



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – August 11, 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 Dudley-Nollette asked to remove Consent Agenda Item No. 9 re: Database services for EPL, as the contract start date is in the past. Commissioner Brotherton moved to approve the Consent Agenda, minus Item No. 9. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 53-0811-25R** re: In the matter of establishing Fund 406 PHUGA Sewer Operations Fund, and update Fund 405 Fund Name
2. **RESOLUTION NO. 54-0811-25R** re: Washington State Recreation and Conservation Office (RCO) Dosewallips powerlines final design #25-1015
3. **RESOLUTION NO. 55-0811-25R** re: In the matter of creating a County project designated as Port Townsend Gateway Project – Safe Streets for All
4. **RESOLUTION NO. 56-0811-25R** re: In the matter of establishing a Jefferson County Stipend Policy
5. **SETTLEMENT AGREEMENT** re: Between Jefferson County, Shold Excavating, Inc., and Suzanne Martin, an independent septic designer
6. **INTERAGENCY AGREEMENT** re: Family and Juvenile Court Improvement Plan (FJCIP); In the amount of \$44,037; Juvenile Services; Washington Administrative Office of the Courts
7. **AGREEMENT** re: Culvert Replacement along Center Road MP 3.23; In the amount of \$501,378; Public Works; KPFF Consulting Engineers
8. **AGREEMENT** re: Emergency Shelter extended hours for extreme weather; In the amount of \$5,000; Public Health; Bayside Housing & Services
9. **AGREEMENT** re: Database services for EPL; Not to exceed \$10,000; Public Health; Little River Enterprises (*Not approved*)
10. **AGREEMENT** re: Family preservation services; In the amount of \$30,000; Juvenile Services; Patricia Oden

11. **AGREEMENT** re: Document recording fee backfill; In the amount of \$168,961; Auditor's Office; Washington State Department of Commerce
12. **AGREEMENT, Amendment No. 1** re: Dove House – Emergency Shelter; Additional amount of \$40,000 for a total of \$185,000; County Administrator; Dove House
13. **AGREEMENT, Amendment No. 4** re: School-based mental health services; In the amount of \$22,200; Public Health; Andrea Knutson, Sun Path Healing, PLLC
14. **AGREEMENT, Amendment No. 4** re: Group employment services; Decrease of \$17,925.53 for a total of \$136,613.71; Public Health; Cascade Community Communications
15. **AGREEMENT, Amendment No. 5** re: Community inclusion services; An increase of \$17,925.53 for a total of \$596,631.98; Public Health; Cascade Community Connections
16. **APPROVAL OF MINUTES: APPROVAL OF MINUTES:** Regular Meeting Minutes of July 21 and 28, 2025, and August 4, 2025, Special Meeting Minutes of: July 24, 2025 (WSAC/Kitsap), July 24, 2025 (Port Hadlock), July 28, 2025 (Finance), and Emergency Meeting Minutes of July 15, 2025
17. **APPROVAL OF JURY VOUCHERS:** Dated August 1, 2025 and totaling \$1,178.20
18. **APPROVAL OF PAYROLL WARRANTS:** Dated August 5, 2025 and totaling \$2,765,892.30

PUBLIC COMMENT PERIOD - Continued: Chair Eisenhower called for public comments, and one comment was received. The Commissioners addressed the comments and also discussed encampments and the current wildfire situation.

PROCLAMATION re: Proclaiming the Week of August 11-15, 2025 as Jefferson County Employee Recognition Week: After all three Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve the proclamation as written. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote. The Commissioners thanked staff for the work that they do.

DISCUSSION re: Letter of interest – Jefferson Transit Authority acquisition of the Gateway Visitor Information Center property: Jefferson Transit Authority (JTA) General Manager Nicole Gauthier was present to pitch her request for JTA to purchase property where the Gateway Visitor Information Center is currently situated. Central Services Director Shawn Frederick joined the discussion to answer questions posed by the Board. After discussion, Chair Eisenhower opened the floor to allow public comments, and two comments were received. After further discussion, the Commissioners gave direction to the County Administrator to look into next steps and move this idea forward. Chair Eisenhower allowed one additional comment from the public.

HEARING re: Amendments to the Clean Water District Ordinance: Civil Deputy Prosecuting Attorney (DPA) Ariel Speser and Water Quality Manager Michael Dawson were present for the hearing. Manager Dawson provided a presentation that included what the Clean Water District (CWD) is, proposed amendments, public process, and next steps. The CWD is a Shellfish Protection District per RCW 90.72. After the presentation, Assessor Jeff Chaman explained special assessments and exemption criteria, and Treasurer Stacie Prada further explained that there is a division of implementation between the Assessor's Office and the Treasurer's Office.

Chair Eisenhower opened the floor to allow for public testimony. The following individuals provided testimony: Tom Thiersch – Jefferson County. Hearing no further testimony, Chair Eisenhower closed the

public hearing, and the Commissioners started deliberations. After deliberations, Commissioner Brotherton moved to adopt **ORDINANCE NO. 05-0811-25** re: Amending Sections 8.65.090 annual fee and 8.65.100 certain parcels exempt from fee in the Jefferson County Clean Water District, Chapter 8.65 of the Jefferson County Code (JCC), as presented. Commissioner Dudley-Nollette seconded the motion, which carried by a unanimous vote.

DISCUSSION re: Board of Natural Resources election ballot for submittal to Washington State Association of Counties (WSAC): The Commissioners discussed options on voting for the open seat on the Board of Natural Resources (BNR). After discussion, Chair Eisenhower moved that Jefferson County submit their vote that the WSAC BNR seat go to Clallam County Commissioner Randy Johnson. 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 12:00 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 Eisenhower announced that the Executive Session will be held from 1:33 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, Central Services Director, and Interim DCD Development Director. The Board resumed the regular meeting at 2:01 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:02 p.m. to 2:20 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:21 p.m. There was no proposed action, and therefore no public comment taken on this topic.

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

- Calendar Coordination

WORKSHOP re: Quilcene Park drinking water supply: County Administrator Josh Peters explained the issue at the Jefferson County Quilcene Campground water supply. The public has been accessing free water at the site, but there have been issues with vandalism and damage to the hydrant, which costs the County to maintain. Public Works Director Monte Reinders, Parks and Recreation Manager Matt Tyler, and Central Services Director Shawn Frederick were present for discussion.

County staff presented four options moving forward: 1) Do nothing, and continue with the current failing system; 2) Comprehensive replacement and upgrade, with combined new agency for oversight and additional funding for water and maintenance by a plumbing contractor; 3) Decommission public hydrant and install camper-only spigot; and 4) Public Utility District (PUD) collaboration for a fee-based water supply system in Quilcene. Staff also suggested that this project would make a good Public

Infrastructure Fund (PIF) project. Chair Eisenhower opened the floor to allow for public comments, and seven comments were received.

After the public comment period, Commissioner Brotherton made a motion to move forward with Option 2, and put forward a budget appropriation in the 3rd or 4th quarter to pay for a repair as soon as possible. Commissioner Dudley-Nollette seconded the motion for further discussion. After discussion, Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

County Administrator Peters noted that future discussion will need to address who will be the project manager for the Quilcene water supply.

ADDITIONAL DISCUSSION ITEMS: The Commissioners reviewed the following:

- Calendar Coordination
- Wildfire update: Level 1 – ready order issues for Dosewallips Road

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 3:37 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heather Dudley-Nollette, Member



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MINUTES

Jefferson County Board of County Commissioners

Community Conversations

Special Meeting – August 12, 2025, 6:00 p.m.

Gardiner Community Center

980 Old Gardiner Road, Sequim, WA 98382 – Downstairs room

CALL TO ORDER: Chair Heidi Eisenhour called the Community Conversations Special Meeting to order in the presence of Commissioner Heather Dudley-Nollette and Commissioner Greg Brotherton.

WELCOME and INTRODUCTIONS: Chair Eisenhour welcomed the Gardiner community members in attendance.

JEFFERSON COUNTY UPDATE: County Administrator Josh Peters provided a presentation which covered the Jefferson County budget, services, challenges, opportunities, priorities, progress, and more. Sheriff Andy Pernsteiner was present and provided a report of fireworks calls this season. Commissioner Brotherton explained that there has been interests in other entities seeking to manage community centers in other parts of the County, and noted that Jefferson County is happy with how the Gardiner Community Center has been managed over the years.

QUICK SNAPSHOTS: Jefferson County Commissioners, Elected Officials and staff provided updates for their departments and answered questions posed by the public in attendance.

QUESTIONS AND ANSWERS WITH THE PUBLIC: Comments in the meeting were addressed by County Elected Officials and staff in attendance.

WRAP UP and THANKS: Chair Eisenhour thanked everyone for attending.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 8:08 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