



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – July 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 four comments were received. The Commissioners and County Administrator addressed the comments.

UPDATE re: Jefferson County Grants: Grants Administrator Amanda Christofferson shared a presentation and reviewed 2024 grant revenue highlights, 2024/2025 grant writing and administrative efforts, complexities of utilizing grant funding, county-wide grant support sole, focusing on areas that will improve County revenue, and commitment to projects in alignment with Strategic Plan. She answered questions posed by the Board. Finance Director Judy Shepherd joined the meeting to participate in discussion, and thanked Administrator Christofferson for all her hard work.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton moved to approve the Consent Agenda, with the contact information for Consent Agenda Item No. 3 to be updated. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Clean Water District Amendment to Ordinance; Hearing August 11, 2025 at 10:15 a.m. in the Commissioners Chambers, 1820 Jefferson St, Port Townsend, WA 98368 (HYBRID)
2. **INTERLOCAL AGREEMENT, Amendment No. 2** re: Student assistance professional services 2025-2026; In the amount of \$26,060; Public Health; Quilcene School District No. 48
3. **AGREEMENT** re: Recycling services grant; In the amount of \$245,079; Public Works; Washington State Department of Ecology
4. **AGREEMENT** re: Litter cleanup grant; In the amount of \$71,000; Public Health; Washington State Department of Ecology
5. **AGREEMENT** re: Mental health counseling for school districts; In the amount of \$154,300.41; Public Health; Olympic Education Service District No. 114 (Port Townsend, Chimacum, Quilcene, Brinnon)
6. **AGREEMENT** re: Developmental disabilities services; In the amount of \$1,064,066; Public Health; Washington State Department of Social and Health Services

7. **AGREEMENT, Amendment No. 1** re: Noxious weed control; In the amount of \$47,090; WSU Jefferson County Extension; Washington State Department of Ecology – Washington Conservation Corps
8. **AGREEMENT, Amendment No. 4** re: Breast, cervical and colon health program services; In the amount of \$1,000; Public Health; Public Health of Seattle and King County
9. **AGREEMENT, Amendment No. 5** re: Consolidated contracts; Additional amount of \$17,023 for a total of \$3,185,889; Public Health; Washington State Department of Health
10. **ADVISORY BOARD RESIGNATION** re: Intellectual Developmental Disabilities Advisory Board (IDDAB); Kelly Matlock
11. **APPROVAL OF PAYROLL WARRANTS:** Dated July 3, 2025 and totaling \$181,920.45, and Dated July 18, 2025 and totaling \$97,106.78
12. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated July 14, 2025 and totaling \$1,694,052.79

COMMISSIONERS' BRIEFING SESSION: The Commissioners reviewed upcoming meeting items to discuss, community outreach, miscellaneous items and calendar coordination.

WORKSHOP re: Recycling program privatization: Solid Waste Manager Al Cairns reviewed a presentation that covered their current program, options, benefits of privatizing recycling, and next steps. The County has started collecting glass recycling again. Recycling challenges include high cost of operation, low commodity value, high rate of contamination, illegal dumping, and reduced grant funding. Funding to keep the program operational, is not consistent with Jefferson County's Solid Waste Management Plan. Public Works Director Monte Reinders also participated in discussion.

Manager Cairns explained that Public Works staff and the Solid Waste Advisory Committee (SWAC) are presenting two options for moving forward: 1) Curbside mixed-material roll-cart collection through a monthly subscription with the Washington Utilities and Transportation Commission's (UTC) licensed hauler with rates governed through a UTC tariff. Glass would be collected at drop-off sites; or 2) Self-hauling to designated drop-off sites with funding for the contracted collection, processing and delivery to commodity buyers of those materials derived from the tipping fee charged for garbage disposal at two County-owned and operated waste handling facilities.

After discussion, Chair Eisenhower opened the floor to allow for public comments, and one comment was received. After further discussion, Commissioner Brotherton moved to direct the Solid Waste team to move forward with Option 1, moving to privatization. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

HEARING re: Mason PUD No. 1 Telecommunications Franchise: Public Works Real Property Specialist Joshua Thornton was present to provide a presentation that reviewed the particulars of franchise agreements, the request made by Mason County PUD No. 1, public process, and next steps.

The proposed telecommunications agreement is located along Forest Drive, Cedar Court, Maple Avenue and Birch Court near US-101 south of Brinnon, at the southern border of the County. Key provisions include: 25-year term, relocation of facilities, indemnification, insurance, dispute resolution, termination and assignment of franchise, system map and coordinated excavations.

Chair Eisenhower opened the hearing to allow for public testimony. Hearing no testimony, she closed the public hearing. Specialist Thornton clarified that what is proposed is a wholesale fiber optic telecommunications franchise.

Commissioner Brotherton moved to approve **RESOLUTION NO. 44-0721-25R** re: In the matter of the application by Mason County PUD No. 1 for a nonexclusive grant of franchise to construct, maintain, and operate facilities for broadband internet service within a portion of unincorporated Jefferson County, as presented today. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

ADDITIONAL BUSINESS: Letter of Support re: Mason PUD No. 1 Jorstad

Substation Project: Commissioner Brotherton shared his screen to view a letter of support for the Mason PUD No. 1 Jorstad Substation Project. This would be for construction of a middle-mile substation located at Jorstad Creek in Lilliwaup, Washington. Mason County PUD No. 1 serves customers in both Mason County and a rural community of Brinnon in South Jefferson County.

After review of the letter, Commissioner Dudley-Nollette moved to sign a letter of support for Mason PUD No. 1, through Federal Economic Development Administration funding. Commissioner Brotherton seconded the motion. Chair Eisenhower opened the floor to allow for public comment, 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 discussed the upcoming Joint Washington State Association of Counties (WSAC) / Kitsap County meeting, and what they will be presenting. County Administrator Josh Peters updated the Commissioners on the Transportation Benefit District ballot measure.

The meeting was recessed at 12:11 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), 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 2:00 p.m. to 2:10 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:10 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

HEARING re: Conservation Futures Fund program project applications in 2025:

Natural Resources Program Coordinator Tami Pokorny, Water Quality Manager Michael Dawson, and Conservation Futures Citizens Oversight Committee (CFCOC) members were present for the hearing. Coordinator Pokorny provided a brief summary of the proposed projects and the process leading up to the hearing.

Chair Eisenhower opened the floor to allow for public testimony. The following individuals provided testimony: Penny Hubbard – Chimacum, Blaise Sullivan – Port Townsend, Joanne Pontrello – Port Townsend, Peter Bahls – Port Townsend, and Jean Ball – Quilcene. Hearing no further testimony, Chair Eisenhower closed the public hearing.

After deliberations, Commissioner Dudley-Nollette moved to approve **RESOLUTION NO. 45-0721-25R** re: Dedicating Conservation Futures Funds to the Deerfoot Forest Project as authorized by and in accordance with Jefferson County (JCC) Chapter 3.08 to provide a system of open spaces. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

Commissioner Brotherton moved to approve **RESOLUTION NO. 46-0721-25R** re: Dedicating Conservation Futures Funds to the Toandos Forest Acquisition and Restoration Project as authorized by and in accordance with Jefferson County (JCC) Chapter 3.08 to provide a system of open spaces. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

Commissioner Dudley-Nollette moved to approve **RESOLUTION NO. 47-0721-25R** re: Dedicating Conservation Futures Funds to the Upper Yarr Creek Protection Project as authorized by and in accordance with Jefferson County (JCC) Chapter 3.08 to provide a system of open spaces. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

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

- Calendar Coordination - continued

PRESENTATION re: 2026 Budget Goals and Objectives: Finance Director Judy Shepherd was present to share a presentation that reviewed the 2026 budget objectives for the General Fund and Other Funds, and proposed procedures for departments.

After discussion, Chair Eisenhower opened the floor to allow for public comments, and one comment was received. After further discussion, Commissioner Dudley-Nollette moved to approve **RESOLUTION NO. 48-0721-25R** re: Establishing goals and objectives with budget preparation guidelines for the 2026 Annual Budget. Commissioner Brotherton seconded the motion.

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

- Community Outreach meeting; logistics
- Commissioner Briefing Session – continued
- Calendar Coordination – continued

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:21 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

Joint Special Meeting – July 24, 2025, 8:00 a.m.

**Jefferson County Board of Commissioners
and Kitsap County Commissioners and Washington State Association
of Counties (WSAC)**

Jefferson County Courthouse – Chambers
1820 Jefferson Street, Port Townsend, WA

CALL TO ORDER: Board of County Commissioners Chair Heidi Eisenhour called the Special Board of County Commissioner meeting to order at 8:09 a.m. in the presence of Commissioner Greg Brotherton and Commissioner Heather Dudley-Nollette. The Kitsap County Board of County Commissioners Chair Katie Walters called their Special meeting to order at 8:10 a.m. The purpose of the Special Meeting was to allow the Commissioners to meet with the Kitsap County Commissioners and WSAC staff to discuss regional issues Solid Waste Advisory Committee (SWAC), and provide comments when necessary.

PRESENTATION re: Jefferson County opportunities and challenges: The Jefferson County Commissioners reviewed topics of importance for each of their districts.

PUBLIC COMMENT PERIOD: Chair Eisenhour opened the floor to allow for public comments, and no comments were received.

NOTICE OF ADJOURNMENT: WSAC staff informed the attendees of the orientation for the remainder of the day. Chair Eisenhour adjourned the Special Meeting of the Board of County Commissioners at 9:04 a.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
Jefferson County Board of County Commissioners
Community Conversations
Special Meeting – July 24, 2025, 5:00 p.m.
Jefferson County Library
620 Cedar Avenue, Port Hadlock, WA 98339

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 Port Hadlock 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.

PORT HADLOCK SEWER UPDATE: Port Hadlock Sewer Project Manager Samantha Harper was present to provide an update on the sewer progress, and answer questions.

QUICK SNAPSHOTS: Jefferson County Commissioners, Elected Officials and Departments Directors 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 7:00 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

Jefferson County Board of County Commissioners

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

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

CALL TO ORDER: Acting Chair Greg Brotherton and Commissioner Heather Dudley-Nollette participated in the meeting. Chair Eisenhower was absent. Acting Chair Brotherton called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Acting Chair Brotherton called for public comments, and one comment was received. The Commissioners addressed the comment.

Fire Marshal Phil Cecere was present and stated that at a recent meeting of local fire chiefs, they discussed whether conditions warranted raising the fire danger level to "very high," but ultimately they decided not to escalate the level at this time, emphasizing instead the need for increased public outreach due to ongoing dry conditions and minimal recent rainfall. He explained the risks associated with roadside mowing during drought, and the differences between fire danger levels. Plans are underway for a Fire Prevention Summit, tentatively scheduled for September 24, 2025.

COMMISSIONERS' BRIEFING SESSION: Commissioner Dudley-Nollette and County Administrator Josh Peters provided an update on the Department of Community Development (DCD) Director search, and the need to strategize and re-advertise to gain a larger pool of applicants.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Prior to the meeting, Chief Civil Deputy Prosecuting Attorney Philip Hunsucker noted that Consent Agenda Item No. 7 was not supposed to have the Professional Services Agreement included in the attachment. Commissioner Dudley-Nollette moved to approve the Consent Agenda, with the modifications to Item No. 7 as discussed. Acting Chair Brotherton seconded the motion. The motion carried.

1. **HEARING NOTICE** re: Amendment of Sewer Ordinance; Hearing on Monday, August 18, 2025 at 10:45 a.m. in the Commissioners' Chambers, 1820 Jefferson St, Port Townsend WA 98368 (HYBRID)
2. **RESOLUTION NO. 49-0728-25R** re: In the matter of creating a County project designated as Center Road MP 3.23 Culvert Replacement
3. **REJECT BID** re: Courthouse elevator modernization and pursue alternate solutions
4. **AGREEMENT** re: Noxious Weed Control; In the amount of \$27,500; WSU Jefferson County Extension; USDA Forest Service Olympic National Forest

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5. **AGREEMENT** re: E911 County Basic Service Operations Contract for 2025-2026; In the amount of \$335,023; JeffCOM 911; Washington State Military Department and State Enhanced 911 Fund
6. **AGREEMENT** re: Solid waste monitoring; In the amount of \$113,902.67; Public Health; Washington State Department of Ecology
7. **AGREEMENT** re: ~~Summer Intern; Public Health; Cascade Community Connections~~ *(The agreement was not approved, but the motion was approved)*; and **MOTION** re: Delegation of signing authority to Public Health Deputy Director Veronica Shaw to sign the DSHS Work-based learning agreement as “employer”
8. **AGREEMENT, Amendment No. 1** re: Jefferson County Therapeutic Courts; Additional amount of \$5,000 for a total of \$15,000; Superior Court; Salish Behavioral Health Organization
9. **AGREEMENT, Amendment No. 1** re: Quilcene School-based mental health services; In the amount of \$22,200; Public Health; Jessica Garcia
10. **AGREEMENT, Change Order No. 3** re: Phase 4 – Stage 1 On-site grinder pump installation for the PHUGA, Project No. 405-2127-0, Ecology Agreement No. WQC_2024_JCoPWE-00034
11. **APPROVAL OF EXPENDITURE** re: Electric Vehicle (EV) charger purchase for fleet vehicles; In the amount of \$10,280.21 from the General Fund
12. **APPROVAL OF JURY FEE VOUCHER:** Dated July 22, 2025 and totaling \$1,033
13. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated July 21, 2025 and totaling \$1,777,799.36 and dated July 28, 2025 and totaling \$539,124.11

WORKSHOP re: Application for grant assistance to the RCO for the Dosewallips Powerlines final design planning project and authorizing resolution: Natural Resources Program Coordinator Tami Pokorny, and Natural Systems Design representative John Soden was present to brief the Board on the applications for the powerlines reach project. Staff will bring forward a resolution for Consent Agenda at a later date.

WORKSHOP re: Quimper Trust Land Transfer Project Deed of Right, Stewardship Agreement, and Conservation Futures Project Grant Agreement: Natural Resources Program Coordinator Tami Pokorny was present to provide information on the Quimper project. Jefferson Land Trust Executive Director Sarah Spaeth was also present and answered questions posed by the Board. Staff will submit Consent Agenda items for approval at a later date.

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

The meeting was recessed at 11:01 a.m. and reconvened at 11:07 a.m. with Acting Chair Brotherton and Commissioner Dudley-Nollette present.

DISCUSSION re: Memorandum of Agreement (MOA) with the Jamestown S’Klallam Tribe (JST) and the Hood Canal Salmon Enhancement Group (HCSEG); (MOA): Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker, Hood Canal Salmon Enhancement Group Habitat Program Director Gus Johnson, and JST Natural Resources Director Hansi Hals, were present to participate in discussion. Chief DPA Hunsucker provided a power point presentation which included the primary purposes of the project, roles of the parties, stakeholders and outreach, and next

steps. Director Hals thanked the Commissioners and County staff for their work on this project and Director Johnson thanked everyone for their collaborative relationship.

After discussion, Acting Chair Brotherton called for public comments prior to making a motion, and no comments were received. Commissioner Dudley-Nollette moved to approve the MOA. Member Brotherton seconded the motion. The motion carried.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners reviewed their upcoming meeting schedules.

The meeting was recessed at 11:52 a.m. and reconvened at 12:01 p.m. with Acting Chair Brotherton and Commissioner Dudley-Nollette present.

QUARTERLY ELECTEDS AND DIRECTORS' COORDINATION MEETING:
The Commissioners met with Elected Officials, Department Directors and staff to discuss the following items:

- Roundtable
 - District Court
 - Jury system upgrade; in process and will lower mailing costs
 - Public Health
 - Conducting community events
 - Working on the budget
 - Reimbursing individuals for their time
 - Department of Community Development
 - Thankful for teamwork
 - Comprehensive Plan Update
 - Planning Commission; two vacancies (District No. 1 and No. 3)
 - Working on the budget
 - EPL; internal server testing
 - Juvenile Services
 - Dealing with gaps in services and influx of youth
 - Large cut in BECCA funds, affecting budget
 - Superior Court
 - Juvenile justice training; Judge Mack attended last month
 - Jefferson County Advisory Council for Community Restorative Justice; update
 - Auditor's Office
 - New fees are being implemented today
 - Short staffed recently
 - Imaging project underway
 - Elections; small issue they are working through
 - Human Resources
 - Vacancies are posted on our website
 - Corrections is fully staffed
 - Munis training; HR, Auditor's Office and Central Services attended
 - NEO Gov; new advertising and engagement platform

- Treasurer's Office
 - New Chief Deputy Chris Kramer
 - Requested a slide for departments in Community Outreach presentation
 - New online business banking; working through bugs
 - Wahkiakum County is facing large budget cuts
 - Sales tax monitoring
 - Investments
- Assessor's Office
 - Port Townsend is being re-inspected, as part of 6-year cycle
 - New construction; not very high
 - Timber sales are low
 - Assessed values are set to slightly increase
- Central Services
 - Microsoft 365; testing starting soon
 - Munis training
 - EPL
 - Boards and committees; agenda and video management
 - AI governance
 - E-signature policy
 - Computer replacement cycle; moving from 4 to 5 years
 - GovQA; changing vendor for public records
 - PT Community Center roof repair; looking into costs
 - Quilcene kitchen; awaiting engineer's cost
 - 6-year capital improvement plan; working towards consistency
 - Working on budget
 - Courthouse annex; space planning
 - Administrative assistant; moving forward with search
 - EV charging stations
- Communications Specialist
 - Receiving good public engagement
 - Over 3,000 followers on social media, including many County staff
 - Many departments reaching out; creating a heavy workload
 - Linked-in presence is growing
 - Published first video; Sheriff Deputy Ash Moore ride-along
- County Administrator
 - Strategic Plan; working on implementation
 - Transportation Benefit District; ballot measurer which will need to be approved by voters. August 5th deadline to get on ballot. Looking to start a "for" and "against" committee, as part of the requirement to get on ballot. Resolution will go before the BOCC on August 4, 2025.

The Elected Officials and Department Directors discussed the Community Outreach meetings, which included: public participation, slideshows for departments, and printing flyers.

The meeting was recessed at 1:25 p.m. and reconvened at 1:32 p.m. with Acting Chair Brotherton and Commissioner Dudley-Nollette present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Acting Chair Brotherton announced that the Executive Session will be held from 1:33 p.m. to 2:05 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 Central Services Director. The Board resumed the regular meeting at 2:06 p.m. Acting Chair Brotherton announced that the Board will be extending the Executive Session from 2:06 p.m. to 2:11 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:12 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:

- Climate Action Committee; goals that could be added to Strategic Plan
- National Night Out Event; community preparedness event on August 2, 2025

SPECIAL SERIES: Jefferson County Historical Society re: Cultural Heritage: JCHS Director Tara McCauley was present and explained that this is a new series, and JCHS plans to provide a one 10-minute presentation per month focused on resources for learning about the culture, heritage, and diversity in Jefferson County. This will take place from July to December, 2025.

Today's presentation is on programs. JCHS has 20+ unique programs in art, history and culture. These programs can be in person, virtual or recorded. Director McCauley reviewed some of the programs that they have available. Videos can be found at: <https://vimeo.com/user112070940>

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

- Boards & Committees; potentially changing how data is shared and stored

NOTICE OF ADJOURNMENT: Acting Chair Brotherton adjourned the meeting at 2:49 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Excused absence
Heidi Eisenhour, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heather Dudley-Nollette, Member



DRAFT

MINUTES

Special Meeting – July 28, 2025, 3:00 p.m. Jefferson County Board of Commissioners and Jefferson County Finance Committee

Courthouse, Commissioners' Chambers
1820 Jefferson Street, Port Townsend, WA

CALL TO ORDER: Acting Chair Brotherton called the Special Board of County Commissioner meeting to order in the presence of Commissioner Heather Dudley-Nollette. The purpose of the Special Meeting was to allow the Commissioners to meet with the Finance Committee, and provide comments when necessary. All action taken at the meeting was done by Finance Committee members. Finance Committee Chair Stacie Prada called the Finance Committee meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Finance Committee Chair Prada called for public comments, and no comments were received.

APPROVAL OF MINUTES: Finance Committee members moved to approve the April 28, 2025 Finance Committee minutes.

DISCUSSION re: Treasurer's Report 2nd Quarter 2025 covering County and District debt and investments: Finance Committee Chair Prada reviewed the investment and debt reports, portfolio management, and answered questions posed by the Board.

DISCUSSION re: Authorized signers for bank accounts in the Treasurer's Office: Finance Committee members moved to approve signers to the Treasurer's Office bank accounts.

FUTURE AGENDA ITEMS: No items were discussed.

NOTICE OF ADJOURNMENT: Acting Chair Brotherton adjourned the Special Meeting of the Board of County Commissioners at 3:28 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Excused Absence
Heidi Eisenhour, Chair

ATTEST:

Heather Dudley-Nollette, Member

Carolyn Gallaway, CMC
Clerk of the Board

Greg Brotherton, Member



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – August 4, 2025, 9:00 a.m.

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

CALL TO ORDER: Acting Chair Heather Dudley-Nollette and Commissioner Greg Brotherton participated in the meeting. Chair Eisenhower was absent. Acting Chair Dudley-Nollette called the meeting to order at the appointed time.

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

PROCLAMATION re: Proclaiming August 3-9, 2025 as National Farmers Market Week: After the Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve the proclamation as read. Acting Chair Dudley-Nollette seconded the motion. The motion carried. Jefferson County Farmers Market Board President Angela Dunham was present to discuss upcoming Farmers Market events, and she thanked the Commissioners for supporting the markets.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Brotherton moved to approve the Consent Agenda as presented. Acting Chair Dudley-Nollette seconded the motion. The motion carried.

1. **RESOLUTION NO. 50-0804-25R** re: In the matter of establishing Fund 132 Opioid Settlements Fund
2. **AGREEMENT** re: Right-of-Way Easement for Sea Home Road; In the amount of \$29,100; Public Works; Washington State Department of Natural Resources
3. **AGREEMENT** re: Provider resources website support; No cost; Public Health; Tacoma Pierce County Health Department
4. **AGREEMENT, Amendment No. 4** re: Community inclusion services and outcome payments; An increase of \$44,000 for a total of \$578,706.45; Public Health; Cascade Community Connections
5. **AGREEMENT, Amendment No. 5** re: Individual supported employment services; A decrease of \$44,000 for a total of \$725,872.20; Public Health; Cascade Community Connections
6. **AGREEMENT, Amendment No. 6** re: Consolidated Contracts; Additional amount of \$103,533 for a total of \$3,289,422; Public Health; Washington State Department of Health
7. **APPROVAL OF THE ISSUANCE OF REQUEST FOR PROPOSALS** re: 2026 Lodging Tax Funds
8. **APPROVAL OF MINUTES:** Regular Meeting Minutes of June 16 and 23, 2025, July 7 and 14, 2025, and Special Meeting Minutes of June 24, 2025 (Port Ludlow)

EMERGENCY MANAGEMENT UPDATE: Not discussed, as Emergency Management Director Willie Bence was not present.

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

DISCUSSION re: Jefferson County Transportation Benefit (JCTBD) District: County Administrator Josh Peters stated that on December 16, 2024 the BOCC established a Jefferson County Transportation Benefit District (JCTBD) to implement a sales tax at 1/10th of 1% in unincorporated Jefferson County, and it also included an additional \$20 license fee. As there is a need for additional revenue to maintain County roads, the Commissioners have been asked to review a draft resolution to place a ballot proposition on the November 4, 2025 ballot. The deadline to get on the ballot is August 5, 2025, and the cost is approximately \$20,000. Commissioner Brotherton noted that before Chair Eisenhower went on vacation, she voiced her full support for the ballot measure.

Commissioner Brotherton moved to approve **RESOLUTION NO. 51-0804-25R** re: In the matter of the Jefferson County Transportation Benefit District providing for a ballot proposition to be submitted to the qualified electors of the District on November 4, 2025, to authorize a Sales and Use Tax to be imposed within the district boundaries of the district for unincorporated Jefferson County upon all taxable retail sales in the amount of two-tenths of one percent (0.2%) for the purpose of financing costs associated with transportation improvements in the district for a period of ten (10) years. Acting Chair Dudley-Nollette seconded the motion. She called for public comments on the motion, and three comments were received. After responding to comments, Acting Chair Dudley-Nollette called for a vote on the motion. The motion carried.

Commissioner Brotherton moved to approve **RESOLUTION NO. 52-0804-25R** re: In the matter of appointing a for and against committee pursuant to RCW 29A.32.280 for the Jefferson County Transportation Benefit District (JCTBD) ballot measure on the November 4, 2025 election. Acting Chair Dudley-Nollette seconded the motion. She called for public comments on the motion, and no comments were received. Acting Chair Dudley-Nollette called for a vote on the motion. The motion carried.

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

The meeting was recessed at 11:51 a.m. and reconvened at 1:30 p.m. with Acting Chair Dudley-Nollette and Commissioner Brotherton present.

EXECUTIVE SESSION: An Executive Session was scheduled from 1:30 p.m. to 2:00 p.m. Acting Chair Dudley-Nollette 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), Civil DPA, Central Services Director, and Interim DCD Director. The Board resumed the regular meeting at 2:01 p.m. Acting Chair Dudley-Nollette announced that the Board will be extending the Executive Session from 2:01 p.m. to 2:17 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:17 p.m. There was no proposed action, and therefore no public comment taken on this topic.

WORKSHOP re: Amendments to JCC 13.02.010, and JCC 13.04.010 in Division I of Title 13 JCC (PHUGA Sewer Utility Code): Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker was present to brief the Board on the Port Hadlock Urban Growth Area (PHUGA) ordinances timeline, clarification of the sewer code, flipping the switch to turn off transitional rural zoning, and reviewed when sewer hookup will be required. He noted that the key takeaways from today's workshop will be: 1) On September 8, 2025, UGA zoning will apply to all properties within 200 feet of a sewer collection line; and 2) Some properties within 200 feet of a sewer collection line will be required to hook up to the sewer.

The Commissioners, County Administrator, Chief Civil DPA Hunsucker, Public Works Sewer Project Manager Samantha Harper and Assessor Jeff Chapman all participated in discussion. After discussion, Acting Chair Dudley-Nollette opened the floor to allow for public comments, and no comments were received.

The meeting was recessed at 3:13 p.m. and reconvened at 3:30 p.m. with Acting Chair Dudley-Nollette and Commissioner Brotherton present.

DISCUSSION re: Lodging Tax Advisory Committee By-Laws: Acting Chair Dudley-Nollette provided a history of the LTAC by-laws to-date. Civil Deputy Prosecuting Attorney (DPA) Ariel Speser was present to answer further questions that arose during discussion.

During a recent LTAC meeting, they had two questions for the Board of County Commissioners (BOCC) to address:

- 1) On page 6, on the Request for Proposals (RFP) process chart – “3 Choices for BoCC: (1) Reject LTAC recommendation proposal;” Question: If the BoCC were to reject the recommendation proposal in full, what happens after that? Would the LTAC begin again at the beginning of the process by issuing a new RFP? Or would they “propose change to recommended proposal, then send back to LTAC for up to 45 days...”? Or would some other process ensue?
- 2) Page 9, Section 8: Question: Does any language need to be added to clarify that the BoCC has authority to remove an LTAC member directly (or to reseal the entire board) even if a recommendation to remove a member has not been initiated or approved by the LTAC? Or is that authority inherent in the RCW?

Commissioner Brotherton noted that if the LTAC members are happy with the way that the By-laws are currently written, he suggested that DPA Speser could send a memo to the LTAC members to explain their questions. Acting Chair Dudley-Nollette concurred, and DPA Speser stated she would create the memo.

Acting Chair Dudley-Nollette opened the floor to allow for public comments, and one comment was received. After the Commissioners responded to the comment, Commissioner Brotherton moved to approve the Draft LTAC By-Laws, and make them final. Acting Chair Dudley-Nollette seconded the motion. The motion carried.

ADDITIONAL DISCUSSION ITEMS: Not discussed.

NOTICE OF ADJOURNMENT: Acting Chair Dudley-Nollette adjourned the meeting at 3:57 p.m. until the next regular meeting or special meeting as properly noticed.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Excused Absence
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 Emergency Meeting – July 15, 2025 at 5:20 p.m. Virtual meeting

CALL TO ORDER: Chair Heidi Eisenhour and Commissioner Heather Dudley-Nollette were present for the meeting. Staff was unable to reach Commissioner Brotherton, prior to the start of the meeting. Chair Eisenhour called the Emergency Meeting to order.

STRUCTURE FIRE UPDATE: Fire Marshal Phil Cecere briefed the Board on a structure fire alongside Belgian Drive in Brinnon, Washington, and noted the importance of approving a resolution to secure potential funding and support. He stated that he will be receiving another update later in the evening, and that there will be a briefing with Washington State Department of Natural Resources (DNR) investigators in the morning.

Chair Eisenhour moved to approve **RESOLUTION NO. 43-0715-25R** re: In the matter of Declaration of Emergency due to Structure Fire on Belgian Drive in Brinnon, WA. Commissioner Dudley-Nollette seconded the motion. The motion carried.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 5:27 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

Heidi Eisenhour, Member