



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – September 2, 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 three comments were received. The Commissioners addressed the comments.

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. **HEARING NOTICE** re: In the matter of repealing and replacing Reel Estate Excise Tax (REET) Chapter 3.05 JCC and Ordinance No. 12-1213-99; Hearing to be held on September 15, 2025 at 2:30 p.m. in the Commissioners Chambers located at 1820 Jefferson St. Port Townsend, WA 98368 (HYBRID)
2. **RESOLUTION NO. 91-0902-25R** re: In the Matter of Adopting a Policy Required by the Courts Open to All Act (COTA)
3. **RESOLUTION NO. 92-0902-25R** re: In the of Jefferson County's Final Approval of Vacation of a Portion of Lower Adelma Beach Road right-of-way
4. **RESOLUTION NO. 93-0902-25R** re: In the Matter Repealing and Replacing Resolution 38-0623-25R of Continuing Relationships with the Washington Counties Risk Pool and the Related Appointments and Designations of/for each County
5. **AGREEMENT** re: Mental Health Navigator; In the amount of \$113,788; Jefferson County Sheriff's Office; Discovery Behavioral Health
6. **AGREEMENT** re: Noxious weed Control No. WCC – 25035; In the amount of \$43,120; Jefferson County WSU; Washington Department of Ecology – Washington Conservation Corp.
7. **MEMORANDUM OF AGREEMENT No. 2025-I** re: Jefferson County Sheriff's Deputies Vacation cashout; Vacation time already budgeted; Teamsters Local No. 589
8. **AUTHORIZATION** re: Issuance of an Affordable and Supportive Housing & Homeless Housing and Assistance Funds request for proposals (RFP) in the amount not to exceed \$1,460,000
9. **MOTION** re: Authorize Jefferson County BoCC Chair to sign NEPA/SEPA determination for the septic cost share program
10. **APPROVAL** re: Final Short Plan Approval for O'Dell Short Plat, SUB 2024-00030
11. **ADVISORY COMMITTEE RESIGNATION** re: Conservation Futures Citizen Oversight Committee; Coastal Areas Representative, Richard Jahnke

PROCLAMATION re: Proclaiming September 2025 as Olympic Peninsula Eat

Local Month: WSU Extension staff member Kellie Henwood introduced the proclamation and the importance of the Eat Local First initiative. 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.

PROCLAMATION re: Proclaiming September 2025 as Workforce Development

Professionals Month: Olympic Workforce Development Council (OWDC) Director Bill Dowling and OWDC Program Supervisor Alissa Durkin were present and introduced the proclamation. After 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.

PROCLAMATION Announcement re: Overdose Awareness Day:

Clerk of the Board Carolyn Gallaway noted that the proclamation for Overdose Awareness Day was approved by the Commissioners on August 25, 2025. After the proclamation was approved, Public Health staff reached out to the Commissioners' Office, noting that the number of statewide overdose deaths is actually over 3,000, not 641, as listed on the proclamation.

The meeting was recessed at 9:40 a.m. and reconvened at 9:45 a.m. with all three Commissioners present.

PUBLIC HEALTH and EMERGENCY MANAGEMENT UPDATE:

Public Health Officer Dr. Allison Berry provided information regarding public health in Jefferson County and nationwide. She commented on the following:

- COVID-19 is rising locally and nationally; protect high-risk folks with up-to-date vaccines, masking in crowded indoor spaces, and staying home when sick
- RSV/flu guidance remains unchanged
- Other updates: pertussis is surging, measles is trending down nationally but present regionally; free COVID tests largely ended; fentanyl use is prevalent

Emergency Management Director Willie Bence provided information on the following: The Bear Gulch Fire is now 10% contained with 9,400 acres burned, and full containment anticipated for later in the season. Air quality has stayed mostly "green," so if you smell smoke or feel irritation, move indoors to cleaner air and limit outdoor activity. He commented on the recent incident regarding ICE and local wildland firefighters. September is National Preparedness Month and there will be trainings held at the Jefferson County Library on September 18, 2025 at 3:30 p.m. and 5:30 p.m.

Commissioner Dudley-Nollette announced National Diaper Awareness Month, and provided information on how to participate.

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

WORKSHOP re: Recycling Program Privatization:

Public Works Director Monte Reinders and Solid Waste Manager Al Cairns were present for discussion. Manager Cairns reviewed the public process, the proposed level of service ordinance, proposed operating agreement and next steps.

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He noted that the proposal keeps county oversight through service standards, reporting, and a low-income discount while contracting operations to Waste Connections, with efficiencies expected to lower costs. Manager Cairns reviewed proposed next steps as: 1) Authorize the BOCC Chair to sign notice to the recycling contractor that Jefferson County will not extend the current service agreement and will discontinue drop-off service at the end of the contract term (March 31, 2026); and 2) Direct Public Works to finalize an Operating Agreement with Waste Connections and bring back as a Consent Agenda item; and 3) Direct Public Works to bring back a request for a public hearing to be held October 6, 2025 regarding the adoption of a Level of Service ordinance.

After discussion, Commissioner Brotherton moved to direct staff to initiate a hearing to consider the ordinance presented today on October 6, 2025, and further direct the Chair to sign a letter indicating the conclusion of the recycling programs, as presented today. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhower called for public comments on the motion, and one comment was received. Manager Cairns addressed the comment received.

Commissioner Dudley-Nollette questioned whether it was a good idea to send the letter now, when the hearing will be held in October? After discussion, Commissioner Brotherton made a friendly amendment to his motion, to add a caveat in the second paragraph [of the letter] indicating that final action will be taken on a hearing on October 6, 2025. Commissioner Dudley-Nollette agreed to the friendly amendment. Commissioner Brotherton noted that the Chair will sign the amended letter. Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

The meeting was recessed at 11:08 a.m. and reconvened at 11:15 a.m. with all three Commissioners present.

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

The meeting was recessed at 12:08 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 1:32 p.m. to 1:55 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 concluded the Executive Session and resumed the regular meeting at 1:55 p.m. There was no proposed action, and therefore no public comment taken on this topic.

The meeting was recessed at 1:55 p.m. and reconvened at 3:01 p.m. with all three Commissioners present.

WORKSHOP re: RFP for Thriving Community Small Grants Program: Chair Eisenhower noted that during her time as Commissioner, there have been quite a few small community grant requests that have been received over the years, such as Little League, farmers markets, etc. The

Board reviewed the proposal to create a grant program for these types of requests. County Administrator Josh Peters and Grant Administrator Amanda Christofferson were also present for discussion. If approved, the amount of available funding available will be \$10,000, with awards ranging from \$500 to \$2,000.

After discussion, Commissioner Dudley-Nollette moved to approve an RFP for a new Thriving Communities Small Grants Program, with one change under Item No. 2, changing “sports teams,” to “youth activities.” Commissioner Brotherton seconded the motion. Chair Eisenhour called for public comments on the motion, and one comment was received. After further discussion, Chair Eisenhour called for a vote on the motion. The motion carried by a unanimous vote.

WORKSHOP re: Review of current County contracts and agreements with external partners: Chair Eisenhour explained that this is an opportunity to review contracts with external partners, and discuss potential changes to those contracts. County Administrator Josh Peters, Finance Director Judy Shepherd, and Central Services Director Shawn Frederick were present to participate in discussion.

After discussion, Commissioner Brotherton moved to open the Tri-area, Quilcene and Brinnon community centers for an RFP process, and direct staff to work with stakeholders to develop that process, and that we negotiate with existing contract holders for the Gardiner and Port Townsend Senior Association (PTSA) to extend those contracts. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhour called for public comments, and two comments were received. After a brief discussion, she called for a vote on the motion. The motion carried by a unanimous vote.

County Administrator Peters commented on the Board’s decision regarding Strategies 360 (S360), and requested a formal motion to end the S360 contract. Commissioner Dudley-Nollette moved to give a 10-day notice to end the S360 contract. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 4:32 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