



NOTICE IS HEREBY GIVEN that the Port Commission of the Port of Port Townsend will participate in an Intergovernmental Collaborative Group (ICG) Special Meeting. This Special Port Commission meeting will be held in-person and virtually. You can join the meeting at the link below.

SPECIAL MEETING AGENDA

Thursday, October 15, 2026 at 5:00 PM

Hosted by the Port of Port Townsend
355 Hudson Street, Port Townsend, Wa 98368

WELCOME (5 min) - Call to order & framing by Rotating Chair Greg Brotherton, Jefferson County

PUBLIC COMMENT PERIOD (10 min)

APPROVAL OF MINUTES: June 18, 2026

WORKSHOP AND POTENTIAL ACTION (90 mins) ICG economic development framework

- a. Welcome and review of workshop items
- b. Introduction to polarity mapping
- c. Review of possible vision statements
- d. Discussion and feedback for vision statements
- e. Next Steps

DISCUSSION AND POTENTIAL ACTION RE: 2027-2028 ICG Resolution: Jefferson County, Port of Port Townsend, City of Port Townsend, and Jefferson PUD No. 1 to take separate action to approve proposed resolution

AGENCY ROUNDTABLE (10 min)

Jurisdiction updates

- City of Port Townsend
- Jefferson County
- Jefferson County Public Utility District #1
- Port of Port Townsend

PUBLIC COMMENT PERIOD (5 min)

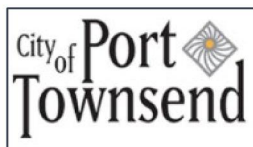
NEXT STEPS/FUTURE AGENDA ITEMS

ADJOURN (7:00 p.m)

Please let Joanna Sanders (joanna@portofpt.com) or Carolyn Galloway (carolyn@co.jefferson.wa.us) know if you have any questions about this meeting.

To join the meeting live, click on the link below and register: **Zoom Meeting:** <https://zoom.us/j/94250777040>

DATED: October 15, 2026



AGENDA

Special Meeting of the Intergovernmental Collaborative Group

Jefferson County Board of County Commissioners, Port Townsend City Council, Port of Port Townsend, and Jefferson County Public Utility District #1

Thursday, October 15, 2026 at 5:00 p.m.

HYBRID MEETING: Virtual and in-person at 355 Hudson St. Port Townsend, WA 98368

You can join this meeting by using the following methods:

- | |
|--|
| <ul style="list-style-type: none"> • Zoom Meeting: https://zoom.us/j/94250777040
This option will allow you to join the meeting live. Participation will be up to the Chair and/or Clerk of the meeting. |
| <ul style="list-style-type: none"> • Audio-only: Dial: 1-253-215-8782 and use Webinar ID: 942-5077-7040#
This option will allow you to listen to the meeting live. Participation will be up to the Chair and/or Clerk of the meeting. Access for the hearing impaired and others can be accommodated using Washington Relay Service at 1-800-833-6384. |
| <ul style="list-style-type: none"> • In-Person: You are welcome to join the meeting in-person |

In the event of technical difficulties, at least one of the methods above will be accessible to the public. Please try all methods first before emailing carolyn@co.jefferson.wa.us to report any issues.

SUBMITTING PUBLIC COMMENTS FOR THIS ICG MEETING: Elected officials and staff will have an opportunity to read and consider your comments before the meeting. Email your comments by noon the day before the meeting, using this dedicated email address: carolyn@co.jefferson.wa.us

LINK TO MATERIALS:

<https://test.co.jefferson.wa.us/WeblinkExternal/Browse.aspx?id=10397348&dbid=0&repo=Jefferson>

To view meeting materials and any public comments received click here: www.co.jefferson.wa.us – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – Boards & Committees – Intergovernmental Collaborative Group – ICG 2026 – And then the month/date of meeting

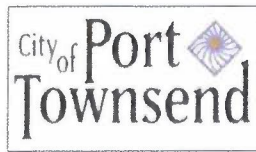
- I. **WELCOME** (5 min)
Call to order & framing by Rotating Chair Greg Brotherton
- II. **PUBLIC COMMENT PERIOD** (10 min)
- III. **APPROVAL OF MINUTES:** June 18, 2026
- IV. **WORKSHOP and POTENTIAL ACTION** re: ICG ecomic development framework (90 min)
 - a. Welcome and review of workshop items
 - b. Introduction to polarity mapping
 - c. Review of possible vision statements
 - d. Discussion and feedback for vision statements
 - e. Next steps
- V. **DISCUSSION and POTENTIAL ACTION** re: 2027-2028 ICG Resolution: Jefferson County, Port of Port Townsend, City of Port Townsend, and Jefferson PUD No. 1 to take separate action to approve the proposed resolution
- VI. **AGENCY ROUNDTABLE** – Jurisdiction Updates (10 min total)
 - City of Port Townsend
 - Jefferson County

- Jefferson County Public Utility District #1
- Port of Port Townsend

VII. PUBLIC COMMENT PERIOD (5 min)

VIII. NEXT STEPS/FUTURE AGENDA ITEMS

IX. ADJOURN (7:00 p.m.)



DRAFT

MINUTES

Special Meeting of the Intergovernmental Collaborative Group (ICG)

Thursday, June 18, 2026 at 5:00 p.m.

Hybrid Meeting: 355 Hudson St. Port Townsend, WA 98368

ICG Members and staff present:

Jefferson County Board of Commissioners:

Commissioner Heidi Eisenhour, Commissioner Heather Dudley-Nollette

Staff present: County Administrator Josh Peters

Port Townsend City Council:

Councilmember Fred Obee, Councilmember Owen Rowe,

Councilmember Libby Wennstrom, Councilmember Neil Nelson

Staff present: PW Director Steve King, Planning Manager Emma Bolin

Jefferson County Public Utility District (PUD) No. 1:

Commissioner Jeff Randall, Commissioner Dan Toepper, and Commissioner Kenneth Collins

Port of Port Townsend Board of Commissioners:

Commissioner Pam Petranek, Commissioner Pete Hanke, and

Commissioner Carol Hasse

Staff present: Executive Director Eron Berg

CALL TO ORDER: ICG Rotating Chair/PUD Commissioner Dan Toepper called the meeting to order after establishing a quorum. Other agencies present also called their respective meetings to order.

PUBLIC COMMENT PERIOD: ICG members listened to two comments from the public.

APPROVAL OF MINUTES: Member Dudley-Nollette moved to approve the April 23, 2026 meeting minutes as presented. Member Eisenhour seconded the motion. The motion carried.

DISCUSSION re: ICG Economic Development framework – facilitated discussion of desired outcomes: North Olympic Development Council (NODC) Karen Affeld and economic development staff and stakeholders were present for discussion. The workshop focused on developing a shared economic development framework with ICG members supporting the creation of a common vision based on existing agency plans and considering broader public and stakeholder input.

After the group exercises, the facilitators identified four important themes: funding, housing, infrastructure, and shared vision. Discussion followed and some ICG members did not agree on the same four priorities. NODC will prepare shared-vision language and incorporate the workshop feedback for future consideration.

DISCUSSIONS re: Agency debriefs on Economic Development discussions with the Port of Port Townsend: ICG members reported that recent meetings with the Port were productive and allowed for more detailed discussion of specific projects and partnership opportunities. The group supported continuing smaller, project-focused meetings and discussed how agencies may transparently prioritize collaborative public-benefit projects.

UPDATE re: EDC Team Jefferson Strategic Plan update: EDC Director David Ballif reported progress on its two-year Strategic Plan, including plans for an October 2, 2026 economic development event, hiring an economic development associate focused initially on Port Hadlock, and expanding business-advising services.

DRAFT

AGENCY ROUNDTABLE – Jurisdiction updates:

City of Port Townsend:

- Evans Vista Neighborhood; 3 development interests received
- Olympic Gravity Water System; evaluating long-term sustainability
- Comprehensive Plan petition before the Growth Management Hearings Board is moving forward

Jefferson County:

- Comprehensive Plan Periodic Update; upcoming workshop and hearing
- County-wide Fireworks Ban; will take effect in one year, with revised fines

Port of Port Townsend:

- \$1.8 Million roofing project; to be completed before Wooden Boat Festival
- Junior Officers' Quarters; completion of renovation for a short term rental
- Commercial airport hangar; purchase authorized
- Boatyard's new stormwater system; ribbon cutting ceremony July 7th
- Above ground fueling system at the airport, and pavement preservation work has been completed

PUD No. 1:

- 700 retail broadband customers reached
- \$1.5 to 2 Million grant received for energy efficiency
- Updated low-income assistance policies, expected to expand eligibility
- Hired an interim Finance Director; noted challenges due to local housing costs

PUBLIC COMMENT PERIOD: ICG members listened to one comment from the public.

NEXT STEPS and FUTURE AGENDA ITEMS: A future discussion regarding coordinated food and agricultural resilience initiative was requested.

NOTICE OF ADJOURNMENT: Rotating Chair Toepper adjourned the meeting at 6:59 p.m. until the next regular meeting or special meeting as properly noticed.

Carolyn Gallaway, Jefferson County Clerk of the Board

Date

Jefferson ICG
August Workshop Agenda

Welcome and agenda review

Introduction to polarity mapping

Review of possible vision statements

Discussion and feedback for vision statements

Next steps

PURPOSE

During the Covid-19 Pandemic, local government jurisdictions in Jefferson County, Washington, decided that a coordinated response was needed and Jefferson County, the City of Port Townsend, the Port of Port Townsend and Jefferson Public Utility District (PUD) formed the Intergovernmental Collaborative Group (ICG). Since that time, the ICG has met regularly to share information, problem-solve and work together on issues facing Jefferson County residents.

In December, 2025, the ICG recognized the need to develop a framework for collaborating on economic development efforts. While each of the ICG member jurisdictions has its own role in and, in some cases, a detailed strategy for economic development, the ICG wanted to identify areas needing a collaborative approach and develop a framework and methodology for working together. The intent was not, at least at this time, to develop a strategy for economic development for Jefferson County. Instead, the framework would be limited to work that the ICG members needed to do together – things that they could accomplish through collaboration that no jurisdiction could do alone.

Through a series of meetings, the ICG developed a vision statement and identified areas of focus and next steps for creating the ICG economic development framework.

VISION

Jefferson County, the City of Port Townsend, the Port of Port Townsend and Jefferson PUD work collaboratively to create a thriving and inclusive economy built on the county's traditional economic foundations of small business, marine trades and forest products and spurring job creation and innovation through a triple-bottom-line approach that results in economic, environmental, and social prosperity. Investing in our local economy, culture, and ecosystem yields benefits for current residents and future generations. The economy will create and retain good jobs that enable young people to afford housing and raise families. In addition, a reliable tax base will be established to fund important services to support community well-being now and in the future.

FOCUS AREAS

Through a series of workshops, we have identified key focus areas we believe are foundational to moving toward our vision:

- Shared vision: Further develop a shared vision for Jefferson County's economic well-being.
- Infrastructure: Identify what new or improved infrastructure is needed to enable economic and housing development.

- Funding: Identify what one-time and ongoing funding is required to accomplish key economic and infrastructure goals and where will it come from.
- Business development, job creation and workforce: Develop strategies for supporting business development to create and retain good jobs and workforce development to meet the needs of employers.
- Housing: Develop strategies to ensure that housing is available, affordable and accessible to all residents.

We have selected primary elements of economic development to work on together, but we also recognize that other sectors and issues are tied to economic vitality. When opportunities arise to support them, we will. When we are making decisions, we will consider these additional factors, particularly climate change and its effects on our communities.

Our work together is a marathon, not a sprint. We will strive for balance between improving present conditions and setting our communities up for a thriving future.

PURPOSE

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In December, 2025, the ICG recognized the need to develop a framework for collaborating on economic development efforts. While each of the ICG member jurisdictions has its own role in and, in some cases, a detailed strategy for economic development, the ICG wanted to identify areas needing a collaborative approach and develop a framework and methodology for working together. The intent was not, at least at this time, to develop a strategy for economic development for Jefferson County. Instead, the framework would be limited to work that the ICG members needed to do together.

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VISION

The economic success of Jefferson County and its population depend on coordination and cooperation between Jefferson County, Jefferson County Public Utility District, the City of Port Townsend, and the Port of Port Townsend. While each of us contributes to economic development separately in our own jurisdiction, as the Intergovernmental Collaborative Group (ICG), we are committed to working together to solve problems and create opportunities that go beyond our individual spheres of influence. Through a series of workshops, we have identified sectors we believe are foundational to driving positive change:

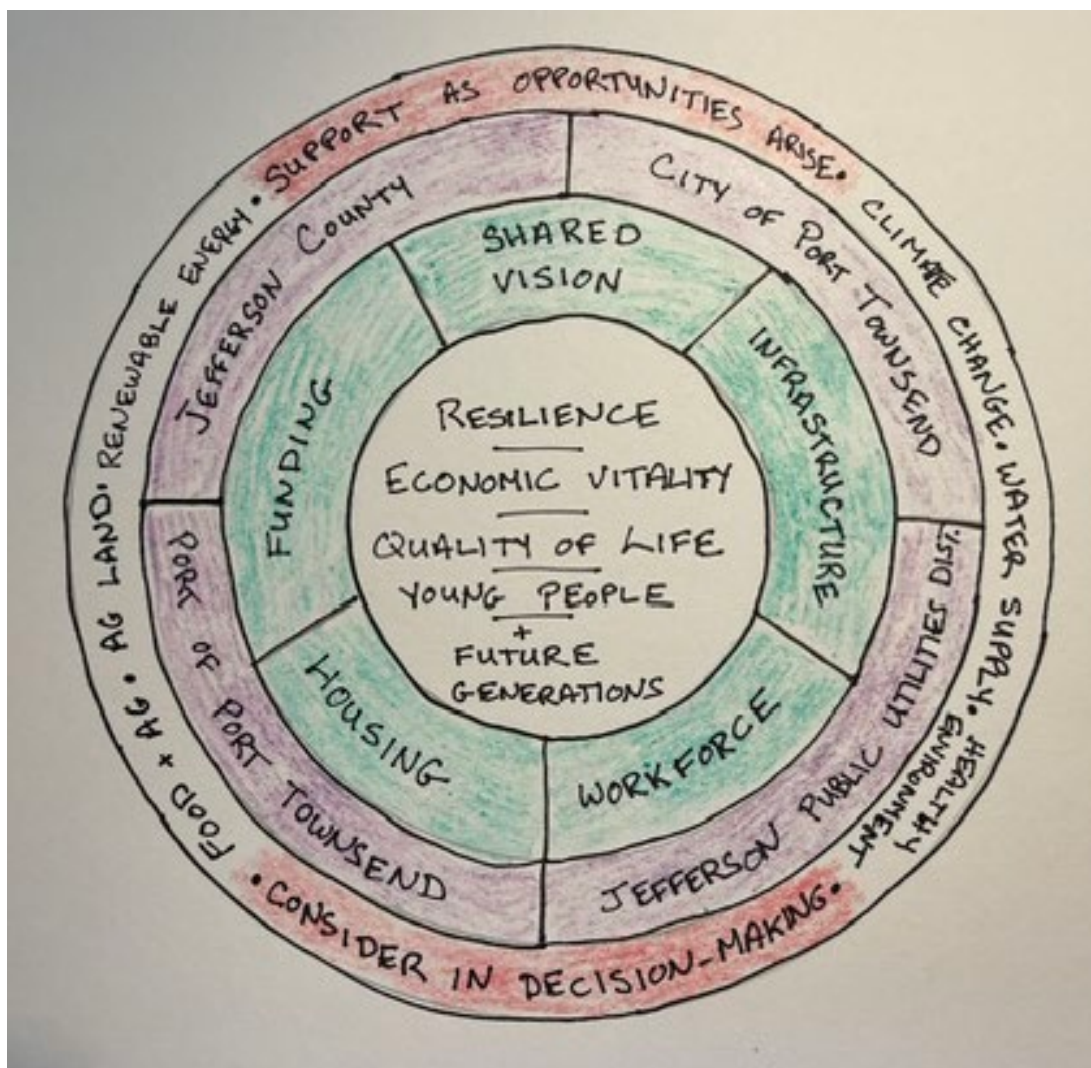
- Shared vision: What do we want to do together and where do we want to go?
- Infrastructure: How do we identify and create infrastructure needed to reach our vision?
- Funding: How will we pay for implementation and sustainability?
- Workforce: How do we create a vibrant workforce for an expanded economy?
- Housing: How do we ensure our workforce and all residents have affordable housing?

At the heart of our shared vision are today's young people and future generations of Jefferson County residents. We envision an economy in which today's young residents are able to make a good living in Jefferson County whether they work in our traditional anchoring sectors like maritime trades, agriculture, and forestry, return from college to good jobs in the private or public sector, or create new businesses as entrepreneurs. For this to happen, we need the funds to build and maintain new infrastructure to support more housing and jobs.

This effort will require cooperation between staff and elected officials of all ICG partners. The combination of partners may shift depending on the project. Sometimes, we will act independently in ways that further our collective vision. Communication, mutual respect, and flexibility will be key characteristics of our partnership.

We have selected primary elements of economic development to work on together, but we also recognize that other sectors and issues are tied to economic vitality. When opportunities arise to support them, we will. When we are making decisions, we will consider these additional factors, particularly climate change and its effects on our communities.

Our work together is a marathon, not a sprint. We will strive for balance between improving present conditions and setting our communities up for a thriving future.





Jefferson County Resolution No.
City of Port Townsend Resolution
Port of Port Townsend Resolution No.
Jefferson County Public Utility District Resolution No.

**A JOINT RESOLUTION OF JEFFERSON COUNTY, THE CITY OF PORT TOWNSEND, THE
PORT OF PORT TOWNSEND AND JEFFERSON COUNTY PUBLIC UTILITY DISTRICT #1,
ESTABLISHING A MULTI-GOVERNMENTAL PROCESS FOR COLLABORATING ON
ISSUES OF MUTUAL IMPORTANCE**

WHEREAS, the community of Jefferson County faces a myriad of issues that are interrelated and broadly involve community organizations, individuals, businesses, non-profits and governmental entities; and

WHEREAS, Jefferson County is a political subdivision of the State of Washington formed in 1852 to provide general purpose governmental services throughout Jefferson County; and

WHEREAS, the City of Port Townsend is a code city, incorporated in 1860, to provide general purpose governmental services within the city's limits; and

WHEREAS, the Port of Port Townsend is a countywide special purpose district formed in 1924 to own and operate facilities including maritime, aviation, commercial and industrial facilities and is specifically charged with a mission of broad economic development throughout Jefferson County; and

WHEREAS, Jefferson County Public Utility District Number 1 is a countywide special purpose district formed in 1939 to restore ownership of key public utilities to the people and currently owns and operates water, sewer, electric and fiber optic utilities; and

WHEREAS, the four entities have broad authority under state law to collaborate, including under RCW 39.34; and

WHEREAS, the four entities joined forces to work together with the community in 2020 to develop a COVID-19 Recovery & Resiliency Plan and continued that work through 2021 and 2022 with a focus on an economic development framework; and

WHEREAS, the four entities continued working together in 2023 and 2024 with meetings that provided updates about projects and initiatives with shared interest as well as speakers on relevant topics; and

WHEREAS, that experience was positive and demonstrated broad value in providing a regularly scheduled opportunity for the four entities' governing bodies to meet collectively for the purpose of collaborating; and

WHEREAS, the Intergovernmental Collaborative Group, City of Port Townsend, Jefferson County, Port of Port Townsend and Jefferson County PUD No. 1 were recognized at the 2021 annual International City/County Management Association (ICMA) conference with the Strategic Leadership & Governance Award as well as the 2022 Association of Washington Cities (AWC) Municipal Excellence Award; and

WHEREAS, Jefferson County, the City of Port Townsend, the Port of Port Townsend and the Jefferson County PUD desire to maintain a formal process of intergovernmental collaboration to address significant issues of mutual interest;

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Commissioners, City Council of the City of Port Townsend, the Port of Port Townsend and Jefferson County PUD as follows:

Section 1. Intergovernmental Collaborative Group (ICG). The collective governing bodies of Jefferson County, the City of Port Townsend, the Port of Port Townsend and Jefferson County PUD, when meeting jointly for the purposes outlined in this resolution shall form the ICG. The express purpose of the ICG is to provide the forum within which community leaders from the County, City, Port and PUD may collaborate on significant issues of mutual importance. Those topics may include, but are not limited to, housing, economic development, infrastructure, including broadband, climate change, behavioral health and food security. The ICG may express shared opinions and positions of the four bodies, and advocate for the same. The ICG may not expend any money, own any property, or obligate any of the four entities in any way.

Section 2. Process. All meetings of the ICG will be subject to the Open Public Meetings Act, final actions will be taken by consensus, which is a majority of each of the governing bodies, a quorum is nine (9) members including at least one member of each of the four entities' elected bodies, meeting procedures will be established by the group, and the duty of chairing the meeting will rotate among the entities' presiding officers, in order of formation.

Section 3. Meetings. The ICG Regular Meetings will be held on the 3rd Thursday of February, May, September and December of every year at 5:00 p.m. Regular meetings will be hybrid and be held at the Port of Port Townsend Pavilion located at 355 Hudson St. Port Townsend, WA 98368.

In addition to the regular meetings, it is the desire of the parties to establish a schedule of "Community Conversations series" special meetings that include invited guests to provide relevant information to the ICG for the purpose of invigorating the discussion among the community and its elected leaders.

Special meetings may be called in accordance with RCW 42.30.080 by agreement of the ICG at a properly noticed meeting, or by joint agreement of the presiding officers of the four entities.

The principal location and website for ICG notices is that of Jefferson County. Jefferson County maintains primary records to facilitate the management of the same records by the four agencies.

Section 4. Unless extended by the Parties through a new authorization, the last meeting of the ICG shall be completed no later than December 31, 2028. The intent of the group in making this a biennial discussion and decision is to ensure that the ICG remains deliberate and relevant. The chairperson of that final meeting is authorized to approve the minutes from that meeting.

[APPROVAL SIGNATURES OF EACH JURISDICTION ARE ON FOLLOWING PAGES]

Jefferson County Resolution No.

JEFFERSON COUNTY, WASHINGTON

APPROVED AND SIGNED this 21st day of November, 2026.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Greg Brotherton, Chair

ATTEST:

Heidi Eisenhour, Member

Carolyn Gallaway
Clerk of the Board

Heather Dudley-Nollette, Member

APPROVED AS TO FORM:

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

City of Port Townsend Resolution No.

CITY OF PORT TOWNSEND, WASHINGTON

ADOPTED by the City Council of Port Townsend, Washington, at a special meeting thereof, held this **21st day of November**, 2026.

Amy Howard
Mayor

Attest:

Alyssa Rodrigues
City Clerk

Port of Port Townsend Resolution No.

PORT OF PORT TOWNSEND

ADOPTED this 21st day of November 2026, by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:

Pete Hanke, President

Carol Hasse, Vice President

Pam Petranek, Secretary

APPROVED AS TO FORM:

Port Attorney

Jefferson County Public Utility District Resolution No.

**PUBLIC UTILITY DISTRICT NO. 1
OF
JEFFERSON COUNTY**

Jeff Randall, President

Date

Dan Toepper, Vice President

Date

ATTEST:

Kenneth Collins, Secretary

Date