



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – June 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 seven comments were received. The Commissioners addressed the comments. Fire Marshal Phil Cecere made an announcement that Jefferson County is operating at a moderate burn risk level, that became effective June 1, 2025. He explained the new restrictions.

PROCLAMATION re: Ride Transit Month: Jefferson Transit General Manager Nicole Gauthier was present to say a few words about public transportation in Jefferson County. After all three Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve the proclamation as read, [proclaiming June as Ride Transit Month]. Commissioner Dudley-Nollette seconded the motion, which carried by a unanimous vote.

PROCLAMATION re: Pride Month: All three Commissioners read aloud the proclamation and noted the importance of recognizing Pride Month. They moved to the Emergency Management discussion, and didn't make a motion at this time.

EMERGENCY MANAGEMENT UPDATE: Emergency Management Director Willie Bence provided an update on the early onset of moderate fire danger in Jefferson County, highlighting the warmer, drier summer forecast and the importance of being prepared for wildfire evacuations. He explained the state's "Ready, Set, Go" evacuation alert system and emphasized the need for individuals, especially those with special needs or pets, to have a plan and consider evacuating early if needed. He added that in fast-moving wildfire scenarios, specific evacuation destinations may not be immediately available, and people should know their routes and prepare to relocate to a safe place while awaiting more information. Director Bence also discussed local and federal preparedness efforts, sheltering logistics in partnership with the Red Cross, and upcoming community events and plans to improve evacuation readiness.

PROCLAMATION re: Pride Month - Continued: The Commissioners were made aware that they did not approve a motion regarding the Pride Proclamation. Commissioner Dudley-Nollette moved to approve the proclamation for June 2025 as Pride Month. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

HEARING re: Ordinance repealing Ordinance No. 03-0311-19 and Chapter 3.01 Jefferson County Code (Biennial Budget): The County adopted Ordinance No. 03-0311-19 in March 2019 to establish biennial budgeting in Jefferson County. After having promulgated three successive biennial budgets, the County Budget Committee voted to revert to annual budgeting. After County Administrator Mark McCauley explained the need for the hearing, Chair Eisenhower called for public testimony. Hearing no testimony, she closed the public hearing. After brief deliberations, Commissioner Dudley-Nollette moved to adopt **ORDINANCE NO. 04-0602-25** re: Repealing Ordinance 03-0311-19 and Chapter 3.01 Jefferson County Code – Biennial Budget. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

As Finance Manager Judy Shepherd was in attendance, the Commissioners thanked her for her efforts on the budget, and thanked her for her recent assistance with the Housing Fund Board’s emergency warrant requests.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton noted that the Housing Fund Board (HFB) made a recommendation to the Board of County Commissioners to fund OlyCAP’s \$23,500 request, out of Fund 148, but that he did not see that it was brought forward on the Consent Agenda. He moved to approve the HFB’s recommendation to use capital funds from Fund 148 to pay the emergency warrant of \$23,500, listed on the consent agenda. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

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. 31-0602-25R** re: In the Matter of Adoption of the Jefferson County All Hazards Mitigation Plan (Revised 2024)
2. **INTERAGENCY AGREEMENT** re: Pollution Prevention Assistance; In the amount of \$213,303.22; Public Health; Washington State Department of Ecology
3. **AGREEMENT** re: Consolidated Appropriations Act (CAA) for the Port Hadlock Sewer Project; In the amount of \$5,500,000; Public Works; United States Environmental Protection Agency
4. **AGREEMENT** re: Data Sharing; No fiscal impact; Community Development; Washington State Department of Archaeology and Historic Preservation
5. **AGREEMENT, Amendment No. 3** re: Remedial investigation and toxic cleanup feasibility study; Extension of expiration date to June 30, 2026; Public Health; Washington State Department of Ecology
6. **ADVISORY BOARD UPDATE** re: Jefferson County Rural Library District Board of Trustees: 1) Resignation: Trustee Cheri Hoover; and 2) Appointment re: Trustee Lisa Brandes
7. **ADVISORY BOARD RESIGNATION** re: Jefferson County Planning Commission; Richard Hull
8. **APPROVAL OF MOTION** re: Authorizing the following Housing Task Force (HTF) members to designate an alternate to attend the HTF meetings in their absence: Viola Ware, Cheryl Weinstein, Sarah Martinez, Ajay Mohan, Michael Moore, Cameron Jones, and Adrian Smith
9. **APPROVAL OF MINUTES:** Regular Meeting Minutes of May 27, 2025
10. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated May 27, 2025 and totaling \$971,264.13 and Dated May 29, 2025 and totaling \$23,500 (Emergency warrant) and Dated May 29, 2025 totaling \$10,174.12 (Emergency warrant No. 2)

The meeting was recessed at 10:34 a.m. and reconvened at 10:45 a.m. with all three Commissioners present.

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

WORKSHOP re: Review LTAC applicants and process: The Commissioners opened all seats on the Lodging Tax Advisory Committee (LTAC) to new applicants and existing members. The County received five valid applications for the four seats available. Commissioner Brotherton stated the Commissioners should come up with a process for choosing applicants, and today's workshop will address how to carry out next steps. The Board reviewed the draft LTAC by-laws, term limits, and discussed the desire for destination development.

After discussion, Chair Eisenhower opened the floor to allow for public comments, and 4 comments were received. The Commissioners addressed the comments received. Commissioner Brotherton explained that the LTAC By-laws have not been adopted yet, and the Commissioners made further edits to them. After discussion, the Commissioners agreed to hold LTAC applicant interviews June 9, 2025 at approximately 3:30 p.m.

The meeting was recessed at 12:10 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 1:31 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, and Department of Community Development Director. 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.

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

- WSAC Regional Meeting Planning
- Commissioners Briefing Session – continued
- Calendar Coordination

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 3:02 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