Jefferson County Resolution No. 55-1015-26R
City of Port Townsend Resolution
Port of Port Townsend Resolution No. 893-26
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 continue to work together with a focus on an economic development framework; 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, April, 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, WASHINGTON

APPROVED AND SIGNED this 15th day of October, 2026.

SEAL:

ATTEST:

Carolyn Gallaway
Clerk of the Board

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Greg Brotherton, Chair

Excused absence
Heidi Eisenhour, Member

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 15th day of October, 2026.

_____
Amy Howard
Mayor

Attest:

_____
Alyssa Rodrigues
City Clerk

Port of Port Townsend Resolution No.

PORT OF PORT TOWNSEND

ADOPTED this 15th day of October 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
Vice

Carol Hasse, ~~Vice President~~ Secretary

Pam Petranek, ~~Secretary~~ President

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