

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners

FROM: Shawn Frederick, Central Services Director

DATE: August 25, 2025

RE: In the Matter of Forgiving a Loan to the County Road Fund (180) from the Jefferson County Capital Improvement Fund (302) to fund the Undie Road Project

STATEMENT OF ISSUE: The Jefferson County Board of Commissioners (BoCC) approved Resolution [36-16](#) authorizing a loan to the County Road Fund 180 on September 19, 2016 for \$650,000 at an interest rate of 2.5% to be repaid with final payment in September 2036. As financial resources of County Road Fund have decreased over time, coinciding with the cost of road projects increasing, the loan has become increasingly burdensome.

ANALYSIS: In reviewing the scope of work for this project, it qualifies as an authorized expenditure of REET funds (Jefferson County Capital Improvement Fund 302) through an interfund transfer. To date, \$367,350 has been repaid, including \$107,250 in interest alone. Currently, \$390,000 remains to be paid back to Capital Improvement Fund 302. In reviewing the Capital Improvement Fund 302, it has sufficient fund balance to support forgiving the loan to the County Road Fund 180. The next payment date is September 2025.

FISCAL IMPACT:

A savings of \$390,000 to the County Road Fund.

RECOMMENDATION:

Staff recommend adopting the proposed Resolution, forgiving the interfund loan to the County Road Fund from the Capital Improvement Fund.

REVIEWED BY:



Josh D. Peters, County Administrator

8/22/25

Date

STATE OF WASHINGTON
County of Jefferson

**In the Matter of Forgiving a Loan to the
County Road Fund (180) from the Jefferson
County Capital Improvement Fund (302) to
fund the Undie Road Project**

RESOLUTION NO.

WHEREAS, the Jefferson County Board of Commissioners approved Resolution Number [36-16](#) authorizing a loan to the County Road Fund 180 on September 19, 2016 for \$650,000 at an interest rate of 2.5% to be repaid with final payment in September 2036; and

WHEREAS, to date, \$367,250 has been paid including \$107,250 interest; and

WHEREAS, after reviewing the fund balance of various County funds, it has been determined that the Capital Improvement Fund 302 has sufficient fund balance to forgive the loan to the County Road Fund 180, and will not impair the function of that fund; and

WHEREAS, the State Auditor's Office has set out guidelines and minimum standards within the Washington State Bars Manual, and Jefferson County has a debt policy authorizing BoCC to approve interfund loans;

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. Whereas Clauses are Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above "Whereas" clauses as Findings of Fact.

Section 2. Purpose. The purpose of this resolution is to forgive the County Road Fund 180 loan from the Jefferson County Capital Improvement Fund 302 to fund the Undie Road Project. The principal balance to forgive is \$390,000.

Section 3. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution or its application to any person or circumstance is held invalid, the remainder of this Resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 4. SEPA Categorical Exemption. This Resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800](#)(14) and (19).

Section 5. Effective Date. This Resolution shall take effect and be in full force immediately upon passage by BoCC.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

ADOPTED and APPROVED this _____ day of _____, 2025.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney