



MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – August 18, 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 two comments were received. The Commissioners addressed the comments and explained how to sign up for NIXL alerts, an emergency alert system.

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. **RESOLUTION NO . 57-0818-25R** re: Jefferson County's intent to vacate a portion of Lower Adelma Beach Road
2. **AGREEMENT** re: Upper Yarr Creek acquisition; In the amount of \$26,000; Public Health; Northwest Watershed Institute
3. **AGREEMENT** re: Toandos Forest acquisition; In the amount of \$94,500; Public Health; Northwest Watershed Institute
4. **AGREEMENT** re: Mental health prevention program for school districts; In the amount of \$23,126.39; Public Health; The Benji Project
5. **MEMORANDUM of AGREEMENT** re: Corrections Officer hiring incentive; In the amount of \$15,000; Sheriff's Office FOP/JCSOUSS; Brian Clerici
6. **MEMORANDUM of AGREEMENT** re: Corrections Officer hiring incentive; In the amount of \$10,000; Sheriff's Office FOP/JCSOUSS; Brian Frantz
7. **MEMORANDUM of UNDERSTANDING** re: Peninsula Trails Coalition - Olympic Discovery Trail maintenance and volunteer
8. **INTERAGENCY AGREEMENT** re: CASA Guardian ad Litem Funds; In the amount of \$41,530; Juvenile Services; Washington State Administrative Office of the Courts
9. **AGREEMENT** re: Memorial Field Infrastructure Renovation Project; RCO Project #24-1768D; In the amount of \$493,727; Public Works; Recreation and Conservation Office (RCO)
10. **AGREEMENT** re: US 101 Duckabush Estuary Restoration Realignment Project; Turnback & Construction agreement; Public Works; Washington State Department of Transportation
11. **AGREEMENT** re: Prevent or delay the misuse and abuse of alcohol, cannabis, tobacco and drugs, and promotion of client services; In the amount of \$3,075,000; Public Health; Washington State HealthCare Authority

12. **AGREEMENT** re: Database services for EPL; Not to exceed \$10,000; Public Health; Little River Enterprises
13. **AGREEMENT** re: BECCA funding for truancy, at risk youth, and children in need; In the amount of \$8,871; Juvenile Services; Washington State Administrative Offices of the Courts
14. **AGREEMENT, Amendment No. 3** re: School-based mental health services; In the amount of \$22,200; Public Health; Cynthia Langston, LLC
15. **AGREEMENT, Amendment No. 7** re: Per diem billing of DOC incarcerated individuals; Bed rate of \$106.88; Sheriff's Office; Washington State Department of Corrections
16. **AGREEMENT, Change Order No. 4** re: Port Hadlock Wastewater Project; Additional amount of \$4,050 (plus 9.2% tax) for a total contract amount of \$1,872,185.77 (plus tax); Public Works; Ovivo USA, LLC
17. **APPROVAL OF MINUTES:** Regular Meeting Minutes of August 11, 2025, and Special Meeting Minutes of August 12, 2025 (Gardiner)
18. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated August 11, 2025 and totaling \$1,307,190.01

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

UPDATE re: Washington State Department of Natural Resources (DNR) timber harvest report: DNR Assistant Region Manager Drew Rosanbalm, and Olympic Region Manager Bill Wells were present to review timber sales and estimated revenues in Jefferson County. Assessor Jeff Chapman was present and provided information as well.

After discussion, Chair Eisenhower opened the floor to allow for an additional public comment period, and one comment was received. DNR staff and the Commissioners responded to the comment.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator continued discussing recent meetings they attended, reviewed upcoming meetings, and coordinated upcoming events. The Commissioners reviewed discussion topics for an upcoming Community Outreach meeting in Port Townsend.

HEARING re: Amendments to JCC 13.02.010, and JCC 13.04.010 in Division 1 of Title 13 JCC (PHUGA Sewer Utility Code): Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker was present to review the proposed amendments to the Port Hadlock Urban Growth Area (PHUGA) Sewer Utility Code. He recapped the last briefing he had with the Commissioners on August 4, 2025 which included an 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.

Public Works Director Monte Reinders was present and provided additional comments regarding the 200-foot rule. Assessor Jeff Chapman sought clarification on the UGA boundary and zoning changes, and Chief Civil DPA Hunsucker confirmed that his assumptions were correct.

After discussion, Chair Eisenhower opened the floor to allow for public testimony, and the following individual provided testimony: Tom Thiersch – Jefferson County.

After deliberations, Commissioner Brotherton moved to adopt **ORDINANCE NO. 06-0816-25** re: An Ordinance amending JCC 13.02.010 and JCC 13.04.010, as presented today. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

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 11:50 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, Treasurer, Central Services Director, and Finance 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 2:30 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 concluded the Executive Session and resumed the regular meeting at 2:45 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: Continued review of recent and upcoming meetings
- Upcoming workshops
- Miscellaneous topics

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 3:34 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



MINUTES
Jefferson County Board of Commissioners
Community Conversations
Special Meeting - August 19, 2025, at 6:00 p.m.
Point Hudson Pavilion Building
355 Hudson Street, Port Townsend, WA 98368

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 Townsend community members in attendance.

JEFFERSON COUNTY UPDATE: County Administrator Josh Peters provided a presentation which covered the Jefferson County budget, services, challenges, opportunities, Forestry Management, Hadlock Sewer, and more.

QUICK SNAPSHOTS: Jefferson County Commissioners, Elected Officials and Departments Directors provided updates for their departments and answered questions posed by the public in attendance. Commissioner Dudley-Nollette discussed the shared approaches with the City of Port Townsend to address the housing and shelter needs of the homeless in our community. Originally, the group was going to discuss responses to parking concerns at PT Plaza and the Glen Cove planning process, but due to time constraints, they were not addressed.

CITY OF PORT TOWNSEND UPDATE: City of Port Townsend Mayor, David Faber and City of Port Townsend City Manager, John Mauro were present and provided information regarding the structure of the city, services, and common requests from the public, as well as their roles as Mayor and City Manager and useful resources and links that can be obtained from the city.

QUESTIONS AND ANSWERS WITH THE PUBLIC: Comments in the meeting were addressed by County Elected Officials, staff and City of Port Townsend officials in attendance.

WRAP UP and THANKS: Chair Eisenhour and Commissioner Dudley-Nollette thanked everyone for attending.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 7:59 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

Wendy Housekeeper, Executive Assistant

Greg Brotherton, Member