



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – June 16, 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 five comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Dudley-Nollette moved to approve the Consent Agenda as presented. Chair Eisenhour seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 34-0616-25R** re: Creating a County project designated as Oil City Road – Six Mile Creek Culvert Replacement, Oil City Road MP 5.96
2. **RESOLUTION NO. 35-0616-25R** re: Creating a County project designated as Oil City Road – Unnamed Tributary Culvert Replacement, Oil City Road MP 6.73
3. **AGREEMENT** re: Emergency cooling and clean air centers for Brinnon, Quilcene and Tri-Area; In the amount of \$15,000; Public Health; OlyCAP
4. **AGREEMENT** re: Historical Society Lecture Series; In the amount of \$1,200; County Administrator's Office; Jefferson County Historical Society
5. **AGREEMENT, Amendment No. 1** re: Emergency Shelter Lease; County Administrator's Office; American Legion - Marvin G Shields Memorial Post 26
6. **AGREEMENT, Amendment No. 1** re: Emergency Shelter Services; Additional amount of \$150,000 and extension of term; County Administrator's Office; Bayside Housing and Services
7. **AGREEMENT, Amendment No. 2** re: Contract services; Term extension; Auditor's Office; Washington State Department of Licensing
8. **APPROVAL OF MINUTES:** Regular Meeting Minutes of June 9, 2025
9. **APPROVAL OF PAYROLL WARRANTS:** Dated June 5, 2025 and totaling \$186,618.64
10. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated June 9, 2025 and totaling \$2,201,659.01

PROCLAMATION re: Proclaiming June 19, 2025 as Juneteenth, a holiday commemorating the end of slavery in the United States: All three Commissioners read aloud the proclamation and commented on advocacy. Commissioner Brotherton moved to approve the proclamation. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

UPDATE re: Washington State Department of Natural Resources (DNR) 2025

1st Quarter County Income Report: DNR Assistant Region Manager Drew Rosanbalm, and Olympic Region Manager Bill Wells were present to brief the Board on the first quarter County income report. Also present was Assessor Jeff Chapman and Treasurer Stacie Prada. DNR staff answered questions posed by the Board. The group discussed recreational access policies of a new landowner on the West End, and coordination efforts around land management, property valuation, and timber operations.

The meeting was recessed at 10:25 a.m. and reconvened at 10:35 a.m. with all three Commissioners present.

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed recent meetings they attended, and miscellaneous topics. Chair Eisenhour and Commissioner Dudley-Nollette commended Commissioner Brotherton on receiving his Master of Public Administration designation last week.

RECOGNITION re: Washington State Association of County Engineers (WSACE)

2025 Awards: Public Works Director Monte Reinders and Assistant Public Works Director Eric Kuzma were present to receive recognition for receiving prestigious awards at the 2025 Washington State Association of County Engineers Awards. County Administrator Mark McCauley submitted nominations for both employees. Director Reinders received the Engineer of the Year award, and Assistant Director Kuzma received Project Manager of the Year. The Commissioners thanked both individuals for their hard work and dedication to Jefferson County. Director Reinders and Assistant Director Kuzma thanked the County Administrator and the Commissioners for the nominations.

COMMISSIONERS' BRIEFING SESSION - Continued: The Commissioners and County Administrator continued discussing recent meetings they attended, and miscellaneous topics.

The meeting was recessed at 11:53 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 Eisenhour announced that the Executive Session will be held from 1:31 p.m. to 2:01 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 concluded the Executive Session and resumed the regular meeting at 2:02 p.m. There was no proposed action, and therefore no public comment taken on this topic.

ADDITIONAL BUSINESS: Bid Opening re: Courthouse Elevator Modernization:

Central Services Director Shawn Frederick stated that staff estimated the cost at \$450,000 plus tax. One bid was received and opened from Apex Mechanical, located in Battleground, WA. Total bid amount: \$811,593. Director Frederick noted that he will review the bid for accuracy and report back at a later date.

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

- WSAC; upcoming regional meeting logistics – July 23-24, 2025
- South Shore Road; next steps
- Calendar Coordination

The meeting was recessed at 2:55 p.m. and reconvened at 3:10 p.m. with all three Commissioners present.

DISCUSSION re: North Shore Road: Assistant Public Works Assistant Director Eric Kuzma was present to provide an update on South Shore Road. He stated that he reached out to the Governor's Office regarding reimbursement from the state and ability to receive Federal Highway Administration (FHWA) funds. The discussion focused on the stalled progress of securing FHWA funding for repairs to South Shore Road, with delays linked to unresolved guidance from the Governor's Office and eligibility issues following the Upper Hoh Road repairs.

Assistant Director Kuzma explained that although the original emergency declaration should have qualified for FHWA funds, confusion around overlapping disaster declarations, state reimbursements, and FEMA's denial of aid complicated matters. The team agreed to pursue a dual strategy: Assistant Director Kuzma would re-engage the Governor's Office while Commissioner Brotherton will follow up with FHWA contacts, aiming to break the funding log jam and clarify the County's standing in the disaster declarations.

UPDATE re: Chickadee Forestry harvest planning and Washington State Department of Natural Resources (DNR): Forest practices applications: Chickadee Forestry Owner Malloree Weinheimer was present to provide an update on forest practices and explained that Forest Practice Application (FPA), is a permit submitted to DNR that lasts for 3 years, and gives them permission to harvest, although no harvesting is required.

Owner Weinheimer presented an update on Jefferson County's sustainable forestry program, highlighting past and upcoming thinning and timber harvest projects across multiple county-owned lands, including Chimacum Park, Cape George Trailhead, and Quilcene. These projects aim to improve forest health, mitigate wildfire risks, and support local economic development through partnerships with small logging operators and the Jefferson Timber Cooperative. They are looking into innovative ideas like pre-selling firewood and exploring other community initiatives.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:29 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



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – June 23, 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 six comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Chair Eisenhour stated she would like to add two items to the Consent Agenda: 1) Chimacum Drainage District Hearing Notice and 2) Agreement, Amendment ARPA SLFR 22-96515-026, which extends contract end date. After discussion, Commissioner Brotherton moved to approve the Consent Agenda as presented, minus the Agreement re: US 101 Duckabush Estuary Restoration Realignment (Consent Agenda Item No. 8), and adding the two items Chair Eisenhour walked on. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote. *(The ARPA SLFR agreement was affirmed again by the BOCC on July 14, 2025)*

1. **HEARING NOTICE** re: Setting a public hearing date and publishing a public hearing notice on the Conservation Futures Applications for 2025
2. **HEARING NOTICE** re: Inform citizens of Jefferson and Clallam Counties' spending of the 2024-2025 Community Development Block Grant (CDBG), Public Service funding, and the proposed use of the July 2025 – June 2026 funding
3. **RESOLUTION NO. 36-0623-25R** re: In the Matter of Finding and Determination to Declare Certain Personal Property as Surplus, Authorize Disposal, and Remove from the Annual Inventory of the Capitalized Fixed Assets
4. **RESOLUTION NO. 37-0623-25R** re: Establishing a County Sponsorship Program
5. **RESOLUTION NO. 38-0623-25R** re: In the Matter Repealing and Replacing Resolution 21-22 of Continuing Relationship with the Washington Counties Risk Pool and the Related Appointments and Designations of/for each Member County
6. **AGREEMENT** re: Program Development for School to Work Programs; No fiscal impact; Public Health; Division of Vocation Rehabilitation (DVR); DSHS
7. **AGREEMENT** re: Connectivity Summit and Preparedness Day; In the amount of \$50,000 annually up to five (5) years totaling \$250,000; County Administrator; The Production Alliance (TPA)

8. **AGREEMENT and TURNBACK** re: US 101 Duckabush Estuary Restoration Realignment; Upon transfer of the subject rights-of-way the County will be responsible for future maintenance and operations; Public Works; Washington State Department of Transportation (DOT)
9. **AGREEMENT** re: Evidence Based Expansion Program funding; Revenue is included in current budget; Juvenile and Family Court Services; Department of Children, Youth & Families (DCYF)
10. **AGREEMENT** re: Juvenile Court Block Grant; Amount to be determined in the biennium budget; Juvenile and Family Court Services; Department of Children, Youth & Families (DCYF)
11. **AGREEMENT** re: Jury Services Maintenance; In the amount of \$6,493; District and Superior Court; Jury Systems Inc.
12. **AGREEMENT** re: Jury Services Software; In the amount of \$74,209; District and Superior Court; Jury Systems Inc.
13. **AGREEMENT** re: Juror debit card issuance; In the amount of \$0.73 fee per card; District and Superior Court; Rapid Financial Solutions, LLC
14. **AGREEMENT, Amendment No. 1** re: Energy Audit Grant Program; Reimbursable grant; Central Services; Washington State Association of Counties
15. **AGREEMENT, Amendment No. 1** re: Climate Planning Grant; In the amount of \$226,700; Department of Community Development; Washington State Department of Commerce
16. **APPROVAL OF JURY FEE VOUCHER:** Dated June 23, 2025 and totaling \$6,610.80
17. **APPROVAL OF PAYROLL WARRANTS:** Dated June 20, 2025 and totaling \$95,949.55
18. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated June 16, 2025 and totaling \$773,522.48

PROCLAMATION re: Proclaiming the Week of June 23, 2025, as Amateur Radio Week and Amateur Radio Field Day as June 23-29, 2025: Representative of JC Amateur Radio Club Larry Morrell thanked the Commissioners for the Amateur Radio proclamation. After all three Commissioners read aloud the proclamation, Commissioner Brotherton moved to approve the proclamation as read. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

DISCUSSION re: Declaration of High Fire Danger: Fire Marshal Phil Cecere and Deputy Fire Marshal Brian Tracer presented on the high fire danger conditions in Jefferson County. At this time, backyard barbecues (propane, wood, or charcoal) are allowed at residences, provided they are properly supervised and extinguished after use. Barbecues are not allowed at community facilities, like those found in parks. They emphasized the importance of proactive communication through signs, social media and the Jefferson County website to prevent fireworks usage during dry conditions, rather than relying solely on enforcement. All fireworks will be banned in Jefferson County as of June 25, 2025.

COMMISSIONERS' BRIEFING SESSION: The Commissioners discussed miscellaneous topics and the logistics for the upcoming Washington State Association of Counties (WSAC) regional meeting.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator discussed the following future agenda items:

- Workshop re: County goals
- Workshop re: Opioid settlement; scheduled for July 7, 2025 at 3:00 p.m.

WORKSHOP re: Clean Air and Cooling Centers 2025 Update: Public Health Director Apple Martine and Water Quality Environmental Health Specialist Lara Gaasland-Tatro presented on clean air and cooling centers in Jefferson County. Given increasing temperatures and wildfire smoke, Jefferson County is updating its Clean Air and Cooling Center plan for 2025 to protect vulnerable populations. The County has seen a rise in heat-related emergency room visits, especially among the elderly and young children who are more susceptible to heat exhaustion or stroke. The plan uses the National Weather Service's heat risk levels and the Air Quality Index to determine when to activate and expand the hours of designated cooling and clean air centers. Staff answered questions posed by the Commissioners.

After discussion, Chair Eisenhower allowed for public comments, and one comment was received.

The meeting was recessed at 11:09 a.m. and reconvened at 12:00 p.m. with all three Commissioners present.

DEBRIEF re: Power outage after-action with Elected Officials and Department Directors: Emergency Management Director Willie Bence debriefed the Commissioners on the recent power outage in May, 2025. Director Bence provided a roundtable discussion focusing on the process and procedures moving forward.

The meeting was recessed at 1:09 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 Potential Litigation; Exemption as Outlined in the Open Public Meetings Act, RCW 42.30.110(1)(i) 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 2:00 p.m. to 2:30 p.m. The Board concluded the Executive Session and resumed the regular meeting at 2:30 p.m. There was no proposed action, and therefore no public comment taken on this topic.

WORKSHOP re: Establishing a Youth Commission for Jefferson County: County Administrator Mark McCauley explained why he would like to establish a Youth Commission.

After discussion, Chair Eisenhower moved to task Commissioner Dudley-Nollette and County Administrator McCauley with bringing back a proposal to develop a Youth Commission for Jefferson County. Commissioner Brotherton seconded the motion. The motion carried by a unanimous vote.

WORKSHOP re: Activating the Chimacum Creek Drainage District: Chair Eisenhower presented on the Chimacum Creek Drainage District. She explained the process to reactivate the Chimacum Creek Drainage District and that the benefiting landowners would pay more with, fees which would be added to their property taxes. The long-term goal is a community-driven approach to address drainage issues, recognizing that solutions will take decades and require ongoing commitment and funding, rather than relying on individual landowners.

Commissioner Brotherton moved to schedule a hearing to reactive the Chimacum Drainage District 1. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhower opened the floor for public comments, and no comments were received. Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION-Continued: The Commissioners and County Administrator discussed recent meetings they attended, miscellaneous topics, and reviewed their meeting schedules.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 3:41 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

Adiel McKnight, CMC
Deputy Clerk of the Board

Heather Dudley-Nollette, Member



DRAFT

MINUTES

**Jefferson County Board of County Commissioners
Community Conversations
Special Meeting – June 24, 2025, 6:00 p.m.
Port Ludlow Beach Club
121 Marina View Drive, Port Ludlow, 98365**

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 Ludlow 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.

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: Questions were answered in the quick snapshot discussions.

WRAP UP and THANKS: Chair Eisenhour thanked everyone for attending.

NOTICE OF ADJOURNMENT: Chair Eisenhour adjourned the meeting at 7:40 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

Adiel McKnight, CMC
Deputy Clerk of the Board

Greg Brotherton, Member



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – July 7, 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 six comments were received. The Commissioners addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Due to public comments on Consent Agenda Items No. 4 & 5, the Commissioners agreed to remove those items from the Consent Agenda. In the interest of time, Chair Eisenhour proposed a motion to approve Consent Agenda Items No. 1-3. Commissioner Brotherton moved the aforementioned motion. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

1. **HEARING NOTICE** re: Mason PUD No. 1 Telecommunications Franchise Agreement; Hearing to be held July 21, 2025 at 11:00 a.m. in the Commissioners Chambers, 1820 Jefferson St. Port Townsend, WA 98368 (HYBRID)
2. **HEARING NOTICE** re: Conservation Futures Applications for 2025; Hearing to be held July 21, 2025 at 2:30 p.m. in the Commissioners Chambers, 1820 Jefferson St. Port Townsend, WA 98368 (HYBRID)
3. **RESOLUTION NO. 39-0707-25R** re: Temporary closure of Gardiner Beach Rd. County Road No. 502009
4. ~~**RESOLUTION NO. XX**~~ re: In the matter of supporting Federal Public Lands in Jefferson County *(Not approved. It will be brought forward at a later date.)*
5. ~~**RESOLUTION NO. XX**~~ re: Establishing a Jefferson County Youth Commission *(removed from Consent Agenda, but approved later in the meeting as RESOLUTION NO. 40-0707-25R)*

EMERGENCY MANAGEMENT UPDATE and After-action report re: Recent fireworks and burning restrictions: Fire Marshal Phil Cecere and Emergency Management Director Willie Bence were present for discussion. Over the Independence Day weekend, Jefferson County officials observed a lower-than-usual turnout at local beaches and fewer early-day fireworks, though there was a concentrated burst of activity between 10:00 p.m. and midnight, including several private displays and two reported fireworks-related fires, and one confirmed structure fire in Glen Cove. The Sheriff's Office responded to 163 calls, including 38 fireworks complaints, and emphasized the importance of continued public education and enforcement, with new strategies, such as notifying repeat

violators by letter.

Due to ongoing dry conditions and low fuel moisture levels, officials affirmed that the high fire danger designation was appropriate and praised the coordinated efforts of emergency responders and dispatch personnel throughout the busy holiday period.

County Administrator Josh Peters noted that there is plan for a Fire Prevention Summit August 7, 2025, at the East Jefferson Fire Station in Chimacum. *(This was later moved to September 24, 2025 at 5pm)*

Director Bence noted the rising risk of human-caused wildfires which are now accounting for about 85% of the fires in Washington, and the importance of Jefferson County's proactive fire prevention efforts amid forecasts for a hotter and drier summer. He also highlighted the success of the All-County Preparedness Day and encouraged public engagement in upcoming disaster preparedness events.

The meeting was recessed at 10:20 a.m. and reconvened at 10:30 a.m. with all three Commissioners present.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA - Continued: The Commissioners continued reviewing Consent Agenda Items No. 6-19. After review, Commissioner Dudley-Nollette moved to approve Consent Agenda Items No. 6-19, as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

6. **AGREEMENT** re: Tobacco, vapor and marijuana product prevention; In the amount of \$1,000; Public health; Jefferson Teen Center
7. **AGREEMENT** re: Olympic Discovery Trail – Anderson Lake Connection Project, County Project No. 18019893; In the amount of \$26,643.75; Public Works; Construction Inspection Services LLC
8. **AGREEMENT** re: Recruiting, job description and application platform; In the amount of \$23,617.80; Human Resources; GovernmentJobs.com (Dba Neogov)
9. **AGREEMENT** re: Family Preservation Services; In the amount of \$30,000; Juvenile Services; Patricia Oden
10. **AGREEMENT** re: Nurse Family Partnership, Supervisor; In the amount of \$63,000; Public Health; Kitsap Public Health Clinic
11. **AGREEMENT, Change Order No. 1** re: Phase 4 – Kitchen drain plumbing for Phase 1 PHUGA, Project No. 405-16936; An increase of \$589.59 for a total of \$43,330.47; Public Works; Heritage Mechanical Inc.
12. **AGREEMENT, Change Order No. 9** re: Phase 2 – Water Reclamation Plant for the PHUGA, Project No. 405-2114-0, Commerce Project No. 22-96515-026; An increase of \$19,741.87 for a total of \$10,524,218.43; Public Works; Interwest Construction
13. **AGREEMENT, Amendment No. 2** re: Strategic Planning Services; An additional amount of \$30,000; County Administrator's Office; BerryDunn
14. **AGREEMENT, Amendment No. 3** re: Mental Health Therapy for School District; Reallocation of unused funds for professional development; Public Health; Olympic Educational Service District #114
15. **AGREEMENT, Amendment No. 3** re: School-based mental health services; Date extension; Public Health; Andrea Knutson, Sun Path Healing, PLLC

16. **ADVISORY COMMISSION APPOINTMENT** re: Civil Service Commission; Mark McCauley; Term expires July 7, 2031
17. **ADVISORY COUNCIL REAPPOINTMENTS (2)** re: Olympic Area Agency on Aging (O3A): 1) Eileen Svoboda; and 2) Virginia (Ginny) Adams
18. **ADVISORY COMMISSION RESIGNATION** re: Planning Commission: Ahren Stroming – District No. 1 Representative
19. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated June 23, 2025 and totaling \$1,509,347.98

DISCUSSION re: Resolution re: Establishing a Jefferson County Youth

Commission (Consent Agenda Item No. 5): The Commissioners discussed the draft resolution, and public comment they had received regarding a local youth coalition already in place. During discussion, the Commissioners agreed that there would be a benefit to approve the resolution now, and then consult with the local youth commission on how the County can structure the new commission. Commissioner Brotherton moved to approve **RESOLUTION NO. 40-0707-25R** re: Establishing a Jefferson County Youth Commission. Member Dudley-Nollette seconded the motion which carried by a unanimous vote.

COMMISSIONERS' BRIEFING SESSION: The Commissioners and County Administrator discussed recent meetings they attended, and brainstormed how to get more public attendance at upcoming Community Outreach Meetings.

The meeting was recessed at 11:59 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 Eisenhour 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, and Department of Community Development Code Administrator. The Board concluded the Executive Session and resumed the regular meeting at 2:02 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:

- Commissioners' Briefing Session

The meeting was recessed at 2:22 p.m. and reconvened at 2:30 p.m. with all three Commissioners present.

- Calendar Coordination

WORKSHOP re: Opioid settlement: County staff present included: Sheriff Andy Pernsteiner, Finance Manager Judy Shepherd, Prosecutor James Kennedy. There were other individuals that Chair Eisenhour invited to participate in discussion. Commissioner Dudley-Nollette provided a presentation and facilitated conversation. Jefferson County is locally administering opioid settlement

funds from pharmaceutical, distributor, and manufacturer agreements, with over \$690,000 already allocated to behavioral health initiatives through RFPs. Guided by the Behavioral Health Consortium and Advisory Committee, priorities include improving access to care, transportation, and housing for those affected by opioid use disorder.

Future funding remains uncertain due to ongoing legal developments. To improve oversight, the County plans to consolidate funds under public health, ensure a transparent RFP process, and consider hiring a full-time coordinator to manage behavioral health efforts.

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:44 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



DRAFT

MINUTES

Jefferson County Board of County Commissioners

Regular Meeting – July 14, 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 addressed the comments.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: Commissioner Dudley-Nollette moved to approve the Consent Agenda as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **RESOLUTION NO. 41-0714-25R** re: In the matter of supporting Federal Public Lands in Jefferson County
2. **RESOLUTION NO. 42-0714-25R** re: In the matter of a resolution repealing and replacing Resolution No. 18-0324-25R Creating an Employee Recognition Program and authorizing funding for the annual employee picnic, tax blues breakfast, and other appropriate events
3. **LETTER OF SUPPORT** re: Bayside Housing & Services' funding application
4. **AGREEMENT** re: Human Growth and Development HIV/AIDS education; In the amount of \$10,087; Public Health; Quilcene School District
5. **AGREEMENT, Amendment No. 5** re: Infant mental health mentor; In the amount of \$3,570; Public Health; Gina Veloni
6. **AGREEMENT, Change Order No. 10** re: Phase 2 – Water Reclamation Plant for the PHUGA, Project No. 405-2114-0, Commerce Project No. 22-96515-026; Extension of contract through November 14, 2025; Public Works; Interwest Construction
7. **MOTION TO AFFIRM** re: Approving a motion affirming previous approval of Amendment A to Contract #22-96515-026 Port Hadlock Sewer, as authorized on June 23, 2025
8. **ADVISORY BOARD APPOINTMENT** re: JeffCOM 911: Josh Peters, County Administrator
9. **APPROVAL OF PAYROLL WARRANTS:** Dated July 3, 2025 and totaling \$2,723,044.68
10. **APPROVAL OF ACCOUNTS PAYABLE WARRANTS:** Dated July 7, 2025 and totaling \$1,025,460.77

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

The meeting was recessed at 10:30 a.m. to troubleshoot technical issues and address a procedural question that arose, and reconvened at 10:41 a.m. with all three Commissioners present.

HEARING re: Chimacum Creek Drainage District: Chair Eisenhower and Jefferson County Conservation District President Joe Holtrop were present to provide background history on the Chimacum Creek Drainage District.

The meeting was recessed at 10:45 a.m. to address a procedural question, and reconvened at 10:50 a.m. with all three Commissioners present.

HEARING re: Chimacum Creek Drainage District - Continued: Chair Eisenhower and Jefferson County Conservation District President Joe Holtrop was present to provide background history on the Chimacum Creek Drainage District. Chair Eisenhower allowed questions from the public after the presentation. The public hearing addressed the potential reactivation of the Chimacum Drainage District No. 1, which had been inactive since 1974, as a tool to manage ongoing flooding and drainage issues, which are particularly due to reed canary grass obstructing Chimacum Creek. Presenters discussed benefit zone models for fair taxation based on elevation, estimated maintenance costs, and the Conservation District's willingness to support short-term efforts under existing permits.

Chair Eisenhower opened the hearing to allow for public testimony. The following individuals provided testimony: Al Latham – Port Hadlock, Mike Nielsen – Port Ludlow, Jean Ball – Quilcene, Crystal Taggart – Chimacum, Martin Mills – Nordland, Julie Boggs – Chimacum, Jim Pearson – Port Hadlock, Jeff Chapman – Cape George, and Maria Lascola – Chimacum. Hearing no further testimony, Chair Eisenhower closed the public hearing.

Chair Eisenhower moved to reactivate the Chimacum Drainage District No. 1, and do the homework that's going to go into making a functional tool for residents of the drainage district. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

WORKSHOP and POTENTIAL ACTION re: 2026 Budget Goals and Objectives preview; General Fund and Road Fund projections with revenue options: County Administrator Josh Peters provided an introduction to the workshop. Finance Manager Judy Shepherd and County Administrator Peters reviewed the presentation with the Board which included budget goals and objectives preview, law and justice diversifying revenue, and roads budget with diversifying revenue.

After discussion, Commissioner Brotherton moved to direct staff to keep working on bringing a 2/10th of a percent ballot initiative for the TBD forward. Commissioner Dudley-Nollette seconded the motion. Chair Eisenhower opened the floor to allow for public comments, and two comments were received. Chair Eisenhower called for a vote on the motion. The motion carried by a unanimous vote.

The meeting was recessed 12:46 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 1:32 p.m. to 2:02 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 DCD Principal Planner. The Board concluded the Executive Session and resumed the regular meeting at 2:02 p.m. There was no proposed action, and therefore no public comment taken on this topic.

HEARING re: Community Development Block Grant (CDBG): Chair Eisenhower opened the public hearing for the Community Development Block Grant (CDBG). Grants Administrator Amanda Christofferson provided an introduction to the hearing, and OlyCAP Executive Director Holly Morgan provided a presentation.

During the public hearing on the CDBG, staff and representatives from OlyCAP presented updates on the \$106,000 in 2024–2025 funding, which supported housing services, particularly operations at Caswell-Brown Village. The presentation detailed improvements made, including fully staffing the shelter with residents who have lived experience, facility upgrades like internet and sanitation, and progress toward reclassifying tiny shelters as official housing under HUD standards.

After the presentation, Chair Eisenhower opened the floor to allow for public testimony, and no testimony was received. Chair Eisenhower closed the public hearing. After deliberations, Commissioner Brotherton moved to approve the use for CDBG public services funding for 2025-2026, as presented. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote. Finance Director Judy Shepherd proposed a motion to have County Administrator Josh Peters to approve the contracts and applications related to this action. Commissioner Brotherton moved the aforementioned motion. Commissioner Dudley-Nollette seconded the motion which carried by a unanimous vote.

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

- Commissioners' Briefing Session – Continued
- LTAC and TCC miscellaneous topics
- Calendar Coordination: Commissioner Brotherton will be Acting Chair for the July 28, 2025 meeting, and Commissioner Dudley-Nollette will be Acting Chair for the August 4, 2025 meeting, during Chair Eisenhower's vacation.

WORKSHOP re: Aquatic Center survey results: Jefferson Aquatic Coalition (JAC) President Diane McDade and JAC members Katelyn Bosley and Kathryn Meyer were present to review the final results from their community survey regarding interest in a new aquatic center, revealing strong public support, with 76% considering such a facility important. Presenters addressed survey methodology, data quality control, and statistical weighting to reduce bias, acknowledging concerns about duplicate responses and transparency, while emphasizing that adjusted data remained consistent with initial findings.

After discussion, Chair Eisenhower opened the floor to allow for public comments, and two comments were received.

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

- Calendar Coordination – continued
- WSAC Regional meeting/Joint BOCC; logistics

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 4:31 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