who appreciated the recognition and provided comments on the Public Works crew, and Public Works Assistant Director Eric Kuzma, noting all the work that goes into achieving this award. He also reviewed some of the standards that Public Works has to achieve to receive the Certificate of Good Practice.

PROCLAMATION re: Proclaiming the Week of May 11-17, 2025 as National Transportation Week and May 16, 2025 as National Defense Transportation Day: After all three Commissioners read aloud the proclamation, Commissioner Dudley-Nollette moved to approve the proclamation as read. Commissioner Brotherton seconded the motion which carried by a unanimous vote. Jefferson Transit Finance Manager Miranda Nash was present to thank the Commissioners for approving the proclamation and acknowledging the essential role of public transit. Public Works Director Monte Reinders was also present, and thanked the road crew for their work keeping roads open and accessible.

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PROCLAMATION re: Proclaiming the week of May 11-17, 2025 as National

Hospital Week: After all three Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve the proclamation. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote. Commissioner Dudley-Nollette stated that it's amazing to have a critical access hospital in Jefferson County, and the Commissioners noted gratitude for the entire Jefferson Healthcare team.

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

The meeting was recessed at 11:55 a.m. and reconvened at 1:30 p.m. with all three Commissioners present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Chair Eisenhower announced that the Executive Session will be held from 1:30 p.m. to 2:00 p.m. regarding Attorney-Client Privilege, Potential Litigation under exemption RCW 42.30.110(1)(i) as outlined in the Open Public Meetings Act. Staff present: County Administrator, Chief Civil Deputy Prosecuting Attorney (DPA), and Civil DPA. The Board resumed the regular meeting at 2:00 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:01 p.m. to 2:30 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:32 p.m. There was no proposed action, and therefore no public comment taken on this topic.

WORKSHOP re: Microsoft Office 365 licensing: Central Services Director Shawn Frederick provided a presentation on migrating Jefferson County to Microsoft Office 365 licensing. He and Network Tech Foreman Mikey Forville were present for discussion and answer questions posed by the Board. County Administrator Mark McCauley explained that initially, the expense would come out of the General Fund and then a year-end reconciliation process would distribute the costs, which will replenish that fund. Central Services staff believes that without modernization, the County remains exposed to compliance risks, cyber threats, and inefficiencies that hinder productivity.

County Administrator McCauley noted that if the Commissioners agree with upgrading the system, and commit today to providing the funding during the net appropriation, IT will be able to move forward with work on the transition. After discussion, Commissioner Brotherton moved to approve the acquisition of Microsoft Office 365, and that the board commits to approving an appropriation of \$61,975.60, when it is brought forward in a budget appropriation hearing. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhower opened the floor to allow for public comment, and one comment was received. After a brief discussion, Chair Eisenhower 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:

- Calendar Coordination
- Intergovernmental Collaborative Group (ICG); upcoming meeting topics
- Miscellaneous topics

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NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 3:31 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

Joint Special Meeting – April 29, 2025, 1:00 p.m. Jefferson County Board of Commissioners and the Solid Waste Advisory Committee (SWAC)

Public Works Conference Room
623 Sheridan St. Port Townsend, WA 98368

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' (BOCC) meeting to order in the presence of Commissioner Heather Dudley-Nollette. Commissioner Greg Brotherton joined the meeting at 1:05 p.m. 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: The BOCC and SWACC members heard one comment from the public.

MEETING INTRODUCTION: Framing discussion and presentation re: Capital funding needs and Recycling Program: Solid Waste Manager Al Cairns was present to provide a presentation and answer questions. The presentation reviewed Jefferson County's high level of solid waste service, which currently surpasses King County's in certain ways despite having far fewer resources, and emphasized that this level of service is unsustainable without significant changes. Staff recommended a \$15 per ton tipping fee increase to address deferred capital repairs and sustain operations, and suggested privatizing recycling services to reduce the financial burden. Concerns were raised about how these changes would impact low-income residents, prompting discussions on implementing discounts and ensuring equitable access through partnerships with the PUD.

SWAC member/Waste Connections representative Joey Deese, explained their recycling logistics and potential takeover of operations, including curbside service and the use of technology to improve contamination control. Multiple stakeholders emphasized the need for a robust and multifaceted public education campaign to support the transition, especially given the behavioral challenges and misinformation around recycling.

After discussion, Chair Eisenhour moved to approve adopting a resolution for a capital surcharge in the per-ton tipping fee, effective August 1, 2025. Commissioner Brotherton seconded the motion. Chair Eisenhour opened the floor to allow for public comments, and one comment was received. Clerk Gallaway noted that the resolution in the meeting packet has a different title than what was stated in the motion. She stated that the resolution title reads as "Amending the Fee Schedule for the Department of Public Works, Solid Waste Division." Manager Cairns confirmed that the motion refers to the same resolution as included in the packet. Clerk Gallaway added that the Commissioners can take action on the resolution at their next regular meeting.

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Chair Eisenhour clarified that SWAC members would be making a recommendation to the BOCC, to approve the resolution. As this would be action taken by only the SWAC members, Commissioner Brotherton withdrew his motion. Commissioner Eisenhour, as a SWAC member, restated her motion – to adopt a resolution for a capital surcharge for a per-ton tipping fee rate effective August 1, 2025, and recommend that to the BOCC. SWAC member Phil Sonne seconded the motion. SWAC Chair Grisman called for a vote on the motion. The motion carried.

During the BOCC and SWAC discussion regarding recycling, Manager Cairns stated that his recommendation is to privatize recycling by April 1, 2026. After discussion, SWAC members moved to recommend to the BOCC that the County privatize recycling programs as of April 1, 2026. After receiving one comment from the public, SWAC members approved the motion, with one member abstaining.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the Special Meeting of the Board of County Commissioners at 2:28 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhour, Chair

Greg Brotherton, Member

ATTEST:

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC
Clerk of the Board



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MINUTES

Special Meeting – April 29, 2025, 5:00 p.m.

Jefferson County Board of Commissioners

Meet & Greet County Administrator Final Candidates

Jefferson County Library

620 Cedar Ave. Port Hadlock, WA 98339

CALL TO ORDER: Chair Heidi Eisenhour called the Jefferson County Board of Commissioners meeting to order in the presence of Commissioner Greg Brotherton and Commissioner Heather Dudley-Nollette. The purpose of the meeting was to meet with potential County Administrator candidates.

DISCUSSION and Q&A with COUNTY ADMINISTRATOR CANDIDATES: Prothman representative Cliff Moore was present and thanked everyone for attending. He introduced all candidates and framed the meet and greet. Candidates present were: Greg Brotherton, Roxanne Miles, Sheri Patterson, and Josh Peters. After individual questions from the public, the candidates were each given the same amount of time to address the room.

CLOSING REMARKS & NEXT STEPS: The candidates and public were thanked for their time. Interviews will be held April 30, 2025.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the Special Meeting of the Board of County Commissioners at 6:30 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhour, Chair

Greg Brotherton, Member

ATTEST:

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC
Clerk of the Board



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MINUTES

Special Meeting – April 30, 2025, 8:30 a.m.

Jefferson County Board of Commissioners

County Administrator Interviews

Jefferson County Courthouse – Commissioners' Chambers

1820 Jefferson Street, Port Townsend, WA

CALL TO ORDER: Chair Heidi Eisenhour called the Jefferson County Board of Commissioners meeting to order in the presence of Commissioner Heather Dudley-Nollette. The purpose of the meeting was to meet with potential County Administrator candidates. Prothman representative Cliff Moore was present to facilitate the interviews. The County Administrator candidates were as follows: Commissioner Greg Brotherton, Roxanne Miles, Josh Peters, and Sheri Patterson.

EXECUTIVE SESSION: Not discussed.

RECESS: As there was no need for a morning executive session, Chair Eisenhour recessed the meeting at 8:30 a.m. and reconvened at 1:45 p.m. with Chair Eisenhour and Commissioner Dudley-Nollette present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:45 p.m. to 3:30 p.m. Chair Eisenhour announced that the Executive Session will be held from 1:47 p.m. to 3:30 p.m. with the Commissioner District 1, Commissioner District 2, Human Resources Director, Human Resources Analyst, Clerk of the Board, Assessor, Auditor, Sheriff, County Clerk, District Court Judge, DCD Admin. Services Manager, City of Port Townsend Manager, Jefferson County PUD representative, Clallam County Administrator, Fairgrounds Executive Director, Jefferson County Homebuilders Association Executive Director, Central Services Director, Central Services Financial Analyst, Superior Court Judge, Prosecutor, Finance Director, Public Health Director, Emergency Management Director, Public Works Director, Port of Port Townsend representative, Clallam County Commissioner, EDC Team Jefferson Executive Director, Jefferson County Association of Realtors Vice President, and Prothman Facilitator, to review the performance of a public employee. 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 3:30 p.m.

Chair Eisenhour moved to appoint Josh Peters as County Administrator. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhour opened the floor to allow for public comment on the motion, and one comment was received. Commissioner Dudley-Nollette requested a friendly amendment to also open up contract negotiations with the candidate, and in the absence of reaching a contract with Josh Peters, we will attempt to negotiate with Roxanne Miles as County Administrator. The friendly

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amendment was agreeable to Chair Eisenhower. Chair Eisenhower called for a vote on the motion. The motion carried.

Prothman representative Cliff Moore stated that he will reach out to the candidates, and also relay to candidate Commissioner Greg Brotherton that Commissioners Eisenhower and Dudley-Nollette wished that they could inform him directly, but per the Open Public Meetings Act rules, they would not be allowed to do so after the meeting adjourns due to quorum restrictions.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the Special Meeting of the Board of County Commissioners at 3:39 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

Excused absence

Greg Brotherton, Member

ATTEST:

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC
Clerk of the Board