



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – May 19, 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. Fire Marshal Phil Cecere made an announcement that Jefferson County is moving from a low burn risk level, to a moderate burn risk level, which will have restrictions as of June 1, 2025. The Commissioners addressed comments. Chair Eisenhour noted that next week's Commissioner meeting will be held on Tuesday, May 27, 2025 due to the Memorial Day holiday.

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: Ordinance repealing Ordinance No. 03-0311-19 and Chapter 3.01 Jefferson County Code (Biennial Budget)
2. **CALL FOR BIDS** re: Courthouse Elevator Modernization Project
3. **AGREEMENT** re: Youth, Cannabis and Commercial Tobacco Prevention Program - Run Club; In the amount of \$1,000; Public Health; Brinnon School District No. 46
4. **INTERLOCAL AGREEMENT, Amendment No. 1** re: Household hazardous waste services; Not to exceed \$27,500; Public Works; Kitsap County
5. **AGREEMENT, Change Order No. 2** re: Phase 4 – Stage 1, On-Site grinder pump installation for the PHUGA, Project No. 405-2127-0, Ecology Agreement No. WQC_2024_UCoPWE-00034
6. **ADVISORY COUNCIL RESIGNATION** re: Clean Water District Advisory Council; District No. 3 Representative Richard Hull
7. **ADVISORY COMMITTEE RESIGNATION** re: Jefferson County Marine Resources Committee; District No. 1 Representative Brad Bebout
8. **ADVISORY COUNCIL APPOINTMENTS (2)** re: Tourism Coordinating Council (TCC); 1) Caitlin Friedman; and 2) Steve Shively
9. **APPROVAL OF MINUTES:** Regular Meeting Minutes of April 21 and 28, 2025, May 5 and 12, 2025, and Special Meeting Minutes of April 28, 2025 (Joint Finance), April 29, 2025 (Joint SWAC), April 29, 2025 (CA Meet & Greet), and April 30, 2025 (CA Interviews)
10. **APPROVAL OF PAYROLL WARRANTS:** Dated May 12, 2025 and totaling \$2,237,230.30

BRIEFING re: Conservation Futures Fund Citizen Oversight Committee (CFCOC) funding recommendations for 2025: Natural Resources Program Manager Tami Pokorny, CFCOC Vice Chair Ron Rempel, and other Conservation Futures members were present for the briefing. CFCOC Vice Chair Rempel provided a high overview of the following three projects: Deerfoot Forest \$110,000, Toandos Forest \$94,500, and Upper Yarr Creek \$26,000. Next steps will include approval of a hearing notice, for a hearing scheduled to be held on Monday, June 23, 2025 at 10:30 a.m.

WORKSHOP re: Jefferson County Historical Society: Culture + Heritage Series: Jefferson County Historical Society Executive Director Tara McCauley was present to provide a presentation. County Administrator Mark McCauley noted that the County's strategic plan talks about highlighting the cultural heritage and diversity of Jefferson County, so he reached out to Historical Society Director McCauley, who had an enthusiastic response. Director McCauley provided an overview of the resources that the Historical Society has, which include photographs, programs, regional museums, vertical research files, and other museums.

Director McCauley proposed meeting with the Commissioners monthly to provide 10-minute presentations that will focus on resources for learning about culture, heritage, and diversity in Jefferson County, with one resource featured per month. She requested that this would run June – December of 2025. County Administrator McCauley noted that there will be a contract that will be brought forward for approval at a later date.

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 11:56 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), Civil DPA, DCD Director, Fire Marshal, and Natural Resources Specialist. 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 resumed the regular meeting at 2:30 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:31 p.m. to 2:45 p.m. The Board resumed the regular meeting at 2:45 p.m. Chair Eisenhower announced that the Board will be extending the Executive Session from 2:46 p.m. to 3:00 p.m. The Board concluded the Executive Session and resumed the regular meeting at 3:03 p.m.

Commissioner Dudley-Nollette moved to authorize the Board Chair to send an email to the Hood Canal Salmon Enhancement Group (HCSEG) in favor of HCSEG purchasing the property located at 331 Rodgers Street (corner of Muncie Avenue and Rogers Street, APN number 991-200101) and owned by Karen L. Wilson-Knutzen, for use in the Floodplain Phase of the project, provided that HCSEG provides written documentation to Jefferson County reflecting they have been unable to purchase the remaining four residential properties located within the identified 100-year floodplain using commercially

reasonable efforts. The property located at 331 Rodgers Street is necessary for the successful completion of a proposed South Setback Levy, which is a floodplain mitigation effort related to the Big Quilcene Lower Mile Bridge and Floodplain Project. This property is located across the street to the south of two County park parcels, which currently is utilized for community fishing access. The proposed South Setback Levy has the goal of community safety and is expected to also improve the quality of the fishing access point. Commissioner Brotherton seconded the motion. Chair Eisenhower called for public comment on the motion, and no comments were received. She called for a vote on the motion. The motion carried.

WORKSHOP re: Continuity of Operations Planning: Emergency Management

Director Willie Bence and Central Services Director Shawn Frederick were present to explain the development of a Continuity of Operations Plan (COOP) to ensure essential government services can continue during emergencies, by identifying critical functions, resources, and personnel across all departments. The year-long effort includes hazard analysis, staff training, and regular updates to improve resiliency and guide budget decisions.

WORKSHOP re: All County Preparedness Day: The Production Alliance (TPA)

Director Danny Milholland was present to discuss an upcoming All County Preparedness Day, which is set to take place on June 28, 2025 at Finnriver 9:00 a.m. to 4:00 p.m. The special event is a free community celebration designed to inspire residents of East Jefferson County to learn about resilience and emergency preparedness. The Commissioners provided some planning guidance and requested incorporating food and water security, mental health support, and accessibility. They encouraged participation from county agencies, nonprofits, and the broader community to ensure the event is educational, engaging, and responsive to real emergency concerns.

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

- Calendar coordination
- Miscellaneous topics

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:25 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