



CLALLAM COUNTY CHARTER REVIEW COMMISSION MINUTES of March 10, 2025

MEETING OF THE CHARTER REVIEW COMMISSION (CRC)

Chair Susan Fisch called the meeting to order at 5:30 p.m., Monday, March 10, 2025. Also present were Commissioners Bill Benedict, Jim Stoffer, Jeff Tozzer, Alex Fane, Ron Cameron, Patti Morris, Paul Pickett, Ron Richards, Rod Fleck, Christy Holy, Mark Hodgson, and Nina Sarmiento. Chris Noble and Cathy Walde were excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Adopted as presented

APPROVAL OF THE MINUTES

- Minutes February 24, 2025

Richards requested to add a letter s to the end of his name

ACTION TAKEN: Adopted as modified

CORRESPONDENCES

Gores noted receipt of correspondences from Commissioner Fane, Commissioner Stoffer, Commissioner Richards, Karin Cummins, Meredith Best-Jones, Craig Smith, Commissioner Cameron, Commissioner Pickett, Commissioner Sarmiento, Ed Bowen, Commissioner Holy and Auditor Riggs (see attached).

BUSINESS ITEMS

- Zoom update

Fisch noted that the BOCC will be going to the webinar format the week of March 17. That will allow the Clerk to move members into a room as participants. The public can still make comments by raising their hand.

- Charter amendment proposal – Commissioner Richards

Fisch commented that at the last meeting Richards provided a copy of the Charter amendment to the Commission. The bylaws require that the amendment be put over for consideration at the next meeting. Richards provided an update on the proposed Charter amendment for vacancies. He commented on concerns with advertising of the vacancy and then turning around and automatically appointing the sixth and seven vote-getters. He noted that it would be a two-step process by first offering to the sixth or seventh vote-getter and if they decline then advertise. You will not advertise until you know you will pick someone from those who apply. CRC Members held discussion regarding the process.

ACTION TAKEN: Stoffer moved to approve a final draft and schedule it for a subsequent meeting, Richards seconded

(No vote taken)

ACTION TAKEN: Hodgson moved to lay the amendment on the table indefinitely, Benedict seconded, motion passed

(13 voted in favor)

- Commissioner Survey

Fisch commented that she prepared the priorities based off the items that Commissioners and public sent it. The list that will allow Morris to prepare a survey. If something doesn't make the survey the item is not off the table. Commissioners will write their names on the form. CRC Members need to forward their responses to Gores by Tuesday, March 11. CRC Members held discussion on items on the priority list.

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- Staff presentation – Administrator Mielke

Administrator Mielke provided a presentation on the Administrator position. The County Administrator duties are in the Clallam County Charter Article VI – Administrator, Section 6.20: Duties and Responsibilities. CRC Members held discussion regarding the County Administrator position and the Charter.

SUBCOMMITTEE REPORTS

- Town Hall Outreach Committee

Stoffer commented that Cameron and Morris will be on KONP on March 11, 2025 at 1:15 p.m. He noted that in district III area is spread-out. First they will hold a meeting at the Crescent Grange in Joyce and after that they will continue to look at other areas in District III. Morris is looking at some store events in Port Angeles on April 12 or 19 and will confirm the time once available. Tozzer has investigated the Dungeness Schoolhouse. Stoffer noted that if there is approval of the budget the Fairview Grange is booked for April 1 for district II. Stoffer briefly mentioned holding events in Blyn area. Discussion was held regarding hybrid meetings at the town hall meeting locations. Tozzer commented on the possible meeting in Blyn on sovereign land. He believes it would be appropriate to hold the meeting on Clallam County land. Stoffer noted that anyone can attend the meetings whether the meetings are on Clallam County or Tribal land. He also mentioned he is trying to reserve the clubhouse at Diamond Point. The mission is to reach all constituents who vote.

- Coroner Committee

Cameron commented that the Coroner Committee met and discussed the Coroner options available. He noted that the committee came back with 4 different options that have been previously discussed. The first is elected by amendment, second was by appointment, third was no Coroner listed under elected and fourth was to leave it as it is and let the Prosecutor continue. Richards addressed the options. Fisch commented that she has forwarded a legal request to the Prosecuting Attorney's Office PAO research into finding out if the CRC could put two competing elected and appointed on the ballot and what happens if both get over 50 percent. CRC Members held discussion.

REPORTS

- Chair Report – Commissioner Fisch

Fisch commented that she asked the Administrator to give Clerk Gores a working out of class for 2025 for staff services for the Charter Review Commission for the year 2025 only. She noted that Mielke stated the CRC could ask the BOCC to appropriate money to the CRC budget that could be voted on to give Gores a working out of class increase for 2025 at 5 percent.

ACTION TAKEN: Fisch moved to give the Clerk a working out of class for staff support to the Charter Review Commission for the 2025 Charter Review Commission year, Fleck seconded, motion passed

(13 voted in favor)

Fisch commented that she sent out a questionnaire showing Pickett's edits. She noted that the proposed questionnaire would be going out to the county officials and department heads. She asked if anyone had any objections to the questionnaire to let her know this week so it can be sent out to staff. She noted that Administrator Mielke will distribute once a final version is approved.

Fisch has submitted legal research to the PAO, and she hopes to have that back soon.

Fisch noted there have been no requests for expenses yet. KSQM Radio is not charging for the use of their facility. She asked the Commissioners to be mindful when scheduling town hall meetings that a request for money needs to come from the budget. Stoffer noted that he made some photocopies for meetings, and he will submit a receipt for reimbursement.

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PUBLIC COMMENT – Please limit comments to three minutes

- Eric Fehrmann, Sequim, commented on the Administrator's presentation, thanked the CRC for taking care of the Clerk, priority list
- Karin Cummins, Sequim, commented on Commissioner Pickett reaching out on her priorities, Commissioner Hodgson attending BOCC meeting, town hall meetings, priorities list, commissioner voting by district, Administrator Mielke presentation, emergency powers
- Pat Johnston, Sequim, commented on vacancies, conflicts of interest, holding meetings on tribal land

GOOD OF THE ORDER/FUTURE AGENDA ITEMS

- Stoffer will be traveling March 15 – 22, 2025
- Fisch commented on the Neah Bay girls' basketball team
- Richards commented on Finance Department organizational chart
- Fisch noted that the County Commissioners are scheduled to talk at the next CRC meeting

ADJOURNMENT - Meeting concluded at 7:45 p.m.

Respectfully submitted,



Lori Gores, MMC

Clerk of the Charter Review Commission

Approved:



CHARTER REVIEW COMMISSION PUBLIC COMMENT SIGN-UP SHEET

Public Comment on Agenda Items – 1st Session

I declare under penalty of perjury under the laws of the State of Washington that any testimony that I give is true and accurate. Please print name and address clearly.

Nº	PRINTED NAME	SIGNATURE	ADDRESS
1	ERIC FEHNMANN	Eric Fehmann	Sequim
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CHARTER REVIEW COMMISSION PUBLIC COMMENT SIGN-UP SHEET

General Public Comment – 2nd Session

I declare under penalty of perjury under the laws of the State of Washington that any testimony that I give is true and accurate. Please print name and address clearly.

Nº	PRINTED NAME	SIGNATURE	ADDRESS
1	Eric Felmy	Eric Felmy	Sequim
2	Karen Cummins	Karen Cummins	Sequim
3	Pat Johnston	Pat Johnston	Sequim
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CHARTER REVIEW COMMISSION

CORRESPONDENCES RECEIVED

Gores, Loni

From: Fane, Alex
Sent: Monday, February 24, 2025 6:24 PM
To: Cameron, Ron; Richards, Ron; Walde, Cathy
Cc: Gores, Loni
Subject: Coroner Committee, online searches for charter code
Attachments: CoronerCodeAroundCountry_Rev1.docx

Dear fellow Coroner Committee members,

Attached is my first draft of what I've been able to find online pertaining to the code other counties around the country have used to cover the office of Coroner.

My apology that this draft is so rough, as the search was not as productive as I had anticipated. I had too many other demands on my time to do the subject justice, but hope in days ahead to complete it with more precise code samples.

Still, I hope some of the information included in this draft today will give us ideas for further thought and discussion.

Sincerely,
Alex Fane

Report to CRC Coroner Committee on County Coroner Codes across the USA

by Alex Fane,

In Washington State, San Juan County is the only charter county with a coroner than a medical examiner. Their CRC is now in session, rectifying their own charter as are we.

For this report I endeavored to find similar counties in size, to see what counties with a small population of approximately 80,000 and who could not afford a medical examiner would do. I found that nearly all counties were in a state plan of sharing a medical examiner, where each area of the state had one appointed. And other counties must have been more wealthy with similar population, as they have MDs/forensic pathologists.

Many merely referenced state law.

For non-charter counties in WA between 40 thousand and 250 thousand, that would simply be <https://app.leg.wa.gov/RCW/default.aspx?cite=36.24> . We might be hard pressed to write better safeguards than these.

Pierce County, Washington

Section 3.65 Coroner

There is hereby created the executive department of Coroner. The Coroner shall be appointed by the Executive and confirmed by a majority of the Council. (Originally Adopted November 4, 1980)

Snohomish County, Washington:

In 1980, Snohomish County adopted a charter transitioning the coroner's position from elected to appointed:

"As part of the newly adopted charter, the position of county coroner would now be appointed by the county executive, rather than elected by voters."

snohomishcountywa.gov

Sullivan County, New York:

Sullivan County has four elected coroners whose duties and powers are defined by New York State law. The county code specifies that the coroners shall perform all responsibilities as conferred or imposed by state legislation. For detailed information, refer to the following resources:

- **Sullivan County Code on Coroners' Duties and Powers:**
<https://ecode360.com/13910383>
- **Sullivan County Coroners' Official Page:** <https://sullivanny.gov/Departments/coroners>

§ C10.00 Coroners.

- [Amended 9-8-1994 by L.L. No. 6-1994]

- There shall be four Coroners, elected from the county at large for a term of four years. Payments for services rendered shall be established by resolution of the County Legislature.
- § C10.01 **Duties and powers.**
- The Coroners shall have all duties and powers now or hereafter conferred or imposed by New York State law.

Umatilla County, Oregon:

Umatilla County does not have a dedicated coroner's office. Instead, death investigations are typically handled by the State Medical Examiner's Office in conjunction with local law enforcement. Specific county code sections regarding the coroner's office are not readily available online. For more information, it is advisable to contact the Umatilla County Sheriff's Office or the Oregon State Medical Examiner's Office directly.

Erie County, PA

Section 3: Coroner A. Election: "There shall be a Coroner who shall be elected at large by the qualified voters of the county. B. Prohibitions: The Coroner shall devote that time necessary to adequately fulfill the duties of this office. The Coroner shall hold no other elective public office, nor hold any other county office or county employment for which a salary, compensation or emolument is paid or received. C. Absence or Incapacity: In the event of a temporary absence or incapacity, the Deputy Coroner shall act in place of the Coroner; and any act or acts performed by the Deputy Coroner during any period of absence or incapacity shall have the same force and effect as if done by the Coroner. D. Duties and Powers: The Coroner shall have and exercise all powers and duties now conferred on him or her by applicable law or by resolution of the County Council.

Blue Earth County, Minnesota:

In Minnesota, each county is required to have a coroner or medical examiner. The position can be either elected or appointed, as stipulated by state law. Blue Earth County operates under this mandate. For specific information about the county's coroner or medical examiner, you can refer to the Minnesota Department of Health's resources:

- **Minnesota Coroners and Medical Examiners by County:**
https://www.health.state.mn.us/people/vitalrecords/deathreg/coroners_and_mes.cfm

The governing statute detailing the election or appointment and duties of coroners in Minnesota is available here:

- **Minnesota Statutes Section 390.005:** <https://www.revisor.mn.gov/statutes/cite/390.005>

390.005 ELECTION OR APPOINTMENT, ELIGIBILITY; VACANCIES; REMOVAL.
 Subdivision 1. **Selection of coroner or medical examiner.**

Each county must have a coroner or medical examiner. A coroner may be elected, as prescribed by section [382.01](#), or appointed in each county. A medical examiner must be appointed by the county board. The term of an appointed coroner or medical examiner must not be longer than four years.

Subd. 2. Appointment by resolution.

The board of county commissioners may, by resolution, state its intention to fill the office of coroner by appointment. The resolution must be adopted at least six months before the end of the term of the incumbent coroner, if elected. After the resolution is adopted, the board shall fill the office by appointing a person not less than 30 days before the end of the incumbent's term. The appointed coroner shall serve for a term of office determined by the board beginning upon the expiration of the term of the incumbent. The term must not be longer than four years.

If there is a vacancy in the elected office, the board may by resolution, state its intention to fill the office by appointment. When the resolution is adopted, the board shall fill the office by appointment immediately. The coroner shall serve for a term determined by the board. The term must not be longer than four years. §

Subd. 3. Qualifications.

(a) The medical examiner must be a forensic pathologist who is certified or eligible for certification by the American Board of Pathology. The medical examiner is an appointed public official in a system of death investigation in which the administrative control, the determination of the extent of the examination, need for autopsy, and the filing of the cause and manner of death information with the state registrar pursuant to section [144.221](#) are all under the control of the medical examiner.

(b) The coroner must be a physician with a valid license in good standing under chapter 147, to practice medicine as defined under section [147.081](#), subdivision 3. The coroner is a public official, elected or appointed, whose duty is to make inquiry into deaths in certain categories, determine the cause and manner of death, and file the information with the state registrar pursuant to section [144.221](#). The coroner must obtain additional training in medicolegal death investigation, such as training by the American Board of Medicolegal Death Investigators, within four years of taking office, unless the coroner has already obtained this training.

(c) The coroner or medical examiner need not be a resident of the county.

Bastrop County, Texas:

In Texas, not all counties have a medical examiner; many rely on justices of the peace to perform death investigations. Bastrop County does not have a dedicated medical examiner or coroner's office. For death investigations, the county utilizes the services of justices of the peace in accordance with Texas law. Specific county code sections regarding a coroner's office are not available. For more information, contacting the Bastrop County Clerk's Office or the Texas Department of State Health Services is recommended.

Nassau County, Florida:

In Florida, medical examiners are appointed to specific districts rather than individual counties. Nassau County is part of Florida Medical Examiner District 4, which also includes Duval, Clay,

and Baker counties. The district's medical examiner is responsible for conducting death investigations as prescribed by state law. For more information, you can refer to the Florida Department of Law Enforcement's Medical Examiners Commission:

Franklin County, Massachusetts:

In Massachusetts, the Office of the Chief Medical Examiner (OCME) oversees death investigations statewide. Franklin County falls under the jurisdiction of the OCME's central office. Specific county code sections regarding a coroner's office are not applicable, as the state-managed OCME handles these responsibilities. For more information, you can visit the OCME's official website:

- **Massachusetts Office of the Chief Medical Examiner:**
<https://www.mass.gov/orgs/office-of-the-chief-medical-examiner>

Gores, Loni

From: Stoffer, Jim
Sent: Monday, February 24, 2025 6:57 PM
To: Gores, Loni
Cc: Fisch, Susan; Fleck, Rod
Subject: Amendment Suggestion

Good evening,

Hearing Mr. Ed Bowen's public comment re the Trust Land Transfer Program; I recommend a committee and then an item for our survey.

Thank You

Best!



Jim Stoffer
Clallam County Charter Review Commissioner
Jim.stoffer@clallamcountywa.gov

Gores, Loni

From: Richards, Ron
Sent: Monday, February 24, 2025 10:20 PM
To: Fisch, Susan
Cc: Gores, Loni
Subject: Procedures for Proposed Amendments

Hi Susan,

While the subject is fresh in my mind, I wanted to pass my observations along to you tonight so that you might address with Dee Boughton the issues regarding ballot titles, legislative titles, and explanatory statements that he addressed tonight – particularly his observation that while the law might require one thing, he is free to do another.

The Clallam County Code provision which brings our Proposed Charter Amendments into the procedures of the Code dealing with Initiatives and Referendums is CCC 37.10.020 (2) which reads as follows:

"37.10.020 Amendments by Charter Review Commission.

- (1) The Charter Review Commission, created under Article XI, Section [11.10](#) of the Clallam County Home Rule Charter may propose amendments to the Charter by filing the full text of the proposed amendment and five (5) copies of the same with the Clallam County Auditor.
- (2) Following the filing as provided for in subsection [\(1\)](#) of this section, the proposed amendment shall be considered as a petition for registration, and the Charter Review Commission shall be considered the sponsor, for the purpose, and only for the purpose, of complying with the procedures of CCC [37.01.020](#) through [37.01.060](#).
- (3) An amendment proposed by the Charter Review Commission shall be submitted to the voters at the next State-wide general election at least ninety (90) days after registration of the amendment."

CCC 37.01.020 through 37.01.060 expressly spell out the obligations of the Auditor and Prosecuting Attorney once a proposed amendment has been filed / presented for registration with the Auditor. Interestingly, the Auditor and the Prosecutor, working together, are required by these provisions to have the ballot title (legislative statement and explanatory statement) prepared within three days (exclusive of weekends and holidays) of the filing with the Auditor.

But more importantly to what concerns me tonight are the provisions of CCC 37.01.030 reading as follows:

"37.01.030 Prosecuting attorney – Duties.

Upon presentation of petition for registration, the Auditor shall immediately transmit the proposed ordinance to the Prosecuting Attorney who shall, within three (3) days, excepting Saturdays, Sundays and holidays, formulate a statement, posed as a question, not to exceed seventy-five (75) words, which statement shall express and give a true and impartial declaration of the purpose of the measure. It shall not be intentionally an argument or likely to create prejudice either for or against the measure."

When the Mr. Boughton says, as he did tonight, that he can develop this statement before the CRC's proposed amendment is filed with the Auditor so that he can prepare it in a manner that the CRC would approve, he not only is violating the express timing required by the CCC, but he is also admittedly violating the impartial declaration requirement placed upon him and is admittedly attempting to prepare an argument or create prejudice for the CRC's position.

Having been involved in ballot title issues several times in my legal career, I am confident I can find pertinent cases, if the above is not sufficient, holding that the person preparing a ballot title cannot do so in concert with a proponent of the measure. But also, being an attorney who prefers to err on the side of caution, I think it very unwise to proceed as has been done in the past, and advocated for by the Deputy Prosecutor tonight, when we are faced, among other issues, with the coroner issue that could well generate a legal challenge if our procedures are improper.

Thank you for considering this.

Ron

Gores, Loni

From: Karin Cummins <karinc@olypen.com>
Sent: Wednesday, February 26, 2025 8:47 AM
To: Gores, Loni
Subject: CHARTER COMMISSION

As a 50 year resident and a 40 year taxed property owner of Clallam County I have found it extremely disturbing what our county has fallen to over the last 10 to 15 years.

The following are the minimum requests from the charter this time around.

An ethics hearing board with monetary consequences.

Voting in defined districts for commissioners. District 1 votes for district 1, district 2 votes for district 2, district 3 votes for district 3.

All meetings concerning public tax dollars and policy must be held on public land no more back door, secret meetings on tribal sovereign lands

Commissioners may not be on any NGO boards they can be invited guests, no voting or policy making allowed.

Thank you
Karin Cummins
62 Mtn View Dr -Sequim-

Gores, Loni

From: Stoffer, Jim
Sent: Wednesday, February 26, 2025 11:43 AM
To: Gores, Loni
Cc: Stoffer, Jim; Fisch, Susan
Subject: Sequim Meeting Spaces
Attachments: 20250226-1126.pdf; 20250226-1130.pdf; 20250226-1131.pdf

Hi Loni,

Greetings - please share this out to the Charter Review Commissioners.

Thank You

Jim Stoffer

Clallam County Charter Review Commissioner
Jim.Stoffer@clallamcountywa.gov
360.775.9356

Sent from my Verizon, Samsung Galaxy smartphone

FEB 2025, FRI	● 5 – 7pm	Clallam County Charter Review Commission
MAR 2025, SAT	● 12:30 – 2:30pm	Clallam County Charter Review Commission
MAR 2025, TUE	● 10am – 12pm	Clallam County Charter Review Commission
MAR 2025, THU	● 1 – 3pm	Clallam County Charter Review Commission



Free			
Big Elk Restaurant Banquet room, capacity 40 Free with food order	707 E Washington St	360-683-3038	facebook.com/bigelksequim/
Carrie Blake Park Covered picnic shelter	144 N Blake Ave	360-683-5062	sequimwa.gov/796/Facility-Rentals First come, first served
Clallam PUD Capacity 10-50 Free for qualified groups	104 Hooker Road	360-565-3244	clallampud.net/meeting-rooms/ Teresa Lyn - tlyn@clallampud.net
Mariner Café Banquet room, capacity 35 Free with food order	609 W Washington St	360-683-1055	facebook.com/p/Mariner-Cafe

Rental			
7 Cedars Hotel, Casino, Golf Course, Tribal Center Variable capacities and rates	Multiple locations	360-683-7777	7cedars.com/groups-events
Dungeness River Nature Center Classroom, meeting room, plaza, capacity 30-405, \$75-\$750	1943 W Hendrickson Rd	360-681-5636	dungenessrivercenter.org/about-us/facility-rental Vanessa@DungenessRiverCenter.org
Gardiner Community Center Capacity 16-200, \$40-\$425	980 Old Gardiner Rd	425-281-8881	gardinercc.org/rental-info Don Isley: isleydon@yahoo.com
Guy Cole Event Center Hall/kitchen/breakout room Capacity 25-1008, \$150-\$1038	144 N Blake Ave	360-683-5062	sequimwa.gov/796/Facility-Rentals facilities@sequimwa.gov
Holiday Inn Express Boardrooms/Conference Center/ Rooftop Garden; Capacity 12-250 \$110-\$640	1441 E Washington St	360-681-8756	ihg.com/holidayinnexpress
John Wayne Marina Capacity 150, \$395-\$550/day	2577 W Sequim Bay Rd	360-417-3440	portofpa.com/193/Hendricks-Public-Meeting-Room
KSQM Radio Station Capacity 60 \$1 donation/person for qualified non-profit groups	609 W Washington St Suite 17	360-681-0000	office@ksqmf.com

Locally Known Cowork Conference rooms, Capacity 6-10 \$20/day pass	112 W Washington St	442-236-3845	lkcowork.com megan@lkcowork.com
Olympic Theater Arts Capacity 12-160, \$55-\$400	414 N Sequim Ave	360-683-7326	olympictheatrearts.org/about
Pioneer Memorial Park Capacity 90, \$150/4 hours	387 E Washington St	360-808-3434	sequimprairiegardenclub.org/Rental
Sequim Bay State Park Picnic shelters, capacity 10-40, \$71.13/day	269035 Highway 101 Open May 15-Sep 15	888-226-7688	washington.goingtocamp.com
Sequim Prairie Grange Capacity 40-200 \$45-\$350	290 Macleay Rd	360-821-9321 text	grange.org/sequimprairiewal108
Sequim School District Meeting rooms, gyms, auditorium \$12-\$90	Multiple locations	360-582-3276	sequimschools.org



Phone: 360-683-6806

921 East Hammond Street

www.shipleycenter.org

PO BOX 1827

Sequim, WA 98382

programs@shipleycenter.org

Room Use Fee Schedule

Rates per Hour

Room Name:	Approximate Seating Capacity	Regular Rate	Non-Profit Rate
Main/Dance Room (Wood laminate floor with Kitchenette/Gym floor)	120/50	\$75	\$60
Front Room (Linoleum Tile)	50	\$35	\$30
Café (Linoleum Tile)	20	\$35	\$30
Art Room (Laminate Wood Floor)	30	\$25	\$20
Classroom (Carpet)	20	\$25	\$20
Den/Library (Carpet)	10	\$20	\$15
Computer Lab (Carpet)	8	\$20	\$15

Center Members will receive a 20% discount off the non-profit rate for private use.

There is a 2-hour minimum fee per room. Discounts are available for multiple-room, half-day, full-day and recurring rental contracts. Cleaning/ Damage/Key deposit(s) may be required. Any event where alcohol is served will have a \$25/hour surcharge.

Proof of liability insurance is required. A Room Use Agreement must be signed by the responsible party.

These rates are subject to change.

The Shipley Center is operated by Sequim Senior Services, a WA Non-Profit Corporation.
Donations are tax deductible under IRS section 501 (c) 3. Tax ID number 91-1355592

Gores, Loni

From: Richards, Ron
Sent: Wednesday, February 26, 2025 7:45 PM
To: Gores, Loni
Subject: Re: Legal Questions

Hi Loni,

I think it would be wise to expand on the question asked of Mr. Boughton regarding a Public Defense Office. Mr. Boughton is correct in answering the question asked in the affirmative - can the BOCC establish a Public Defense Office. The bigger question for the Charter Review Commission is should an amendment be proposed by the CRC to establish a Public Defense Office via the Charter, which is allowable and gives the citizens a direct voice in this matter.

Ron Richards

From: Gores, Loni <loni.gores@clallamcountywa.gov>
Sent: Wednesday, February 26, 2025 2:38 PM
To: Benedict, Bill <bill.benedict@clallamcountywa.gov>; Boughton, Dee <dee.boughton@clallamcountywa.gov>; Cameron, Ron <ron.cameron@clallamcountywa.gov>; Fane, Alex <alex.fane@clallamcountywa.gov>; Fisch, Susan <susan.fisch@clallamcountywa.gov>; Fleck, Rod <rod.fleck@clallamcountywa.gov>; Gores, Loni <loni.gores@clallamcountywa.gov>; Hodgson, Mark <mark.Hodgson@clallamcountywa.gov>; Holy, Christy <christy.holy@clallamcountywa.gov>; Morris, Patti <patti.morris@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>; Pickett, Paul <paul.pickett@clallamcountywa.gov>; Richards, Ron <ron.richards@clallamcountywa.gov>; Sarmiento, Nina <Nina.Sarmiento@clallamcountywa.gov>; Stoffer, Jim <jim.stoffer@clallamcountywa.gov>; Tozzer, Jeff <jeff.tozzer@clallamcountywa.gov>; Walde, Cathy <cathy.walde@clallamcountywa.gov>
Subject: FW: Legal Questions

Forwarding as an FYI.

“My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!”

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

From: Boughton, Dee <dee.boughton@clallamcountywa.gov>
Sent: Monday, February 24, 2025 3:03 PM
To: Gores, Loni <loni.gores@clallamcountywa.gov>; Fisch, Susan <susan.fisch@clallamcountywa.gov>
Subject: RE: Legal Questions

The answer to the first question is relatively straight forward and I can speak to it at the meeting tonight.

The BoCC has the authority under our existing charter to create a county office of Public Defense. No Charter amendment would be required. Here is the relevant Charter section.

Section 2.30: Powers 2.30.10: Legislative Power

The legislative power of the county, not reserved to the people, shall be vested in the Board of Commissioners. The Commissioners shall exercise their legislative power by adoption and enactment of ordinances; shall levy taxes, appropriate revenue and adopt budgets for the county; shall establish the compensation to be paid to all county officers and employees and shall provide for the reimbursement of expenses. Except as otherwise provided in this chapter or by ordinance, they may have the power to establish, abolish, combine or divide offices, departments and agencies; establish their powers, duties and responsibilities as provided by law or ordinance. They shall have the power to adopt by ordinance, comprehensive plans for the present and future development of the county. They shall have the power to conduct public hearings to assist them in the performance of their legislative responsibilities; to subpoena witnesses, documents and other evidence and to administer oaths. Any witness appearing before them shall have the right to be represented by counsel. The enumeration of particular legislative powers shall not be construed as limiting the legislative powers to the Commissioners as provided by law. (Amendment proposed by the Charter Review Commission and approved by the voters November 8, 1983.)

The second question will have to be addressed by Duncan Fobes, as the Clallam Co. Prosecutor has a previously identified conflict on the Coroner issue.

Best,

Bert Dee Boughton | Chief Civil Deputy Prosecuting Attorney | Clallam County
223 E. 4th Street, Ste. 11 | Port Angeles, WA 98362 | desk: 360.565.2720 | cell: 360.477.3125 | fax: 360.417.2543 |
dee.boughton@clallamcountywa.gov

From: Gores, Loni <loni.gores@clallamcountywa.gov>
Sent: Wednesday, February 12, 2025 4:24 PM
To: Fisch, Susan <susan.fisch@clallamcountywa.gov>
Cc: Boughton, Dee <dee.boughton@clallamcountywa.gov>
Subject: RE: Legal Questions

Susan,
Just to let you know Dee is out until Tuesday. He plans to respond when he returns.
Loni

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

From: Fisch, Susan <susan.fisch@clallamcountywa.gov>
Sent: Tuesday, February 11, 2025 3:28 PM
To: Gores, Loni <loni.gores@clallamcountywa.gov>
Subject: Legal Questions

Loni: Can you please forward this to Dee Boughton. I have sent sent a couple of emails to non-Commissioners and have not received a response. I don't know if they are getting through.

Susan

Mr. Boughton:

Mr. Nichols spoke to the Charter Review Commission last night. After he spoke, the Commissioners requested me to forward two legal questions to you.

The first question relates to the Public Defenders. The Commission would like to know if creating an Office of the Public Defender would require a Charter Amendment. Mr. Nichols indicated that King County's Public Defenders Office was part of their Charter but he didn't know about other Charter counties.

The second question relates to the Coroner. The question is can a Charter Amendment that creates an elected position have a pre-filing requirement prior to a candidate being placed on the ballot (i.e can we require an elected coroner to have the statutory required certification before being placed on the ballot?)?

Our next meeting is Monday, February 24.

Sincerely,

Susan Fisch

Gores, Loni

From: Richards, Ron
Sent: Wednesday, February 26, 2025 10:07 PM
To: Gores, Loni; Cameron, Ron; Fane, Alex; Walde, Cathy; Fisch, Susan
Subject: Coroner Committee Assignment
Attachments: King County Board of Health.pdf

Hi Everyone,

Attached is a copy of a portion of the King County Code, Section 2.35A relating to the King County Department of Public Health - that portion of King's County's administrative branch wherein the office of Medical Examiner resides.

Finding where this function resides in King County Government was somewhat complicated - the King County Charter is silent on the subject of coroner or medical examiner and quite frankly I did not expect to see it stashed away in the Health Department at Section 2.35A..090 et seq.

The provisions in this code seem much more detailed than would really be required of a charter provision or a code provision. Creating an office of coroner or medical examiner and assigning the duties to that office enumerated by RCW 36.24 and 68.50, and whatever other statutes apply, would probably be sufficient. But life in King County government is complicated by several factors.

First, the King County Health Department is a combined Seattle / King County Health Department. It is run by a Director who is appointed jointly by the Mayor of Seattle and the King County Executive. That Director can be fired by the King County Executive after consulting with the Mayor of Seattle. Once appointed, the Director is responsible for the Management of the Department, which I assume includes hiring the Medical Examiners.

Second, one duty that can be a part of the Coroner's duties is withheld from the Medical Examiners in King County - conducting Coroner's inquests (RCW 36.24.020) That function remains with the King County Executive.

Third, the King County Charter allows the King County Executive to form various departments not specified by the Charter, but it also allows the King County Council to override those departments through the passage of ordinances.

I would recommend we all read the law review article Mark Nichols forwarded to us regarding coroner options/conflicts/problems. My interpretation of that article is that no coroner/medical examiner arrangement can work properly. I say this because the article's preferred alternative is a very well trained, experienced, and funded medical examiner's office regulated and funded by a federal administration out of Washington D.C. - a fat chance of that occurring today. All the other alternatives the article discusses seem to have the same problems - a risk of prejudice, collusion, or incompetence.

A few considerations/ questions occur to me in this whole debate - except for a very well publicized case in Clallam County relating to a baby's death a number of years ago, having the elected Prosecutor act as the Coroner has worked well, and has probably been the least expensive alternative; because the

Coroner serves as the Sheriff when the Sheriff is conflicted or disabled, and because the Sheriff is elected, and our Coroner has until recently been elected (with the election of the Prosecutor) why shouldn't the Coroner be elected; the aforesaid law review article seems to find a potential conflict or collusion behind every rock - wouldn't electing a Coroner be the best way to avoid the conflicts or collusion the law review article speaks to; would it not be wise to have some separation between coroner inquests and the other coroner's duties to avoid conflicts or collusion as King County has; would an elected coroner without the power to conduct coroner's inquests, coupled with the County Administrator being given the power to conduct coroner's inquests attain the separation in duties that King County has?

I notice that Dee Boughton has decided he cannot opine on whether training can be a prerequisite to running for the position of an elected coroner because of the conflict Mark Nichols has. I think this is a very important issue in considering whether to have an elected Coroner. To proceed I think we should ask Mark to allow us to select a non-conflicted attorney (hopefully paid for out of Mark's budget). We could probably be helped by an explanation of when, why, and how frequently coroner's inquests occur, or whether they should be used more.

All of this is just food for thought. I'm sure there is a lot more to think about and try to learn before suggesting a solution.

Ron Richards

2.35.041 Meetings. The time of regular meetings of the King County board of health shall be established by the rules of the board. (Ord. 14989 § 5, 2004).

2.35.051 Budgetary authority. Nothing in this chapter shall be construed to reduce or limit the budgetary authority or responsibility of the metropolitan King County council. Any program initiatives undertaken pursuant to this measure which require funding support utilizing county budget resources shall be subject to the budgetary process established by the county council. The city of Seattle will, in accordance with an interlocal agreement between the county and the city, exercise policy and expenditure control over its financial contribution to the health department. (Ord. 16031 § 2, 2008: Ord. 14989 § 6, 2004).

2.35.061 Travel expenses. Members of the board of health may be reimbursed for mileage and parking expenses between the member's workplace or residence and the location of the board of health meeting. Members may also be reimbursed for expenses, in accordance with the policies established for county employees in K.C.C. chapter 3.24, when traveling on official board of health business. (Ord. 16031 § 3, 2008: Ord. 14989 § 7, 2004).

2.35A DEPARTMENT OF PUBLIC HEALTH

Sections:

- 2.35A.010 General duties – name – divisions – combined city-county Health department.
- 2.35A.020 Regional Services.
- 2.35A.030 Emergency medical services division.
- 2.35A.040 Environmental health division.
- 2.35A.045 Health sciences division.
- 2.35A.050 Prevention division.
- 2.35A.060 Community health services division.
- 2.35A.070 Jail health services division.
- 2.35A.080 Administrative services division.
- 2.35A.090 Medical examiner functions.
- 2.35A.100 Burial, cremation or other disposition - report to and authorization by medical examiner - fee - waiver for certain cremations - expenditure.
- 2.35A.200 Gifts, bequest or donations in support of department purposes – solicitation and acceptance allowed – use – report.

2.35A.010 General duties – name – divisions – combined city-county health department.

A. The department of public health, which is also known as public health - Seattle & King County, is responsible to manage and be fiscally accountable for providing a functionally integrated set of services and programs that are fully responsive to urban, suburban city, and unincorporated communities. The department shall provide regional services and include: a health sciences division; an emergency medical services division; an environmental health division; a prevention division; a community health services division; a jail health services division; and an administrative services division.

B. As of January 1, 1981, the city of Seattle and the county established a combined city-county health department under chapters 70.05 and 70.08 RCW and certain city ordinances and county ordinances. The director of the department shall be jointly appointed by the mayor of the city and the county executive, subject to confirmation by the city and county councils, and may be removed by the county executive, after consultation

with the mayor, upon filing a statement of the reasons therefor with the city and county councils as authorized by RCW 70.08.040. The director shall be responsible for the management of the department.

C. The department shall achieve and sustain healthy people and healthy communities throughout King County by providing public health services that promote health, prevent disease, and reduce health inequities, including, but not limited to: providing needed or mandated prevention or intervention services to address individual and community health concerns; assessing and monitoring the health status of communities; preventing disease, injury, disability, and premature death; promoting healthy living conditions and healthy behaviors; and controlling and reducing the exposure of individuals and communities to environmental or personal hazards. The department shall assess the health of King County residents and communities facilitate planning to develop responses to issue that affected the public's health and evaluate the effectiveness of programs and initiatives that address those issues. (Ord. 19741 § 20, 2023: Ord. 17733 § 3, 2014: Ord. 16322 § 1, 2008: 14561 § 6, 2002: Ord. 13326 § 2, 1998: Ord. 12529 § 2, 1996. Formerly K.C.C. 2.16.080).

2.35A.020 Regional services. The duties of the department's regional services shall include the following:

- A.1. Convening and leading programs to improve health access and well-being;
 2. Forming partnerships with community partners, health care, human services providers, and others providers to increase the number of healthy years lived by people in the county and to eliminate health inequities through policy and systems change, access to affordable, appropriate, and quality health care services; and
 3. Increasing efficiency and effectiveness of public health services;
- B. Planning and developing local and regional capacity for responding to public health emergencies and providing for the direction and mobilization of health and medical resources, information, and personnel during emergencies and disasters in the county;
- C.. Developing and disseminating information, tools and strategies that support the public health functions described in this chapter; and
- D. Developing and advancing policies that advance the public health functions described in this chapter. (Ord. 19741 § 21, 2023: Ord. 17733 § 4, 2014).

2.35A.030 Emergency medical services division. The duties of the emergency medical services division shall include the following:

- A. Tracking and analyzing service and program needs of the emergency medical services system in the county, and planning and implementing emergency medical programs, services and delivery systems based on uniform data and standard emergency medical incident reporting;
- B. Providing medical direction and setting standards for emergency medical services and medical dispatch training and implementing emergency medical service personnel training programs, including, but not limited to, public education, communication and response capabilities and transportation of the sick and injured;
- C. Administering contracts for disbursement of Medic One emergency medical services tax levy funds for basic and advanced life support services and providing King County Medic One advanced life support services;
- D. Coordinating all aspects of emergency medical services in the county with local, state and federal governments and other counties, municipalities and special districts for the purpose of improving the quality of emergency medical services and disaster response in King County; and
- E. Analyzing and coordinating the emergency medical services components of disaster response capabilities of the department. (Ord. 17733 § 5, 2014).

2.35A.040 Environmental health division. The duties of the environmental health division shall include the following:

A. Inspecting and monitoring regulated facilities to ensure compliance with public health codes, rules and regulations;

B. Investigating complaints or problems, such as disease outbreaks, sewage spills or toxic spills, identified by the public, the media or public officials;

C. Advising and educating the public on prevention and control of health risks associated with environmental hazards;

D. Enforcing public health codes, rules and regulations within the jurisdictions of the division;

E. Fulfilling zoonotic disease control responsibilities in accordance with WAC 246-100-191 and 246-101-405; and

F. Preventing and controlling the transmission of zoonotic diseases from animals by inspecting and responding to complaints about regulated facilities and promoting the health, safety and well-being of animals in such facilities. (Ord. 17733 § 6, 2014).

2.35A.045 Health sciences division. The duties of the health sciences division shall include the following:

A. Working with community partners to address the root cause of health disparities and improve population health outcomes;

B. Providing the functions of assessment, epidemiology, and program evaluation; and

C. Advancing health equity in the community through strategies at the individual and environmental levels that promote protective factors and reduce risk for chronic disease, injury, and violence. (Ord. 19741 § 22, 2023).

2.35A.050 Prevention division. The duties of the prevention division shall include the following:

A. Reducing the public's exposure to communicable diseases through surveillance and outbreak investigation and disease prevention and control measures;

B. Performing specific public health services including vital statistics and laboratory functions; and

C. Performing medical examiner and statutory coroner duties as described in K.C.C. 2.35A.090. (Ord. 19741 § 23, 2023; Ord. 17733 § 7, 2014).

2.35A.060 Community health services division. The duties of the community health services division shall include the following:

A. Focusing the department's clinical leadership, health services and expertise and strengthening quality systems and effective care partnerships with government, business and community-based organizations;

B. Increasing access to affordable health care by those in need and improving the community health care system;

C. Developing and monitoring performance standards for service quality, clinical professional practice and standards of excellence for programs and groups served by the health department and other health care providers;

D. Providing leadership and coordination with health care providers, government agencies, businesses and community groups in the provision of health services to at-risk or under-served populations in the county;

E. In coordination with health care providers and others, developing, implementing and monitoring a systematic, comprehensive system of health service delivery in the county that improves health outcomes by connecting community-based intervention and

strategies with the health care of individuals including clinical and preventive services provided by the department based on community assessment and financial sustainability measures; and

F. Developing responsive service delivery and access mechanisms to meet the changing health care needs of at-risk populations in King County. (Ord. 17733 § 8, 2014).

2.35A.070 Jail health services division. The duty of the jail health services division is to provide health care services to detainees of the King County adult detention facilities, including medical, dental, psychiatric care and related services in conjunction with the department of adult and juvenile detention. (Ord. 17733 § 9, 2014).

2.35A.080 Administrative services division. The duties of the administrative services division shall include the following:

A. Providing administrative and technical support to the department;
B. Overseeing the administrative systems and activities of the department; and
C. Providing general support within the department as authorized elsewhere in this chapter. (Ord. 17733 § 10, 2014).

2.35A.090 Medical examiner functions.

A. The duties and functions of medical examiner shall be performed by the prevention division of the department of health. The medical examiner shall be responsible for the administration and staffing of all programs relating to the performance of autopsies and investigations of death as authorized by the statutes of the state of Washington, except as provided by this section. The chief medical examiner, who shall be a pathologist certified in forensic pathology, shall be appointed by the director of the department. Employees performing duties and functions of or related to the medical examiner, with the exception of specifically identified exempt positions, shall be members of the King County career service.

B. The chief medical examiner shall assume jurisdiction over human remains, perform autopsies and perform such other functions as are authorized by chapter 68.50 RCW and such other statutes of the state of Washington as are applicable, except for the holding of inquests, which function is vested in the county executive. The chief medical examiner has the authorities granted under K.C.C. 2.35A.100.

C. The chief medical examiner shall institute procedures and policies to ensure investigation into the deaths of persons so specified in chapter 68.50 RCW and to ensure the public health, except for the holding of inquests, which function is vested in the county executive.

D. The notice of the existence and location of a dead body required to be given by state law shall be given to the medical examiner. The medical examiner shall be responsible for control and disposition of personal property of deceased persons under the jurisdiction of the medical examiner, which shall be transferred to the next of kin or other legal representatives of the deceased. If the transfer cannot be made because there is no known next of kin or legal representative, or the next of kin or legal representative is not available to accomplish the transfer within thirty days after the medical examiner assumes jurisdiction over the body of the deceased, the personal property shall be deposited with the King County comptroller, or transferred to an attorney pursuant to the institution of probate action.

E.1. The chief medical examiner may issue subpoenas to compel the production of medical and dental records, and other documents as are necessary for the full investigation of any case under the jurisdiction of the medical examiner from any person, organization or other entity in possession of the records or documents.

2. Subpoenas issued by the chief medical examiner shall be enforceable through the superior court.

3. In case of refusal or failure to obey a subpoena issued under this subsection E, the chief medical examiner may seek the aid of the prosecuting attorney to apply to the superior court for an order or other appropriate action necessary to secure enforcement of the subpoena.

4. Punishment for contempt for refusal or failure to comply with a subpoena issued under this subsection E. shall be as provided by chapter 36.24 RCW and other applicable laws and court rules. (Ord. 17733 § 12, 2014: Ord. 12525 § 3, 1997: Ord. 2878 § 3, 1976: Ord. 163 § 7, 1969. Formerly K.C.C. 2.24.110).

2.35A.100 Burial, cremation or other disposition - report to and authorization by medical examiner - fee - waiver for certain cremations - expenditure.

A. A person shall not bury, cremate or otherwise dispose of the body of a decedent who died in the county without first reporting the death to the medical examiner's office and receiving an authorization from the medical examiner releasing the body for disposition.

B.1. A person reporting a death to the medical examiner's office of a person whose remains are to be buried, cremated or otherwise disposed shall be charged the fee in K.C.C. 4A.650.150.

2. The medical examiner may waive the fee for a cremation only if the cost of the cremation to be performed was paid before January 1, 2008. The fee shall not be charged if the cost of the cremation is borne by the county.

3. Revenues generated by the body disposition permit fee shall be expended to support the duties and functions of medical examiner performed by the prevention division of the department of health. (Ord. 17733 § 15, 2014: Ord. 17692 § 2, 2013: Ord. 16973 § 2, 2010: Ord. 15952 § 2, 2007. Formerly K.C.C. 2.24.135).

2.35A.200 Gifts, bequest or donations in support of department purposes – solicitation and acceptance allowed – use – report.

A. The executive, the director of the department of executive services, the director of the department of public health, councilmembers and staff who report directly to those officers or officials and who do so at those officers' or officials' direction, may solicit or accept from the general public and business communities and all other persons, gifts, bequests and donations in support of department of public health services.

B. All gifts, bequests or donations of money to the county for department of public health purposes shall be deposited and credited as follows:

1. For emergency medical services purposes, to the emergency medical services fund under K.C.C. 4A.200.268;

2. For environmental health purposes, to the environmental health fund under K.C.C. 4A.200.281;

3. For local hazardous waste management program purposes, to the local hazardous waste fund under K.C.C. 4A.200.400; and

4. For all other department of public health purposes, to a subfund of the public health fund under K.C.C. 4A.200.520.

C. Once the gift, bequest or donation is accepted, the director of the department of public health shall ensure that expenditures from the gift, bequest or donation are consistent with the terms, if any, requested by the grantor.

D. The acceptance and use of a gift, bequest or donation to the county for department of public health purposes shall not create an ongoing obligation on the part of the county or the department to carry out any program or service funded with the gift, bequest or donation after the gift, bequest or donation has been spent.

E. The executive shall transmit as part of each quarterly financial report as required by K.C.C. 4A.100.100 a list of all new donations to the department of public health of two thousand dollars or more, including the name of the person making the donation, the amount of the donation, and the public health purpose for which it is intended to be expended. In any case where the donation originates from social media activity such as crowdsourcing, the list shall include the name of the person sponsoring this activity. (Ord. 18254 § 1, 2016).

2.36 COMMITTEES

Sections:

- 2.36.030 Justice court districting committee.
- 2.36.050 Community advisory committee for law enforcement oversight.
- 2.36.060 Agricultural district advisory committees.
- 2.36.070 Conservation futures advisory committee.
- 2.36.080 Patterson Creek Basin citizen advisory committee.
- 2.36.090 Investment pool advisory committee.
- 2.36.100 Central business systems steering committee.

CROSS REFERENCES:

Executive finance committee, see K.C.C. chapter 4.24.

Planning committees, see K.C.C. 20.20.040 through 20.20.130.

2.36.030 Justice court districting committee.*

A. As prescribed by RCW 3.38.010, there is established a justice court districting committee within King County with membership composed of the following:

1. A judge of the superior court selected by the judges of that court;
2. The prosecuting attorney or a deputy selected by the prosecuting attorney;
3. A practicing lawyer of the county selected by the president of the King County Bar Association;
4. A judge of an inferior court of the county selected by the president of the Washington State Magistrates Association; and
5. The mayor, or the mayor's representative, of each first, second and third class city of the county;
6. One person to represent the fourth class cities of the county, to be designated by the President of the Association of Washington Cities;
7. The executive; and
8. The director of elections.

B. Duties of the committee and standards for districting shall be as prescribed in chapter 3.38 RCW. (Ord. 18618 § 29, 2017: Ord. 18167 § 22, 2015: Ord. 15971 § 37, 2007: Ord. 12075 § 8, 1995).

***Reviser's note: For the statutory provisions regarding the district court districting committee, see RCW 3.38.010 through 3.38.020.**

2.36.050 Community advisory committee for law enforcement oversight.

A. The executive shall appoint, subject to council confirmation, a community advisory committee for law enforcement oversight to advise and work collaboratively with the office of law enforcement oversight.

B. The committee shall include up to eleven members of the public who represent the diversity of the sheriff's service area. The committee shall include: members who live

Gores, Loni

From: Fisch, Susan
Sent: Thursday, February 27, 2025 6:19 PM
To: Gores, Loni
Subject: Fw: Another topic for prioritizing

Follow Up Flag: Follow up
Flag Status: Flagged

From: Pickett, Paul <paul.pickett@clallamcountywa.gov>
Sent: Thursday, February 27, 2025 4:55 PM
To: Fisch, Susan <susan.fisch@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>
Subject: Re: Another topic for prioritizing

Thank you for the follow up. Good questions.

1. Has "other causes" ever been invoked or interpreted by the county? And if it were invoked in the future, who would decide if "other causes" applies? And if "other causes" were invoked on an official still in office, how would the position be declared vacant?

The answer could be "I don't know, never happened". 🤔 But it would be helpful to get a legal opinion on how it might be used. For example, for an incapacitating illness or extended absences from performing duties.

2. I'm wondering if the language in other charters would be useful if it were added to ours (perhaps instead of "other causes"). To answer that question, it would be helpful to know how other Charter counties interpret and implement their own language. Same questions: who would decide if a position needed to be declared vacant, and how would they determine that?

What I'm getting at is: are there mechanisms other than recall that could legally be added to the charter?

One example: a Commissioner for Port of Olympia had a serious illness and couldn't attend meetings, so the other Commissioners declared the position vacant by unanimous vote.

Paul

From: Fisch, Susan <susan.fisch@clallamcountywa.gov>
Sent: Thursday, February 27, 2025 11:27 AM
To: Pickett, Paul <paul.pickett@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>
Subject: Re: Another topic for prioritizing

Paul:

I had a couple questions about what you are asking Mr. Boughton to research. I want to understand what you are asking to I can make a clear request to him.

1. Do you want to know how "other causes" has been interpreted in our County or if there are specific examples of having to use it?
2. Do you want to know how other Charter counties interpret their own language? I assume that the BOCC would be deciding the interpretation in consultation with their attorney.

Susan

From: Pickett, Paul <paul.pickett@clallamcountywa.gov>
Sent: Wednesday, February 26, 2025 10:54 AM
To: Fisch, Susan <susan.fisch@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>
Subject: Re: Another topic for prioritizing

This is the message I mentioned in the meeting.

The question of vacancy also raises the issues of how an elected official might be removed, other than through recall, and whether duties and qualifications should be explicitly stated to help determine if an official should be removed.

Paul

From: Pickett, Paul
Sent: Thursday, February 13, 2025 7:33 PM
To: Fisch, Susan <susan.fisch@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>
Subject: Another topic for prioritizing

Address section 7.50 "Vacancies". Language is vague ("or for other causes"). Other causes could be specified..

Gores, Loni

From: Fisch, Susan
Sent: Thursday, February 27, 2025 6:23 PM
To: Gores, Loni
Subject: Paul Picketts Request
Attachments: Request for legal opinion - vacancies and removal of elected officials .pdf

Follow Up Flag: Follow up
Flag Status: Flagged

I also sent you answers Commissioner Picketts gave me to some clarification questions I had. Hopefully that helps Mr. Boughton.

Susan

From: Fisch, Susan <susan.fisch@clallamcountywa.gov>
Sent: Wednesday, February 26, 2025 11:22 AM
To: Hodgson, Mark <mark.Hodgson@clallamcountywa.gov>
Subject: Fw: Request for review and opinion - vacancies and removal

From: Pickett, Paul <paul.pickett@clallamcountywa.gov>
Sent: Wednesday, February 26, 2025 11:11 AM
To: Fisch, Susan <susan.fisch@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>
Subject: Request for review and opinion - vacancies and removal

Please find attached a request that I'd like to provide to the County Prosecutor office.

Let me know if you have questions.

Paul Pickett

Request for legal opinion

Paul J. Pickett

February 26, 2025

The Clallam County Charter includes the provision:

"An elective office shall become vacant on the death, resignation or removal of the officer, or for other causes."

Other causes is not defined.

The Clark County Charter, in Section 6.1.A, states "An elective county office shall become vacant upon ... failure to fulfill or continue to fulfill the qualifications for office;"

The King County Charter in Section 680 states "An elective county office shall become vacant upon ... absence from the county for a period of more than thirty days without the permission of a majority of the county council; or failure to fulfill or continue to fulfill the qualifications for office; ..."

The Snohomish County Charter in Section 4.80 states "An elective office shall become vacant ... if the official ... is absent from the county for thirty consecutive days without being excused by the council."

The review questions I'd like researched and reported on are:

In Clallam's Charter, and if language were adopted such as I've cited above from other Counties, who would determine if "other causes" or the other conditions from other counties, have been met? How would that be determined? How do other counties address this question?

Gores, Loni

From: Cameron, Ron
Sent: Friday, February 28, 2025 10:42 AM
To: Fisch, Susan; Gores, Loni
Subject: CRC issues from Comm. Cameron

Follow Up Flag: Follow up
Flag Status: Flagged

Chair Fisch

I seem to recall a statement we have until today to submit our list of issues for consideration. After reviewing the number of issues presented by the others, i find we have our hands full in a short window. So my list will be only two things of note, besides the coroner situation.

- the county clerk description and employment process found in the charter. This leaves the position very unclear as to its responsibilities and more.
- a deeper look into the financial departments in the county. The new CFO Office (which isn't so new anymore) seems to have some overlap with the Auditor and the perhaps the treasurer. It may be that it operates as designed, but looking into the actual relationship and functions of each department can help determine if Charter adjustment is necessary.

I think my remaining time will be dedicated to the outreach we have undertaken and to take positions for or against the subjects we move to advance.

Thank you Susan for your practical leadership. Corraling 15 strong voices and compacting it in to meetings that are only 2 hours long is almost a miracle! But your leadership skills are evident and appreciated. Do not hesitate to reach out for any help i can offer.

Ron

Ron Cameron
Charter Review Commission District 2
Clallam County
223 E 4th St
Port Angeles WA 98362
ron.cameron@clallamcountywa.gov



Gores, Loni

From: Stoffer, Jim
Sent: Friday, February 28, 2025 2:18 PM
To: Fisch, Susan; Hodgson, Mark; Noble, Chris
Cc: Gores, Loni; Stoffer, Jim
Subject: Agenda Items

Follow Up Flag: Follow up
Flag Status: Flagged

Greetings and good afternoon,

At our last CRC Meeting it was asked to submit items for the survey and possible agenda items. I reflect back on way I ran for CRC and offer this:

- Students, families, are we leaning in focusing on students, youth families – lately we are not, and the same old issues keep surfacing, the ping-pong back and forth between competing economic and political interests every five years. I would like to see a ballot measure of moving to a ten-year review as the other CRC Counties do and perhaps that might help resolve the special interest push that occurs every five years.
- Appears by community input there is need for ethics committee; not sure how that would look, or is it to strengthen the process already in place
- Keep the election process for the BOCC as is and not return to districts; they have a county wide assignment, and they should be voted on by the whole of the county
- Government to Government Training for all elected officials of the county. This is required in state law for school boards and leadership of school districts; same requirements should apply.

That's all I have on this sunny Friday afternoon in sunny Sequim, thank you for your work, much appreciated.

Best!

Jim

Commissioner Stoffer
Clallam County Charter Review
Jim.stoffer@clallamcountywa.gov

Gores, Loni

From: Sarmiento, Nina
Sent: Friday, February 28, 2025 3:31 PM
To: Gores, Loni
Cc: Fisch, Susan
Subject: Follow up for requested list of charter amendments

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Loni,

Here are my list of topics for charter amendment discussions, thanks!

- Creating a separate appointed position for Coroner.
- Fostering a better government to government relationship with tribal representatives by asking them to provide feedback at CRC meetings.
- Creating a unified state forest transfer trust to make timber revenue more equitable.
- Exploring the county's responsibility in endangered species protection for federally listed species.
- Using the county charter to create opportunities for long term water resource protection.

Thanks,

Nina

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Gores, Loni

From: noreply@civicplus.com
Sent: Saturday, March 1, 2025 10:13 PM
To: Gores, Loni
Subject: Online Form Submission #6735 for Contact the Clerk of the Board

Contact the Clerk of the Board

First Name	Meredith
Last Name	Best-Jones
Email	petresq@hotmail.com
Phone	208-265-5140
Subject	Commissioners
Comments	I would like to suggest a wording in our county constitution that would prohibit those serving in political positions from serving on boards of non-profits, NGOs or other organizations that could potentially be conflict of interest to their position. Some of our current commissioners sit on multiple boards and these organizations win contracts, funding and special favors via the decisions of these same board members.

Please Note

This form is not for emergencies. If you have an emergency, please phone 911.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Sunday, March 2, 2025 10:56 PM
To: Gores, Loni
Subject: Online Form Submission #6738 for Contact the Clerk of the Board

Contact the Clerk of the Board

First Name	Craig
Last Name	Smith
Email	nwmsdoc@cs.com
Phone	(206) 321-8597
Subject	Peninsula Community Action Group Input: Need for "Water Coordinator" Agency
Comments	We represent the Peninsula Community Action Group, consisting of over 650 members residing in the Sequim, Sequim Bay, Carlsborg and the Dungeness Valley areas. Our numbers, rapidly growing, have water resource monitoring and utilization as one of our major concerns. We understand that the Charter Review Commission (CRC) is considering which topics to pursue for recommendation to Clallam County, and we feel very strongly that the CRC should consider the establishment of a Water Coordinator/Master to oversee all water related issues involving the Clallam County water basins. We are concerned that multiple agencies, often with conflicts of interest, tap the same aquifers without appropriate monitoring (or agency crosstalk); attempting to manage and utilize a precious resource that we can all see rapidly diminishing as our snowpack diminishes. Water "rights" do not appear to represent water presence, and we want better stewardship of this precious asset. If the CRC pursues this topic as a recommendation to the County, our group will provide strong support. We are asking that you present this request as an addition to the agenda at the beginning of your meeting. Thank you.

Please Note

Gores, Loni

From: Fisch, Susan
Sent: Monday, March 3, 2025 12:31 PM
To: yellowbanks@hotmail.com
Cc: Gores, Loni; Hodgson, Mark; Noble, Chris
Subject: Re: Townhall committee

Mr. Bowen:

The Chair of the Coroner Committee is Commissioner Cameron. Members are Commissioner Richards, Commissioner Fane and Commissioner Walde. The Chair of the Townhall Committee is Commissioner Stoffer and the members are Commissioner Holy, Commissioner Morris, Commissioner Cameron and Commissioner Walde. The Chair of the By-Law Committee is Commissioner Pickett, Commissioner Holy, Commissioner Noble and myself are the other members. There is no Survey Committee. Commissioner Morris agreed to do a presentation on the survey and has agreed to put the survey together after our meeting on March 10.

The committees are trying to set meetings and get work done in between the regular commission meetings. That sometimes results in shorter time frames to provide meeting notice. We will get the meeting notices posted on the web site as soon as possible with complete information.

I appreciate your questions and bringing this to my attention.

Susan Fisch

From: Ed B. <yellowbanks@hotmail.com>
Sent: Saturday, March 1, 2025 11:22 PM
To: Fisch, Susan <susan.fisch@clallamcountywa.gov>
Subject: Townhall committee

You don't often get email from yellowbanks@hotmail.com. [Learn why this is important](#)
I thought I had moved on with the commissions process of public engagement at the last meeting saying just keep us well informed where these public meetings are going to be held; I want to show up if just to listen to my fellow citizens. But still lost in how the sausage is made:

Still don't really know which commissioners are on what committees, and is that just the three or has there been others created? ByLaws, Townhall, Corner

There may be a survey committee but not sure if that is just one commissioner or more?

I am clear that commissioner Paul heads up the ByLaws given his email reply earlier last month. I am fairly confident that commissioner Ron C. heads up the Corner committee given the reports he has given at the general meetings. But no clue as to who is the Townhall group other than there is likely a rep commissioner from each district.

With that said, I'm still lost in an efficient and progressive means to know when these meetings of the committee are being held. I am guessing that is only posted to the commission's website but not

clear on "WHEN" and really how much in advance to the actual meeting (commissioner ron r. mentions the special meeting 24 hour OPA rule; is that the intent of these committee's). If it is only posted to the commissions website then we the people are left with the government's burden like the Federal Register to check the website DAILY. That's not very good public engagement encouragement.

Now why this matters now, versus what I offered in comment at the last general meeting.

The two committees meeting are posted to the the commissions website, the Corner has the notice posted that reflects when and where on March 5th. But the posting for the Townhall (whenever that was posted?) for yesterday the 28th continued to have a link for the notice but we continued to get a URL notice that you will find attached that didn't include the notice information. So, no attendance on the 28th because we didn't know! So I guess I will have to wait until I hear their report to the general meeting on the 10th? And then comment in my limited 3 minutes at the end of the meeting?

The commissioners all must understand who elected officials serve and the "who" doesn't serve the elected. I would attend the Townhall stuff, I just need to know it is available and I am not driving the 75 to 100 miles one way likely on a guess it might be taking place on a general given day of "28 February" somewhere.

Additional sausage: Corner note made on the Homepage but way down the list of order, no posting for Townhall this way. Neither listed on the meeting agenda system that many of us tune in to for meeting information. I have to depend on the commissioners web site for the notification at present but not clear when to monitor that.

Ed Bowen

This is not meant to burden the clerk, it is meant for the commissioners themselves to be responsible and clear as to what their actions are and what is their plan. The math does not add up.

From: Ed B. <yellowbanks@hotmail.com>

Sent: Monday, February 10, 2025 8:30 PM

To: Susan.Fisch@clallamcountywa.gov <Susan.Fisch@clallamcountywa.gov>

Subject: Wrong answer and abuse of power

POINT OF ORDER

Commissioner Richards Claimed to provide access to the public but point in fact there was NO posting of any meeting for the Bylaws subcommittee, regardless of regular or special, 24 hours or more. Prove it because it is not on any posting platform we the people are receiving the information from (the web site or the county calendar system).

This is why Section 3 is not an acceptable procedure whereas Section 5 explained this clearly. How much more of this underhandedness of the elitist commissioners that seem to not want to uphold their oath of office in a faithful manner free of ethics issues and intent to serve the people?

I protest!

Ed Bowen



Virus-free. www.avg.com

Gores, Loni

From: Fisch, Susan
Sent: Tuesday, March 4, 2025 10:24 AM
To: Gores, Loni
Subject: March 10 Meeting
Attachments: Questionnaire for County Officials.docx; CRC Commissioner Suggestions and Priorities.docx

Commissioners:

Please find attached two documents for our Monday meeting. One is a compilation of the ideas forwarded by all of you and comments we have received directly from community members. The second is a proposed questionnaire (based on the 2020 CRC) for our elected officials and department heads.

Please read both documents and let me know the following:

1. Survey: It is my understanding that the Commission wanted to use the list of suggestions to prioritize ten issues. These ten issues would form the basis of the survey questions that will go out to the community. Just because an item does not make it into the top 10, does not mean it is off the table. Anyone can propose a charter amendment or a recommendation to the BOCC. We also have the ability to prioritize proposed amendments for the 2025 ballot and the 2026 ballot. I would also suggest that we start a list of citizen input that may not be Charter related but that should be passed on to our elected officials.

I am trying to figure out the most efficient way of doing the survey at the meeting. Loni has multiple easels and flip charts. I can write the suggestions on the charts and we can do the red dot method. Or, all of you could circle your priorities on the attachment and we can have a discussion. Let me know your thoughts.

2. Questionnaire: I took the 2020 CRC questionnaire and added a couple of questions. Please let me know if you have any changes.

Susan

Questionnaire for Clallam County Officials (Draft)

To:

From: Clallam County Charter Review Commission (CRC)

Re: Charter and Input for CRC

The Clallam Charter Review Commission is gathering information and seeking input from both elected county officials and department heads regarding the Charter. We would like to get your input on the Charter, how it is working and any potential amendments or issues that you would like us to consider.

Regarding the Charter and your position or department:

- 1. What sections do you rely on and how are those working for you and your department?**
- 2. What sections are problematic?**
- 3. Are there any issues related to the Charter that have been brought to your attention by the public?**
- 4. Are there any issues or priorities that you would like us to consider?**

5. Would you like to make a presentation to the Charter Review Commission?

Please return this questionnaire to Loni Gores. Thank you for your input.

Charter Review Commissioners

CRC Commissioner /Citizen Suggestions

1. BOCC

- District Based Elections
- Number of Commissioners
- Transparent BOCC spending
- General transparency issues
- Reforming BOCC committee appointments
- Increased BOCC public engagement

2. County Elected/Appointed Positions

- Coroner
- Public Defenders Office
- Environmental/Water Steward
- DCD. (If elected, who has what authority/conflict resolution)
- County Clerk- enumerated responsibilities
- Overlap between Auditor, Treasurer and CFO

3. Budget/Tax Issues

- General Fund Reserve Minimum
- Tax increases/Voter Approval
- Budget Townhalls
- Transparency in public fund allocation to NGO's
- Lower permit costs for property/business owners
- No property tax increases

4. Ethics

Ethics Board/Commission

Restrictions on elected official's advocacy

Strengthen ethics code (include minimum penalties)

Restrictions on board membership for BOCC

BOCC can't vote on/request funds while sitting on the board of a requesting agency

Recusal issues

5. Other Issues

Charter Ambiguities

Revise procedures for amending the Charter

Government to Government relations/training

Fair bidding Process

CRC every 10 years instead of 5 years

Vacancy language for elected officials

Vacancy language for CRC

Clarify what "American" government means

Public Access to County meetings

Independent Hearing Officer

Trust land transfer program

Rank Choice Voting

Gores, Loni

From: Holy, Christy
Sent: Wednesday, March 5, 2025 11:12 AM
To: Gores, Loni
Subject: Fw: List of Priorities from Christy Holy

Hi Loni,

I realized that this message I sent at the end of January only went to the executive board, and I did not request that it go to the rest of the commissioners. Can you please forward?

Thanks,
Christy Holy

From: Holy, Christy <christy.holy@clallamcountywa.gov>
Sent: Tuesday, January 28, 2025 5:21 PM
To: Fisch, Susan <susan.fisch@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>; Hodgson, Mark <mark.hodgson@clallamcountywa.gov>
Cc: Gores, Loni <loni.gores@clallamcountywa.gov>
Subject: List of Priorities from Christy Holy

Dear Executive Board Members,

Per request, I am sending a statement outlining the priorities I would like to see the Commission tackle this session. First, I hope that we can make more of the people in our districts aware of how the charter operates in the community. Secondly, I do not have a specific agenda, because I wanted to hear from the community as to its concerns. Having heard from others on the Commission and some members of the public, I would support exploring amendments addressing the following top five items:

1. Ambiguities within the charter and between the charter and the by-laws
2. Making the coroner an appointed position
3. Government to government relations, as with the local tribes
4. Investigating an environmental steward county position, i.e. - the question of water availability
5. Examining and strengthening how the charter calls for transparency from the County Commissioners

In addition, I would welcome hearing from Mark Nicholls regarding his thoughts on the coroner issue.

Thank you,
Christy Holy

Gores, Loni

From: Lane, Mark
Sent: Wednesday, March 5, 2025 11:53 AM
To: Gores, Loni
Subject: Memorandum Regarding Auditor's Office and Finance Department Delegations of Responsibility
Attachments: Clallam Finance Department Phase 2 AIS 05282019.pdf

Hi Loni,

Per our discussion, as follow up to a potential upcoming discussion item that was discussed in an earlier Charter Review meeting, attached is a memorandum directed to the BOCC from the then interim County Administrator Rich Sill and County Auditor Shoona Riggs outlining their joint agreement concerning next phase of the Finance Department formation and reorganization of the accounting and finance functions between the Finance Department and Auditor's Office following the creation of the Senior Accountant position in the Auditor's Office. This was presented to BOCC at work session on May 28, 20219 (agenda is attached as cover sheet to the attached document—please ignore page 2 as that was related to a different agenda item).

I have shared this with both County Auditor Shoona Riggs and County Administrator Todd Mielke recently given that Charter Review Commissioner Richards inquired as to the existence of a MOU/MOA regarding how the Finance Department works in collaboration with the Auditor's Office.

Thanks.

*****PLEASE NOTE—my work email has recently changed to mark.lane@clallamcountywa.gov . Please update my contact card at your earliest convenience*****

Mark Lane

Chief Financial Officer

Clallam County

223 E 4th St, Suite 4

Port Angeles, WA 98362

Ph 360-417-2383

Email: mark.lane@clallamcountywa.gov



WORK SESSION

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street, Room 160
Port Angeles, Washington
Tuesday, May 28, 2019 – 9 a.m.

Administration – 9 a.m.

- 1 Calendar/Correspondence
- 2 Pre-application questionnaire with the Department of Ecology for the Local Solid Waste and Financial Assistance Grant/\$13,700
- 3 Pre-application questionnaire with the Department of Ecology for the Local Solid Waste and Financial Assistance program/\$59,659

Public Works

- 4 Agreement with Linnea Z. Anderson to purchase additional right of way for the Dry Creek Road reconstruction project

Board of Commissioners

- 5 Discussion on Finance Department and request to move forward with phase 2

General Discussion/Items for Future Agendas

- Commissioners Conversation Meeting (June 3 – Cancelled)
- Fireworks update (June 10)
- Heritage Advisory Board – Heritage Funds discussion (June 10)
- Electric Bicycles discussion (June 17)
- Proposed Ordinance Amendment to Title 33, Chapter 33.49, Wireless Communications Facilities (5g) discussion (June 24)
- Continued Work Session – Capital planning discussion (June 24 at 2:30 p.m.)
- Commissioners Conversation Meeting – TBD topic (July 1 at 7:30 a.m.)
- Continued Work Session – TBD topic (July 8 at 1 p.m.)
- Joint meeting with the PUD (July 26- PUD)
- Joint meeting with Port of Port Angeles (July 29 at 11 a.m. – Port)
- Department of Natural Resources quarterly report (August 26 at 1 p.m.)
- Joint meeting with the Jamestown S'Klallam Tribe (TBD – Jamestown)
- Conservation Futures and Rates and Charges Discussion (TBD)
- Franchises discussion (TBD)

EXECUTIVE SESSION

The Board may recess into Executive Session to consider employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110.

- Other items may be added at the discretion of the Board and additional Work Sessions may be scheduled if more time is needed to allow for adequate discussion.
- Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board. Copies of public documents from Board meetings are available by contacting the Public Records Department.

J:\public\Work Session\2019\05-28 ws.docx

* Items also on Tuesday's agenda



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

2
5/28

Department: Health and Human Services-Env. Health

WORK SESSION ☒ **Meeting Date:** May 28, 2019

REGULAR AGENDA ☐ **Meeting Date:**

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | |
|---|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☒ Other Grant Pre-App Question.-LSWFA-MRW |

Documents exempt from public disclosure attached: ☐

Executive summary:

Washington State Department of Ecology provides funding to counties for implementation of projects in their comprehensive solid waste and hazardous waste management plans through the Local Solid Waste and Financial Assistance (LSWFA) grants. Clallam County Environmental Health focuses on moderate risk education and outreach as described in the County's Hazardous Waste Plan. CCEH would like to request ~\$13,700 for two years.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

Revenues and expenditures were planned in the 2019 budget. No changes are anticipated.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Please review and sign the Grant Pre-Application Questionnaire.

County Official signature & print name: Andy Brasted Andy Brasted

Name of Employee/Stakeholder attending meeting: Jennifer Garcelon

Relevant Departments: HHS - Environmental Health

Date submitted: May 22, 2019

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

5
5/28

Department: Auditor/BOCC

WORK SESSION X Meeting Date: 5-28-19

REGULAR AGENDA ☐ Meeting Date:

Required originals approved and attached? ☐
Will be provided on:

Item summary:

- | | |
|---|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance X Other: Discussion |

Documents exempt from public disclosure attached: ☐

Executive summary:

As phase two of the process of initiation and staffing of a proactive centralized and comprehensive Finance Department, the reorganization of the Auditor's Office accountant functions and the current BOCC administrative support unit are proposed.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

Additional staffing costs associated with the hiring of a Senior Accountant and reclassification of a Fiscal Specialist V position.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Request approval to move into Phase 2 in authorizing the Senior Accountant position (formally a Chief Accountant) for the Auditor's Office as part of the team approach to financial analysis and proactive project development between the two departments.

County Official signature & print name: _____

Name of Employee/Stakeholder attending meeting: _____

Relevant Departments: _____

Date submitted: 5-22-19

- * Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Agenda Item Summary.docx
Revised: 3-04-2019

Questions? Call Loni Gores, Clerk of the Board, ext 2256

Clallam County

Finance Department Team Initiation

2019

Date: 5-14-19

To: Commissioners Mark Ozias, Randy Johnson and Bill Peach

From: Auditor Shoona Riggs and Interim Administrator Rich Sill

Subject: Initiation of Clallam County Finance Department

Attachments:

1. Proposed Organizational Chart for Finance/Auditor's Office Team
2. Duties and Assignments Spreadsheets for New Finance Team
3. Senior Accountant Job Description

Authorization Request:

1. Request approval of Finance Department creation and identified costs.

Background:

The nature and complexity of county financial operations spanning over all departments requires an ongoing proactive central focus culminating with the development and implementation of a yearly budget which funds all county functions and service levels to the public.

In seeing the efficiencies of forecasting and implementing comprehensive auditing processes to keep pace with the ever growing needs in all government accounting levels, the Clallam County Commissioners have reviewed the requirements for establishing a sound financial base within this environment for operations. The Commissioners have chosen to implement a strategically applied financial approach through the development of a Finance Department model led by a Chief Financial Officer. The initial step in this implementation took place last December with the onboarding of CFO Mark Lane as the replacement of our previously retired Chief Accountant.

The Finance Department is charged with advanced monitoring and forecasting of all county financial operations which will focus on establishing baselines and applies attention to revenue identification and tracking responsibilities. This will include capital

planning, asset control and inventories, budget operations, and project team responsibilities with the Senior Accountant, who will work out of both the Auditor's Office and the Office of the Commissioners.

The identified connection with the Auditor's Office is necessitated by the legal accountability requirements of the Auditor for creation of the Annual Report and associated General Ledger requirements existing under our current charter and RCW. The current legally required operational structure and proposed Finance Department initiation fully support all legal requirements and proactive needs as envisioned by the BOCC and as directed through the creation of the CFO position and phase movement into the creation of this new department. The initial structure combines the Budget Director position and CFO into a comprehensive unit augmented by half of the Senior Accountant position. Identification and division of specific financial processes and operations are clearly defined in the attached matrix of identified programs and processes. This proposal provides for the maximization of these allied assignments and is a primary example of the synergy created by the collaboration of two separate and distinct departments.

Structural and Personnel Outline:

The attached organizational chart reflects the assignment and chain of responsibility; both within the Auditor's Office and the BOCC. Further modifications inclusive of the reclassification of one of the Fiscal Specialist V positions in the Auditor's Office to Accountant will allow for the required support on the Auditor's side. On the BOCC side the Budget Director will now report to the CFO. Supervision of the BOCC staff (Clerk and Deputy Clerk of the Board, the Board of Equalization Coordinator and the Veteran's Coordinator) will be the supervisory responsibility of the Administrator (previously under the BOCC Budget Director).

The opportunity to enhance and broaden financial analysis and operations through dual team departmental cooperation is an advanced and contemporary step into comprehensive team development and management. Dual view of all projects and assignments will allow for knowledge and expertise transfer and improve focus on prioritized work processes. Effective and continuous communication between the Auditor, the CFO and the Administrator will provide an effective path forward as the BOCC develops strategic financial initiatives in addressing the ever-increasing complexity in county financial operations.

Operational Costs and 2019 Budget Line Identification:

- | | |
|---|-----------|
| 1. Reclassification of Accountant position (salary adjustment) | \$ 3,607 |
| 2. Creation of Senior Accountant Position (replacement of former Chief Accountant position) | \$ 61,942 |

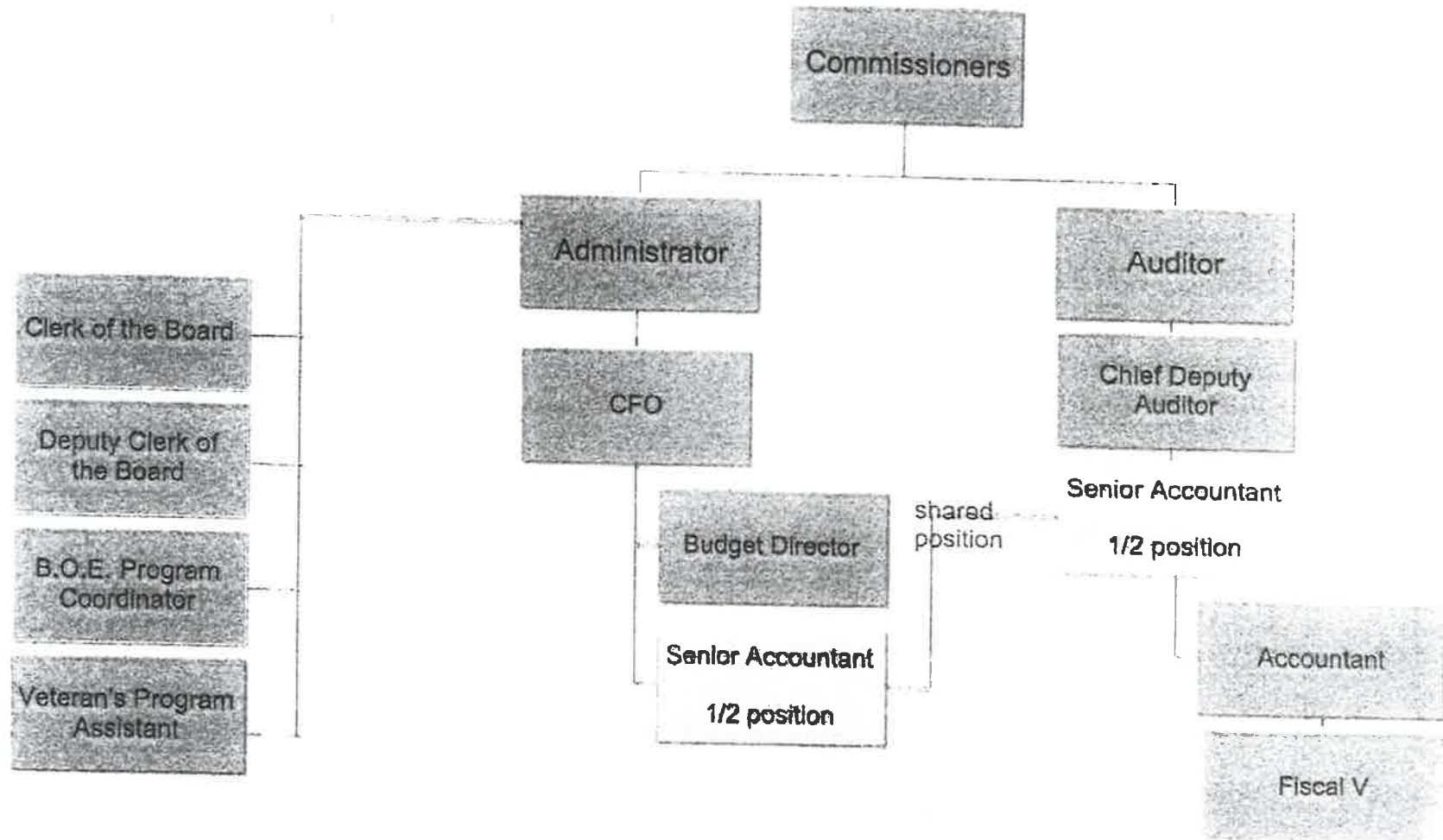
Note:

Funding of the CFO, Budget Director and one half of the Senior Accountant position will be funded through the NonDepartmental budget, while the Auditor's general fund budget will be used for their half of the Senior Accountant position and the reclassification costs of the Fiscal Specialist V to Accountant.

Current and Proposed Priority Assignments:

1. Creation of the 2018 Annual Report.
2. Indirect Cost Analysis/Formula process for the CRAB Board Requirements.
3. Capital Planning Project.
4. Court Consolidation Project.
5. 2020 Budget Preparation.

Clallam County Finance Department Initiation



Established: 05/2019

PROPOSED DUTIES TRANSITION PLAN—SENIOR ACCOUNTANT

Based on Chief Accountant List of Duties Transitioned

CURRENT STATE FOLLOWING CHIEF ACCOUNTANT RETIREMENT

****PROPOSED DUTIES RE-ALIGNMENT WITH HIRING OF SENIOR ACCOUNTANT SHARED RESOURCE BETWEEN CFO/AUDITOR'S OFFICE****

<u>Duty Area</u>	<u>Duty Description</u>	<u>Person Duty Currently Transitioned To</u>	<u>Person Assigned</u>
Monthly Close	Prepare & Post Month-End Journal Entries	CFO	New Senior Accountant (CFO to review/approve)
	Reconcile GL cash/investments to Treasurer		
	Cash/Investments	CFO	New Senior Accountant (Mark to review/approve)
	Monthly "how we did" and "how we will do" report to BOCC	CFO	CFO
	90645 Salary Fund analysis--this involves making sure our salary fund payable is reconciled with the Payroll Review template at month-end	CFO	New Senior Accountant (CFO to review/approve)
	Vouchers payable check--involves insuring voucher's payable for General Fund is zero, and researching if it is not	CFO	New Senior Accountant
	Revenue review--involves updating a spreadsheet used to track certain revenue streams for historic trend analysis purposes.	CFO	New Senior Accountant
Year End Close	EDEN close 12/31 year-end (non schools)	CFO	CFO (in coordination with New Senior Accountant)
	EDEN close 8/31 year end for schools	CFO	CFO (in coordination with New Senior Accountant)
Reconcile auditor's tax account	involves reconciling US Bank Statement for auditor's tax account	Accountant	Accountant
Payroll Review	Twice per Month, Update Payroll Review Template for each payroll prepared and submitted by Karen, review payroll to prior payrolls to determine reasonableness (as adjusted for difference in work days, leave payouts, change in # of employees, etc); Reconcile and approve payments of contribution/tax payments prepared by Eleanor as part of payment approval process	CFO	New Senior Accountant

PROPOSED DUTIES TRANSITION PLAN--SENIOR ACCOUNTANT

Based on Chief Accountant List of Duties Transitioned

CURRENT STATE FOLLOWING CHIEF ACCOUNTANT RETIREMENT			**PROPOSED DUTIES RE-ALIGNMENT WITH HIRING OF SENIOR ACCOUNTANT SHARED RESOURCE BETWEEN CFO/AUDITOR'S OFFICE**
<u>Duty Area</u>	<u>Duty Description</u>	<u>Person Duty Currently Transitioned To</u>	<u>Person Assigned</u>
Credit Card Admin	Approving and processing requests for new county credit cards as needed	Auditor/Accountant	Auditor/Accountant
Interest accrual calcs	Done at end of month-end/year-end as double-check to Treasurer's office calcs	CFO	New Senior Accountant
Interest revenue calcs	Done at end of month-end/year-end as double-check to Treasurer's office calcs	CFO	New Senior Accountant
Reconcile subagent accts	Reconciling Sequim and Forks licensing fee subagent bank accounts	Deputy Auditor/Accountant	Deputy Auditor/Accountant
Auditor's budget	Build, track to actuals, modify/change as necessary	Auditor/Deputy Auditor	New Senior Accountant
Unclaimed Warrants maintenance	Unclaimed property submissions to State	Deputy Auditor/Accountant	Deputy Auditor/Accountant
Finance Committee secretary	Keeping minutes for quarterly meetings	CFO	Auditor (per RCW)
Overhead Plan	Project to overhaul overhead plan to bring into compliance with SAO audit comment rec'd; sample model rec'd from Skagit county; Mark to work with Stan in customizing for Clallam. Once implemented, will need to be maintained on an ongoing basis (likely updated/trued up quarterly) and coordinating with Debi/other departments for allocation true-ups. Prepare Fed simplified indirect rate calc for grants and submit to US Forest Service for approval.	CFO	New Senior Accountant (after overhead plan is designed/implemented by CFO)

PROPOSED DUTIES TRANSITION PLAN--SENIOR ACCOUNTANT

Based on Chief Accountant List of Duties Transitioned

****PROPOSED DUTIES RE-ALIGNMENT WITH HIRING OF SENIOR ACCOUNTANT SHARED RESOURCE BETWEEN CFO/AUDITOR'S OFFICE****

CURRENT STATE FOLLOWING CHIEF ACCOUNTANT RETIREMENT

<u>Duty Area</u>	<u>Duty Description</u>	<u>Person Duty Currently Transitioned To</u>	<u>Person Assigned</u>
Fixed Asset year end update/tracking	Performed shortly after year-end; 2018 updates rec'd from all depts, but needs to be incorporated into Fixed Asset Schedule; would like to transition into Eden Fixed Asset module eventually and improve our overall fixed asset tracking process	CFO	New Senior Accountant
County Budget & Capital Planning		CFO/Budget Director	CFO/Budget Director
Tracking of Timber revenue & Updating Timber Revenue Forecasts		CFO/Treasurer's Office	CFO/Treasurer's Office
Voter registration costs		Auditor/Accountant	Auditor/Accountant
Annual Report Preparation--Due May 30th	Prep of Financial Schedules to Upload to SAO BARs Website	CFO	New Senior Accountant (CFO to review)
	Prep of Footnote disclosures to Upload to SAO BARs Website	CFO	New Senior Accountant (CFO to review)
	Prep Grant reporting schedules to Upload to SAO BARs Website	Accountant	Accountant (CFO to review)
	Petty & imprest cash	CFO	New Senior Accountant (CFO to review)
SAO Audit Coordination	Respond to SAO requests during audit, prepare requested schedules, answer questions, etc	CFO	New Senior Accountant (with CFO involved as needed)

PROPOSED DUTIES TRANSITION PLAN--SENIOR ACCOUNTANT
Based on Chief Accountant List of Duties Transitioned

CURRENT STATE FOLLOWING CHIEF ACCOUNTANT RETIREMENT

****PROPOSED DUTIES RE-ALIGNMENT WITH HIRING OF SENIOR ACCOUNTANT SHARED RESOURCE BETWEEN CFO/AUDITOR'S OFFICE****

<u>Duty Area</u>	<u>Duty Description</u>	<u>Person Duty Currently Transitioned To</u>	<u>Person Assigned</u>
Franchise Agreements Tracking & Billing	In near term, review currently active contracts and establish billing process to include billing when due, researching and following up on unpaid amounts due from current and prior years, contract maintenance including identifying contracts up for renewal. Provide billing/finance support as needed once a formal franchise policy and process has been designed and implemented for new franchise agreements with support from legal/roads/BOCC.	CFO	New Senior Accountant
Financial Analysis	Will be looking to improve our financial forecasting model to give us better quality of forecasts of both our revenue and expenses and looking at opportunities to automate feeding of actuals from Eden into forecast models	CFO	CFO with Support from New Senior Accountant as needed (person will need to be open to helping design and work with new models to be developed)
Ad Hoc Analysis/Special Projects	Pulling financial data from Eden and other sources in support of requests by BOCC or other departments or for special projects (examples include court consolidation, historic preservation, etc)	CFO	CFO with Support from New Senior Accountant as needed

CFO To Do List

This list is outside of day to day duties - month end close, reporting "how we did" and our projections, etc.

TASK	STATUS	DEADLINE	PRIORITY
Franchise Agreements	Preliminary	TBD	Low
Community Development Block Grant Research	Not Started	Open	Low
Updating Fixed Assets Inventory List	In Progress	Open	Low
Capital Planning	In Progress	6/5/2019	Medium
Court Consolidation Project	Preliminary	12/1/2019	Medium
Historic Preservation Project	In Progress	TBD	Medium
Annual Report - 2018	In progress	5/30/2019	High
Indirect Overhead Calculation Overhaul	Preliminary	Ideally need to have in place for 2020, but need to have at least work in progress when Auditors arrive to Audit 2018	High
2020 Budget	Not Started	12/1/2019	High
Finance Department Structure	Preliminary		High
Research on Financial Impact of New Legislation	Not Started	TBD	Unknown

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Position Title: Senior Accountant

Classification Description: Accountant

Salary Range: 64

Department: Auditor & Board of County Commissioners

Reports to: Chief Auditor | Chief Financial Officer

Pages: 1-7

Summary

The responsibilities of this classification utilize a shared team approach between the departments of the Auditor and the Board of County Commissioners in support of the accounting, financial reporting and finance functions of the County. The classification is a shared team relationship with the Senior Accountant teamed up with the Chief Financial Officer who will be charged with the major responsibilities of proactive analysis encompassing all County operations. This classification is a synergistic team approach accomplishing the goals of both the departments and providing enhanced coordination on County financial operations. The Senior Accountant responsibilities will include preparing the final County financial statements and reports. Incumbents working at this level function as technical consultant to management, staff members, and customers on administrative and financial issues. Incumbents to work closely with County Auditor and County Chief Financial Officer to plan, organize, delegate and monitor the accounting and finance-related activities of the County.

Distinguishing Characteristics

This is the second level of a two level accounting series. This classification is distinguished from the Accountant in that Senior Accountants reconcile and prepare financial statements and reports and are considered technical consultants to management, staff and customers on administrative and financial issues while the County Auditor approves expenditures and is accountable for financial results for assigned work.

The fundamental reason this classification exists is to perform professional and highly technical accounting work of a varied nature. The requirement of a conceptual grasp of complex accounting systems or sub-systems, as well as new systems development, distinguishes this level in the Accountant classification. Individual filling this position assumes the role of expert and advises on fiscal matters.

Typical Duties

- Perform and/or lead a wide variety of accounting related tasks, including oversight and maintenance of general ledger, reconciliation of subsidiary and cash/investment ledgers, initiate and approve original source entries, prepare/review year-end accruals, review and approval of County payrolls, research and mediate accounting issue resolution with customers and staff.

- Lead production and compilation of financial statements/reports and notes to financial statements. Review and comment on the work of staff accountants for material omissions and feedback to the County Auditor
- Audit support, including coordination of audit requests received from State Auditor's Office
- Assist in the planning, organizing, delegating, and monitoring of organizational activities. Assist with the recruitment, evaluation and training of staff
- Serves as a resource, advisor and monitor during the development and installation of new accounting systems and/or modification of existing systems
- Provide guidance to management and staff of other departments regarding financial issues
- Review policies and procedures for compliance with the state and federal regulations, county code and ordinances
- Assist in the preparation of special statistical and financial reporting
- Prepare written and oral responses to inquiries by other county elected officials, managers, and supervisors as requested
- Incumbents in this classification may be required to do all or some of the Accountant or have the knowledge to perform it in addition to the duties above
- Provide financial and contract administration support for County's franchise agreements including:
 - In near term, review currently active contracts and establish billing process to include billing when due; researching and following up on unpaid amounts due from current and prior years; contract maintenance including identifying contracts up for renewal
 - Provide billing/finance support as needed once a formal franchise policy and process has been designed and implemented for new franchise agreements with support from legal/roads/BOCC
- Financial Analysis support, including assisting the CFO in performing variance and trend analysis of monthly financial results relative to budget and prior year, assisting the CFO in improving our financial forecasting model to improve the accuracy of our revenue and expenditure forecasts, assisting in developing and delivering financial performance and forecast reports to departments and the BOCC, and developing ways to automate/streamline the exporting of actuals from our EDEN accounting system into our forecast models
- Ad Hoc Analysis/Special Projects to include pulling financial data from EDEN and other sources in support of ad hoc requests by BOCC or other departments and provide support as needed for special projects

- Maintain the fixed asset records of the County, including coordinating the annual inventory. Explore and lead the conversion of fixed asset records in the EDEN accounting system
- Budget support: provide information for the budget process as needed and assist in preparation of County Auditor budget
- Other duties as assigned

Essential Functions

- Meet attendance standards necessary for successful job performance
- Exercise sound judgment in the performance of assigned duties on the basis of law, applicable policies and procedures, and ethical responsibilities
- Prepare clear, concise, coherent, and grammatically correct written work product
- Be attentive to detail
- Communicate clearly and concisely, both orally and in writing
- Work independently
- Work well with others
- Prioritize work assignments
- Operate a variety of office equipment including, but not limited to, computers and installed software applications
- Establish and maintain positive and effective working relationships with those contacted in the course of work

Key Competencies for this Position

- Ethics and Integrity: Respects and maintains confidentiality. Earns trust, respect, and confidence through honesty, forthrightness, and professionalism in all interactions
- Valuing Diversity: Help create a work environment that embraces and appreciates diversity treats all with acceptance and respect; and values diverse perspectives
- Communication: Effective communication skills to convey thought and information clearly and concisely to a broad audience. Strong writing and editing skills
- Relationship Building: Proven skills to create and maintain effective teams and partnerships
- Multi-tasking: Proven multi-tasking skills with the ability to handle multiple assignments in various stages simultaneously. Ability to work in a fast-paced environment with changing priorities
- Analytical Skills: Analytical skills with exceptional attention to detail
- Creativity: Ability to “think outside of the box” to develop innovative solutions to problems, figuring out a way to streamline/improve a process, or address a need within the organization

- **Resourcefulness and Curiosity:** Ability and confidence to “dive in” and figure things out, develop new models and processes, with a natural curiosity and desire to understand the underlying financial drivers of the County’s finances

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Knowledge of the job assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description
 Knowledge of customer service etiquette
 Knowledge of relevant information, including applicable policies, procedures, laws and regulations
 Knowledge of specialized terminology
 Knowledge of software applications (knowledge and experience using EDEN highly desired)
 Knowledge of keyboarding skills
 Knowledge of appropriate physical standards for computer work such as appropriate seating, arm and/or wrist use
 Working knowledge of generally accepted accounting principles and generally accepted auditing standards
 Knowledge of automated financial accounting systems and personal/mainframe computers
 Knowledge of supervisory practices
 Knowledge of Federal, State, and local legislative guidelines
 Knowledge of accounting structure, policies and operating programs of the County and Washington State
 Knowledge of BARs highly desired

Skill in:

Skill in interpersonal relationships
 Skill in organization
 Skill in being analytical
 Skill in research skills
 Skill in problem-solving and troubleshooting
 Skill in conflict resolution
 Skill in oral and written communications
 Skill in word processing, spreadsheets and specialized software programs
 Skill in adapting to changes in work load demand
 Skill in working on multiple projects simultaneously
 Skill in maintaining confidentiality of sensitive matters
 Skill in responding to emergencies
 Skill in following oral and written instructions
 Skill in composing/generating and editing correspondence
 Skill in communicating with people of diverse backgrounds
 Skill in meeting deadlines

Skill in working in stressful environments
Skill in prioritizing work
Skill in working independently
Skill in working in a team setting
Skill in determining validity of information received
Skill in reading and interpreting applicable documents specific to position assignment
Skill in auditing, internal control, and interpreting financial data
Skill in preparing, analyzing and interpreting financial reports and notes
Skill in auditing and evaluation and recommendation of internal controls

Ability to:

Ability to demonstrate competency in required job skills and knowledge
Ability to communicate clearly and effectively, both verbally and in writing, with coworkers, other government agencies, contractors, and the general public
Ability to work independently and as part of a team, coordinating with others to facilitate teamwork
Ability to perform multiple tasks simultaneously under tight deadlines, prioritizing work and managing own time
Apply common sense understanding when carrying out instructions furnished in written or oral form
Ability to learn and apply new skills
Ability to keep abreast of current developments using available resources effectively
Ability to be inquisitive
Ability to be methodical and logical
Ability to demonstrate attention to detail
Ability to demonstrate accuracy and thoroughness at all times
Ability to be organized, showing excellent administrative skills
Ability to select and use appropriate communication methods
Ability to get along well with others
Ability to cooperate in a team environment
Ability to problem solve in a group environment
Ability to confront difficult situations while maintaining objectivity
Ability to keep emotions under control
Ability to establish and maintain effective relations
Ability to exhibit good listening and comprehension
Ability to meet attendance standards necessary for successful job performance

Education and Experience Required

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description

Education/Training

Bachelor's degree in accounting, finance, business administration, or related field, with an emphasis on public sector finance and accounting highly desirable; CPA, CMA, CIA, CPP (desirable).

Experience

Eight years increasingly responsible accounting experience

Licensing/Certification Requirements

Washington State Driver's License
U.S. citizenship (selected positions)
Pass polygraph test (selected positions)
Pass Psychological Evaluation (selected positions)
Pass Physical (selected positions)
Drug testing (selected positions)
Pass Background Check
Pass OSHA/Designated Required Training

Note: Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.

Physical Demands and Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Primarily in an office setting, but also may be required to travel for purposes of education and training, attending meetings, or to work at off-site facilities. Requires sitting, standing, walking, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling and twisting; requires a sense of touch, finger dexterity, ability to grip with fingers and hands and to lift and carry up to 30 pounds; requires the ability to operate a passenger vehicle; ability to work alone; ability to hear voice conversations and alarms; requires close, far and side vision with depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High Exposure Designation

The employee assigned to this position may work within a high exposure classification as defined under the Occupational Safety & Health Act and Washington Administrative Code governing Washington Industrial Safety & Health Act for blood borne pathogens protocols.

Essential Worker Designation

The employee assigned to this position may be designated as an "essential worker." Essential workers are required by the county to respond and perform work functions during an emergency in order to ensure the protection of the health, safety, and welfare of the citizens of Clallam County and public facilities and property located therein. The county maintains the right to recall essential workers during any emergency and/or as necessary to restore governmental functions during extended emergencies.

Requirement for Confidentiality

The employee assigned to this position works in the capacity of a confidential employee and is required to maintain confidentiality with regard to a broad range of matters including, but not limited to: employee performance, the management of protected health information, and matters protected

by the attorney – client privilege. Any breach of this requirement of employment may result in immediate discipline, up to and including termination.

General Disclaimer

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may be directed to perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Gores, Loni

From: Cameron, Ron
Sent: Friday, March 7, 2025 8:54 AM
To: Fisch, Susan; Gores, Loni
Cc: Richards, Ron; Fane, Alex; Walde, Cathy
Subject: Coroner committee report

Susan,

The Coroner committee met on Wednesday, March 5 at the courthouse. Myself, and Commissioners Fane and Richards were in attendance. The meeting was zoomed and one citizen participated.

We went over the reports that have been filed by the members which was research into other home rule charters that discuss coroner positions. Unfortunately, not a lot is out there. Commissioner Ricahrds discussed King County's Home Rule Cahrter, but much of their discussion centers around the Medical Examiner System and the power of the County Executive has to administer that. For me, i was tasked with San Juan Countys porcess. They too are a Home Rule Charter County and their PROsecutor has been the Coroner until recently. I contacted San Juan County PROsecuter Amy Vita and learned their Home Rule Charter is now and always has been silent on the coroner position and they have always simply followed state law. That continues into 2025 with the new law. San Juan County has appointed an interim coroner as of Jan. 1, and is in the process of decided whether to appoint a new office or contract out for services. In short, there was little in place that can help us moving forward.

The committee discussed about four options to present to the Commission moving forward. While i know our time is short in the coming meeting, we respectfully request a bit of time to go over these options with the commission that our committee can move forward.

- elect the cornoner through charter amendment
- appoint the coroner through charter amendment
- simply strike the coroner position from the charter
- leave it like it is and continue with the prosecutor to handle the duties
- and Commissioner Richards suggested any one of the above with an addition that separates out the inquest process to be assigned to another body to conduct the inquiry

More will be detailed at the meeting. The answers may be helped with a response to a legal question whether multiple options can be contained within an amendment phrase on the ballot.

We look forward to discussing this in further detail at our next meeting.

Respectfully submitted.
Ron Cameron

Questionnaire for Clallam County Officials (Draft)

To:

From: Clallam County Charter Review Commission (CRC)

Re: Charter and Input for CRC

The Clallam Charter Review Commission is gathering information and seeking input from both elected county officials and department heads regarding the Charter. We would like to get your input on the Charter, how it is working and any potential amendments or issues that you would like us to consider.

Regarding the Charter and your position or department:

1. What sections do you **and your staff** rely on and how are those working for you and your department?
2. What sections **have caused you or your staff are problems or difficulties** (if any)? **What suggestions do you have to improve the Charter to reduce those problems or difficulties?**
3. Are there any issues related to the Charter that have been brought to your attention by the public?

4. Are there any other issues or priorities related to the Charter that you would like us to consider?

4.5. _____ Would you like to make a presentation to the Charter Review Commission?

Please return this questionnaire to Loni Gores. Thank you for your input.

Charter Review Commissioners

4. Are there any issues or priorities that you would like us to consider?

5. Would you like to make a presentation to the Charter Review Commission?

Please return this questionnaire to Loni Gores. Thank you for your input.

Charter Review Commissioners

Gores, Loni

From: Pickett, Paul
Sent: Sunday, March 9, 2025 8:26 PM
To: Fisch, Susan; Noble, Chris; Gores, Loni
Subject: Re: Another topic for prioritizing

I'd just like to make sure this email thread is provided to the entire Commission before our Monday meeting.

Paul

From: Fisch, Susan <susan.fisch@clallamcountywa.gov>
Sent: Thursday, February 27, 2025 6:27 PM
To: Pickett, Paul <paul.pickett@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>
Subject: Re: Another topic for prioritizing

Thank you. I am sending your original request and this follow-up to Ms. Gores to send to Mr. Boughton.

Susan

From: Pickett, Paul <paul.pickett@clallamcountywa.gov>
Sent: Thursday, February 27, 2025 4:55 PM
To: Fisch, Susan <susan.fisch@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>
Subject: Re: Another topic for prioritizing

Thank you for the follow up. Good questions.

1. Has "other causes" ever been invoked or interpreted by the county? And if it were invoked in the future, who would decide if "other causes" applies? And if "other causes" were invoked on an official still in office, how would the position be declared vacant?

The answer could be "I don't know, never happened". 🤔 But it would be helpful to get a legal opinion on how it might be used. For example, for an incapacitating illness or extended absences from performing duties.

2. I'm wondering if the language in other charters would be useful if it were added to ours (perhaps instead of "other causes"). To answer that question, it would be helpful to know how other Charter counties interpret and implement their own language. Same questions: who would decide if a position needed to be declared vacant, and how would they determine that?

What I'm getting at is: are there mechanisms other than recall that could legally be added to the charter?

One example: a Commissioner for Port of Olympia had a serious illness and couldn't attend meetings, so the other Commissioners declared the position vacant by unanimous vote.

Paul

From: Fisch, Susan <susan.fisch@clallamcountywa.gov>
Sent: Thursday, February 27, 2025 11:27 AM
To: Pickett, Paul <paul.pickett@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>
Subject: Re: Another topic for prioritizing

Paul:

I had a couple questions about what you are asking Mr. Boughton to research. I want to understand what you are asking to I can make a clear request to him.

1. Do you want to know how "other causes" has been interpreted in our County or if there are specific examples of having to use it?
2. Do you want to know how other Charter counties interpret their own language? I assume that the BOCC would be deciding the interpretation in consultation with their attorney.

Susan

From: Pickett, Paul <paul.pickett@clallamcountywa.gov>
Sent: Wednesday, February 26, 2025 10:54 AM
To: Fisch, Susan <susan.fisch@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>
Subject: Re: Another topic for prioritizing

This is the message I mentioned in the meeting.

The question of vacancy also raises the issues of how an elected official might be removed, other than through recall, and whether duties and qualifications should be explicitly stated to help determine if an official should be removed.

Paul

From: Pickett, Paul
Sent: Thursday, February 13, 2025 7:33 PM
To: Fisch, Susan <susan.fisch@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>
Subject: Another topic for prioritizing

Address section 7.50 "Vacancies". Language is vague ("or for other causes"). Other causes could be specified..

Gores, Loni

From: Stoffer, Jim
Sent: Monday, March 10, 2025 7:34 AM
To: Fisch, Susan
Cc: Gores, Loni; Noble, Chris; Hodgson, Mark
Subject: RE: Committee Reports
Attachments: CRC Outreach Townhall Committee Report 10 Mar 2025.docx

Greetings and Good Morning Chair,

Written report submitted this morning, no items for vote; but will need to share and discuss a couple items, 10 minutes at the most and need to add these items to my report:

- Town Hall Confirmed for April 7th, 6-8pm, Crescent Grange
- Confirming location availability for Blyn

Best!

Jim

Commissioner Stoffer
Clallam County Charter Review
Jim.stoffer@clallamcountywa.gov
360.775.9356

From: Fisch, Susan <susan.fisch@clallamcountywa.gov>
Sent: Thursday, March 6, 2025 11:08 AM
To: Stoffer, Jim <jim.stoffer@clallamcountywa.gov>; Cameron, Ron <ron.cameron@clallamcountywa.gov>
Cc: Gores, Loni <loni.gores@clallamcountywa.gov>; Noble, Chris <chris.noble@clallamcountywa.gov>; Hodgson, Mark <mark.Hodgson@clallamcountywa.gov>
Subject: Committee Reports

Jim and Ron:

Could you please send a written committee report to Loni for our Monday meeting. I know your committees had meetings this week and have completed important work. Could you also let me know if

you will be asking the Commission to vote or have discussions on any items. I want to make sure we have enough time for anything that might come up.

Thanks- Susan

MINUTES FROM TOWN HALL COMMITTEE PLANNING MEETING -
3.5.25 – 4 pm

BOCC Room, Clallam County Courthouse, Port Angeles, 98362

Attending: Jim Stoffer, Ron Cameron, Ron Richards, Patti Morris, Christy Holy, Alex Fane, Citizen Ed Bowen online

Call to Order – 4 pm

Commissioners' Reports by District-

- D2 – Patti Morris and Ron Cameron –
 - Swain's - Will sponsor a bake sale where they will hand out pamphlets and info about the Charter Review Commission. The goal is to let people know what the Charter is. Patti will contact Swain's to get a date. Larry has tents, chairs, etc.
 - KONP – Ron reached out to the Todd Ortloff show, and they are offering the CRC a slot on Tuesday, March 11th at 1:15. Ron and Patti volunteered to be interviewed. Jim will contact Susan F. to let her know. This info will be shared with others at Monday night's meeting.
 - Patti will check on Fairview Grange for Tuesday, April 1st 5:30 – 7:30 pm
- D1 – Jim Stoffer –
 - 1st Townhall is set for March 26th at KSQM in Sequim from 5:30 – 7:30
 - Other future locations could include Dungeness Schoolhouse (\$140), Diamond Pt., Blyn
- D3 – Christy Holy and Cathy Walde

- Crescent Grange, Joyce – Christy reached out to them, and they said we could have the space for free most days except Thursdays and Sundays. She will ask about April 7th as possible date from 6-8 and ask about zoom capabilities.
- Cathy will attend the Senior Lunch in Clallam Bay.
- Festivals? – Committee attendees suggested Irrigation Festival, Logging, Lavender, JFFA, County Fair, Field Hall, Riverfest, 4th of July parades, car show
- Other places – Thrifty's Forks, Sekiu Fun Days, Joyce Dayze
-

Public Comment

- Ed Bowen –
 - Look at doing something at Lake Sutherland – Reach out to Milfoil Community, Boating group, fire station
 - Commission is a place that needs community input
 - Come up with a postcard for outreach events listing interests of Commission and send to folks in D3

Chair Stoffer will send out the report to the committee and will get back to Ron about Susan's response to KONP. Jim will be gone Mar 14-21 and Apr. 12-18.

Gores, Loni

From: Riggs, Shoona
Sent: Monday, March 10, 2025 3:02 PM
To: Gores, Loni
Subject: Documents for the Charter Commission
Attachments: Charter Review Amendment Submission Timeline.docx; 2025 Election Deadlines Calendar.pdf; 2025 Jurisdiction Guide - Administrative Rules.pdf

Loni,

I just realized that I hadn't sent these documents to you for the Charter Commission.

In the attached Jurisdiction Guide, there are the following documents they will need:

Page 6 – Resolution Cover Sheet

Page 10 – Committee “For” and “Against” Appointment Form

Page 14 – Not a form but quick reference to hard Submittal Deadlines (the attached Submission Timeline Document is our recommendation for giving the Commission plenty of time for review and additional meetings for discussion if needed before the hard deadline)

If there are any other documents they need or want, just let me know.

Thank you,

Shoona Riggs | Clallam County

Auditor

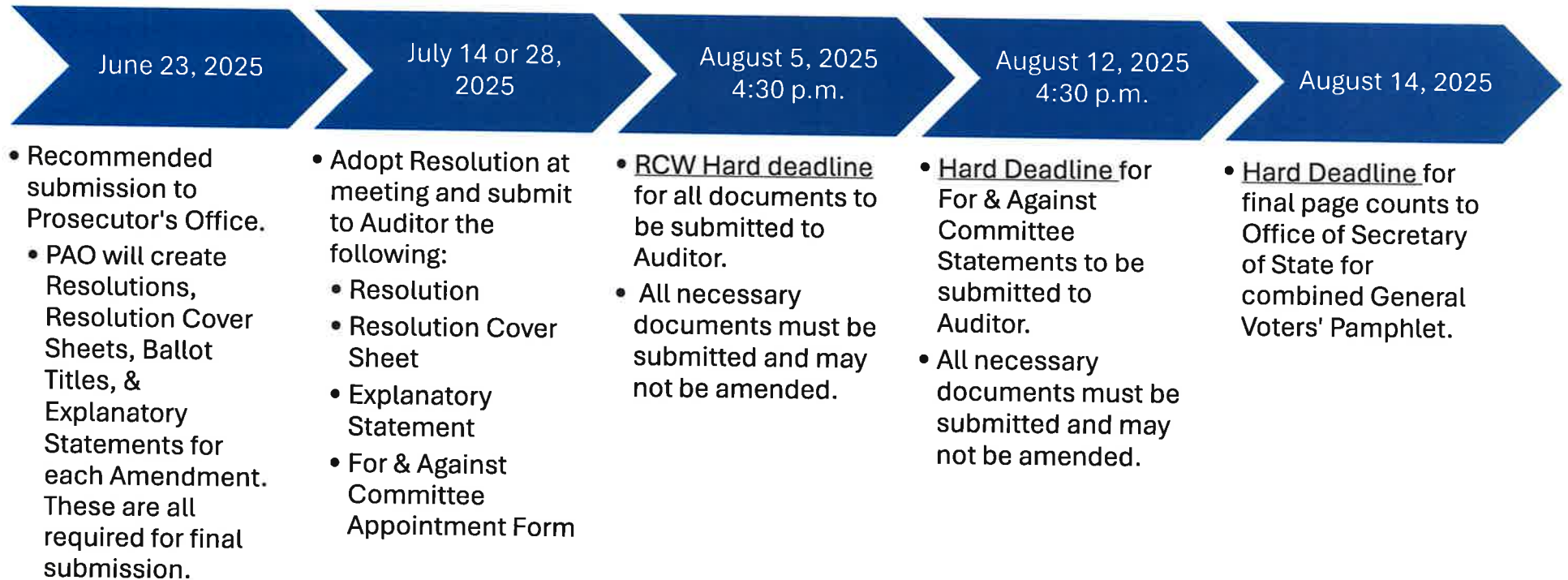
223 E 4th St, Suite 1 | Port Angeles WA 98362

360.417.2222

shoona.riggs@clallamcountywa.gov

www.ClallamCountyWA.gov





2025 Election Calendar

More calendar information available at <https://www.sos.wa.gov/elections/calendar.aspx>

Candidate Filing Period: May 5-9, 2025

	February 11 Special Election	April 22 Special Election	August 5 Primary	November 4 General Election
Cutoff for Ballot Resolutions (60 days) Special Elections	December 13, 2024	February 21, 2025		
Cutoff for Ballot Resolutions Primary – Friday before filing week General – Day of Primary			May 2, 2025	August 5, 2025
Military & Overseas Mailed Special – 32 days Primary & General – 46 days	January 10, 2025	March 21, 2025	June 20, 2025	September 19, 2025
Ballots Mailed (20 days)	January 22, 2025	April 2, 2025	July 16, 2025	October 15, 2025
Cutoff for Registering to Vote by mail or online (8 days)	February 3, 2025	April 14, 2025	July 28, 2025	October 27, 2025
Cutoff for Registering to Vote <u>In-Person</u> Available in the Elections and Voter Registration's Office ONLY	February 11, 2025	April 22, 2025	August 5, 2025	November 4, 2025
Election is Certified: Special – 10 days Primary – 14 days General – 21 days	February 21, 2025	May 2, 2025	August 19, 2025	November 25, 2025



ELECTIONS GUIDE FOR JURISDICTIONS & CANDIDATES

Includes Local Voters' Pamphlet Administrative Rules



2025

**Clallam County Auditor's Office
Elections and Voter Registration Division**

223 E 4th St, Room 042
Port Angeles, WA 98362

(360) 417-2217

www.clallamcountywa.gov/elections
elections@clallamcountywa.gov

Amended December 2024

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Questions about:	Contact:
Planning for and Scheduling Elections Filing a Resolution Ballot Titles Election Costs Voters' Pamphlet Materials	Ian Hillway, Elections Manager 360-417-2217 ian.hillway@clallamcountywa.gov
Bond and Levy Validation Numbers Voter and Election Data Questions Maps	Lorrie Paulsen, Voter Registration Coordinator 360-417-2221 lorrie.paulsen@clallamcountywa.gov

Local Voters' Pamphlet

Publication of Local Voters' Pamphlet and Administrative Rules

[RCW 29A.32.230](#)

[RCW 29A.32.241](#)

Clallam County will publish a local voters' pamphlet for each election. All local jurisdictions in the county with measures or candidates on the ballot are automatically included. For the General Election, the Local Voters' Pamphlet will continue to be produced in conjunction with the State Voters' Pamphlet. All pamphlets will be available in both printed and electronic form on the elections website: www.clallamcountywa.gov/elections.

Contents of the Clallam County Local Voters' Pamphlet shall include, but are not limited to:

- Official ballot title
- Explanatory statement
- "For" and "Against" statements, if submitted
- Committee contact information
- Candidate statements, information, and photos

The full text of a resolution calling for an election isn't printed in the Local Voters' Pamphlet. Resolutions are posted on the Auditor's website.

The Elections Division of the Auditor's Office will determine how the Local Voters' Pamphlet will be distributed, based on the size of the election and the number of jurisdictions participating. The Local Voters' Pamphlet may be distributed in any one of the following ways:

- By mail to all households (saturation)
- By mail to all registered voter households
- Included with the ballot and mailed to each registered voter

The intent of a printed voters' pamphlet and an online voters' guide is to provide citizens of Clallam County with informative, objective, consistent, and readable information regarding candidates and ballot measures.

These administrative rules set forth the manner and method in which a local voters' pamphlet is to be published and distributed. Rules are written in accordance with the provisions of [Chapter 29A, Section 32 of the Revised Code of Washington \(RCW\)](#) and [Clallam County Ordinance No. 667, 1999](#) authorizing the publication of a local voters' pamphlet.

These rules apply to all jurisdictions, candidates, and statement committees participating in a Clallam County election for which a local voters' pamphlet will be available.

The Elections Division will notify all jurisdictions within Clallam County of its intent to publish a local voters' pamphlet on a yearly basis.

Notification will be by email and will occur at least 90 days before the publication and distribution of the pamphlet.

Cost of Participating in an Election

[RCW 29A.32.270](#)

[RCW 29A.04.410](#)

Each jurisdiction is responsible for paying its proportionate share of election costs. Clallam County will bill the jurisdiction directly for these costs.

The State Auditor's Office has established uniform procedures for allocating election costs to each jurisdiction based upon its registered voter population as a percentage of registered voters in all jurisdictions participating in that election.

Election costs vary from one election to the next depending on a variety of factors. However, the number of participating jurisdictions and their respective size are the primary variables impacting costs. For example, an election shared by three jurisdictions will likely cost more per voter than an election shared by twenty-five jurisdictions.

Special Elections in February and April are often shared by a smaller number of jurisdictions; thus, the proportionate share of the cost is often greater.

A specific cost or quote is difficult to provide in advance of an election. The cost allocation is dependent upon the number of jurisdictions and registered voters participating in the election. Estimates will be based on a reasonable range, taking into account historical information and specific known information about a particular election date.

The preparation of a local voters' pamphlet is an election cost. It is prorated, charged, and billed to local jurisdictions in the same manner as other election costs.

If a mandatory recount is required for a candidate in a jurisdiction, the cost of the recount is billed to the jurisdiction.

Submitting a Resolution and Ballot Title

Submittal Process for Resolutions

[RCW 29A.04.330](#)

Resolutions calling for an election by a jurisdiction shall be submitted on or before the resolution deadline established by state law. Resolutions calling for a special election in February or April must be submitted at least 60 calendar days prior to the election date. Resolutions calling for an election in conjunction with the Primary or General Election must be submitted by the established deadlines for those elections. See page 14 for resolution deadlines.

How to submit a resolution

To place a measure on the ballot, a resolution must be emailed by the deadline to elections@clallamcountywa.gov.

A **Resolution Cover Sheet** is required and **MUST** accompany each resolution. This cover sheet contains important contact information required by the Elections Division. A Resolution Cover Sheet is available on the Auditor's website: www.clallamcountywa.gov/elections under the "Ballot Measures" link.

Ballot Titles for Local Measures

[RCW 29A.36.071](#)

For measures submitted to the voters of a city or town, the official ballot title is prepared by the city or town attorney. For measures submitted to the voters of a unit of local government other than a city or town (e.g. a county, fire district, or school district), the official ballot title is prepared by the Clallam County Prosecuting Attorney.

The format and content requirements for local measure ballot titles are very specific and must conform to state law. Each ballot title must contain:

- A statement of the subject matter not exceeding 10 words in length
- A concise description of the measure not exceeding 75 words in length
- A question

Resolutions submitted by jurisdictions that need a ballot title prepared by the Clallam County Prosecuting Attorney will be forwarded to that office.

Ballot Title Appeal

[RCW 29A.36.090](#)

Any person dissatisfied with the ballot title for a local measure written by the city/town attorney, or the Clallam County Prosecuting Attorney may appeal to the Clallam County Superior Court pursuant to RCW 29A.36.090.

Resolution Cover Sheet

Please include this form with each resolution.

Name of District: _____

District Address: _____

Date of Election: _____

Contact Person/ Title: _____

Contact Phone: _____ Email: _____

Attorney for District: _____

Attorney Phone: _____ Email: _____

Type of Election (levy, bond, lid lift, etc.): _____

Please state the pass/fail requirement for this measure (simple majority, supermajority, 60% plus validation, etc.) as determined by your legal counsel:

Questions?

Clallam County Elections Division

Phone: 360-417-2217

Email: elections@clallamcountywa.gov

Measure Statements and Committees

Explanatory Statement for Local Measure

[RCW 29A.32.241](#)

Each ballot title must be accompanied by an explanatory statement. The explanatory statement is prepared by the Clallam County Prosecuting Attorney for county measures and by the attorney for the jurisdiction submitting the measure if other than a county measure. All explanatory statements for city, town or district measures must be approved by the attorney of the jurisdiction submitting the measure.

The purpose of an explanatory statement is to state the effect of the proposed measure if approved by the voters. It must be impartial, written in clear and concise language, avoid the use of legal and technical terms whenever possible, and conform to the formatting requirements discussed below. If prepared by the jurisdiction, proof of approval by the jurisdiction's attorney must be received by the Elections Division either by cover letter or email.

If a jurisdiction does not have an approval letter from its attorney, or if a jurisdiction does not retain legal counsel, the statement shall be submitted to the Clallam County Prosecuting Attorney for review or preparation.

Length

Explanatory statements must be **200** words or less, in block paragraph form.

Each part of a hyphenated or slashed word will be counted as a separate word (Examples: "Around-the-corner" = 3 words; "and/or" = 2 words), with the exception of a numerical date range (e.g., 2024-2025).

Format

- Up to three (3) paragraphs may be used.
- The Auditor's Office reserves the right to eliminate excessive paragraph returns if the statement does not fit within the space provided.
- Italics may be used to emphasize specific words or statements. Any other formatting, such as **bold**, ALL CAPS, or underlining is not allowed and will be changed to appear in *italics*.
- The use of lists, bullets, or tables is not allowed. Lists or bullets will be converted to a block paragraph, with a semicolon to separate each item.
- An explanatory statement shall limit the language to the proposition to which it pertains. It may not endorse, speak about, or advocate for or against another proposition or measure.

Explanatory statements shall be printed exactly as submitted and are not checked for accuracy by the Elections Division.

How to submit the explanatory statement

The explanatory statement must be emailed by the deadline to elections@clallamcountywa.gov. See page 14 for explanatory statement deadlines.

Establishing Committees “For” and “Against” a Local Measure

[RCW 29A.32.280](#)

For each measure from a jurisdiction that is included in the Local Voters’ Pamphlet, the legislative authority of that jurisdiction shall formally appoint, by the statutory deadline, committees “For” and “Against” the measure.

The jurisdiction shall appoint persons known to favor the measure to serve on the “For” committee and shall appoint persons known to oppose the measure to serve on the “Against” committee. An email address is required for each committee appointed for correspondence with the Elections Division.

Committee members must reside within the district they will be preparing statements “For” and “Against.”

Each committee shall consist of not more than three members; however, a committee may seek the advice of any other person or persons.

If such persons are not immediately known, the jurisdiction is encouraged to employ some formal means of notifying the public that members of the “For” and “Against” committees are being sought.

The jurisdiction is responsible for providing committee members with copies of instructions, specifications, and deadlines for all statements.

The committees are solely responsible for submitting their statements to the Elections Division by the deadline for that election. See page 14.

How to submit the committee appointment form

The committee appointment form must be emailed by the deadline to elections@clallamcountywa.gov. See page 14 for committee appointment deadlines. This form is available on the Auditor’s website: www.clallamcountywa.gov/elections under the “Ballot Measures” link.

Appointments by the Auditor

If a jurisdiction fails to appoint “For” and “Against” committees by the deadline, the Auditor’s Office will seek out and, whenever possible, appoint up to three members to each committee.

If the jurisdiction has appointed one, two, or three members to a committee, the Auditor will consider the committee completed and formed. The Auditor will not seek or appoint additional members.

When the Auditor’s Office is responsible for appointing committees, it shall issue a media release and publish information on the auditor’s election website announcing the opportunity to form committees and provide statements.

Appointments will be made in the order that requests from qualified applicants are received by email. The email request must include the applicants name, voter registration address, phone number, and the district they wish to write a statement for. The Auditor will accept email requests for appointments as soon as the jurisdiction’s deadline has passed.

How to submit a request for a committee appointment

The request must be emailed by the deadline to elections@clallamcountywa.gov. The deadline for an interested party to request a committee appointment is 12:00 noon on the date that “For” and “Against” statements are due. See Page 14.

Appointed committee members will be notified by email. The appointed committee must abide by the specified timelines for submitting statements for that election.

It is not the responsibility of the Auditor’s Office to coordinate communications between committee members or to arbitrate disagreements among them.

The first person appointed by the Auditor’s Office will be designated as the “1st Committee Member” and “spokesperson” for the committee.

Committee “For” and “Against” Appointment Form

Name of Jurisdiction/Proposition No.: _____

Jurisdiction Contact Name: _____

Email: _____ Phone: _____

Jurisdiction’s responsibility:

1. Submit completed form to Clallam County Elections Division on or before the resolution submittal deadline:
2. Provide committee members with statement submission requirements and deadlines. (Requirements and deadlines can be found in the Elections Guide for Jurisdictions and Candidates.)
elections@clallamcountywa.gov Questions? Call (360) 417-2217

“For” Committee (1-3 members)	
*1st Committee Member:	
Name	
Email	
Phone	
Website	
2nd Committee Member:	
Name	
Email	
3rd Committee Member:	
Name	
Email	

“Against” Committee (1-3 members)	
*1st Committee Member:	
Name	
Email	
Phone	
Website	
2nd Committee Member:	
Name	
Email	
3rd Committee Member:	
Name	
Email	

**1st Committee Member must provide at least one method of contact, which will be published in the voters’ guide/pamphlet.*

“For” and “Against” Statements

[RCW 29A.32.090](#)

[RCW 29A.32.230](#)

Length

“For” and “Against” statements must be **250** words or less, in paragraph form.

Each part of a hyphenated or slashed word will be counted as a separate word (Examples: “Around-the-corner” = 3 words; “and/or” = 2 words), with the exception of a numerical date range (e.g., 2024-2025).

If a “For” and “Against” statement is received before the deadline and exceeds the applicable word limit the committee will be notified by email and asked to delete words, paragraphs or sentences. Only deletions are allowed. No changes or additions to the statement will be allowed. The shortened statement must be received by the deadline.

If the deadline has passed and the statement exceeds the applicable word limit, it will be shortened by deleting full sentences from the end until the limit is reached.

Format

- Up to four paragraphs may be used. In-line headings may be used and must be located at the beginning of the paragraph they are summarizing and will be printed in bold type.
- The Auditor’s Office reserves the right to eliminate excessive paragraph returns if the statement does not fit within the space provided.
- Italics may be used to emphasize specific words or statements. Any other formatting, such as **bold**, ALL CAPS, or underlining is not allowed and will be changed to appear in *italics*.
- The use of lists, bullets, or tables is not allowed. Lists or bullets will be converted to a block paragraph, with a semicolon to separate each item.

Content

A committee shall limit their statement (in support or against) to the proposition to which they were appointed. They may not endorse, speak about, or advocate for or against another proposition, measure or candidate.

Committee Contact Information

Committee member names, an email address, phone number, and/or website address will be published in the Local Voters’ Pamphlet. Contact information does not count towards the word limit of the statement. At least one method of contact must be provided for print in the Local Voters’ Pamphlet.

How to submit a “For” or “Against” statement

The “For” or “Against” statement must be emailed by the deadline to elections@clallamcountywa.gov. See page 14 for “For” and “Against” statement deadlines.

Should the committee be unable to agree or if multiple statements are submitted, the statement submitted by the “1st Committee Member” will be the statement printed in the Local Voters’ Pamphlet.

If a committee member wishes to withdraw before a statement has been submitted, he or she must notify the Auditor's Office by email at least 24 hours prior to the submittal deadline for the statement. Should a committee member wish to withdraw after the statement has been submitted, the withdrawal will be honored provided at least one member remains on the committee.

Once statements have been submitted by email and a confirmation reply has been sent by the Auditor's Office, statements are considered final and may not be amended.

If no statement is produced, the auditor shall include a statement in the pamphlet stating that no person in the jurisdiction contacted the auditor to provide a statement, and there are no statements for that measure.

Measure Statements - Overview

Item	Word Limit	Style
Explanatory Statement	200	Allowed: <i>Italics</i> Up to three (3) paragraphs Not Allowed: Bold, ALL CAPS, <u>underlining</u>, lists, bullets, or tables
“For” and “Against” Statements	250	Allowed: <i>Italics</i> Up to four (4) paragraphs Not Allowed: Bold, ALL CAPS, <u>underlining</u>, lists, bullets, or tables
Contact Information	Does not count as part of word limit	Allowed: Up to three committee member names Committee name One Email address One Phone number and/or One Website address At least one method of contact must be provided.
Pursuant to RCW 29A.32.230, the Elections Division may reject certain materials submitted for publication. Statements submitted may be rejected if: • It is obscene, libelous, or vulgar; • It promotes or advocates hatred, violence, hostility, ridicule, or shame upon any person or group of persons; • It contains matter not limited to the measure; • It contains matter that is otherwise inappropriate or that does not comply with applicable law; or • It is received after the submittal deadline. An appeal process is included in the General Provisions section of this document. See page 21. Other than corrections based on length, format, and content acceptability, statements shall be printed exactly as submitted and are not checked for accuracy by the Elections Division.		

Submittal Deadlines

Election Date	February 11, 2025	April 22, 2025	August 5, 2025	November 4, 2025
Jurisdiction's Responsibility and Deadlines				
1. Resolution				
2. Resolution Cover Sheet				
3. Explanatory Statement	Dec. 13, 2024	February 21, 2025	May 2, 2025	August 5, 2025
4. For and Against Committee Appointment Form				
Committee's Responsibility and Deadlines				
For and Against Statements	Dec. 20, 2024	February 28, 2025	May 9, 2025	August 12, 2025
Candidate's Responsibility and Deadlines				
Statement, Biography and Photo			May 20, 2025	May 20, 2025

Jurisdiction and Committee Deadlines are at 4:30 p.m. on each designated day.

Candidate Deadlines are at 5:00 p.m. on each designated day.

All jurisdictional and committee documents must be emailed by the corresponding deadlines to elections@clallamcountywa.gov.

Candidates will receive an email after filing with a link to upload candidate documents.

Bond and Levy Validation

Report of Voters Participating in the General Election

[WAC 434-262-017](#)

Following certification of the general election each year, the County Auditor's Elections Division determines the number of voters participating in the General Election for each taxing district in the county and provides this number to each district. Districts may use that number to determine the number of votes required for bond and levy passage in the next year.

The report containing the number of voters participating in the General Election by district will also be published on the Auditor's website:

www.clallamcountywa.gov/elections.

Requirements for Passage of Levy or Bond

[WAC 434-262-017](#)

In compliance with WAC 434-262-017, the County Auditor is not responsible for determining minimum turnout or yes votes required for ballot measures and shall not determine if ballot measures meet requirements for passage.

Candidate Photo, Biography, and Statement

Submit your Local Voters' Pamphlet information online

The Local Voters' Pamphlet provides an opportunity for every candidate to publish a candidate statement, biographical information, photo, and contact information. Precinct Committee Officers do not have candidate statements.

Candidates will receive an email after their filing has been approved with a link to submit their statement and photo.

To meet the deadline, candidates should begin the upload process as early as possible after they file for office. There is no benefit to delaying. Local voters' pamphlet submissions are kept confidential. A candidate's submission will not be released until the deadline for submission of all statements has passed and the submissions have been approved by the Elections Division.

Any candidate who experiences technical problems should contact the Elections Division immediately. Technical difficulties will not excuse candidates from failing to meet the deadline.

Candidates may **NOT** submit a new statement for the General Election if they appear in the Primary. The same local voters' pamphlet information submitted will be used for both the Primary and the General Election.

Candidate Photo

[RCW 29A.32.110](#)

[WAC 434-381-140](#)

Candidate Photo

Candidates may submit one self-portrait photo. Photos must be:

- Digital (JPEG format)
- 300 dpi or greater
- Not smaller than 4x5 inches (1200 x 1500 pixels)
- Less than 1MB in size
- Not more than 5 years old
- Light colored, plain background (preferred)
- Color (preferred) or black and white

Photos may not reveal clothing or insignia suggesting the holding of a public office. Examples of such clothing or insignia include, but are not limited to, judicial robes, law enforcement or military uniforms, official seals or symbols similar thereto other than the flag of the state of Washington, or other similar indicia of public office.

The Elections Division will reject photos that do not meet the above guidelines. If a photo is rejected, the Elections Division will contact the candidate electronically, by phone, or in writing. Once contacted, the candidate will have two business days to submit a new image.

If the candidate does not supply a photo, the following image will be used:



Candidate Biographical Information and Statement

Biographical Information

Length

The biographical information must be 100 words or less, allocated between four section headings.

Each part of a hyphenated or slashed word will be counted as a separate word (Examples: "Around-the-corner" = 3 words; "and/or" = 2 words), with the exception of a numerical date range (e.g., 2024-2025).

Biographical information should be organized in accordance with the four subsection headings listed below. These headings are not included in the word count.

- Elected Experience (Judges use Legal/Judicial Experience)
- Other Professional Experience
- Education
- Community Service

When a candidate does not submit information for a subsection heading, "No Information Submitted" will appear in that subsection area and is not included in the word count.

Candidate Statement

Length

The candidate statement must be 200 words or less, in block paragraph form.

Each part of a hyphenated or slashed word will be counted as a separate word (Examples: "Around-the-corner" = 3 words; "and/or" = 2 words), with the exception of a numerical date range (e.g., 2024-2025).

Shortening Biographical Information and Candidate Statements

Biographical information and candidate's statements exceeding the word limits will be shortened by the Elections Division without notice and without consulting the candidate. Submissions are shortened by deleting full sentences, starting from the end of the biographical information or candidate statement until the word limit for that section is reached.

Stay within the word limit. Candidates are not guaranteed an opportunity to correct submissions.

When a candidate does not submit a statement, "No Information Submitted" will appear in the candidate statement section.

Format - biographical information and candidate statement

- The candidate statement should use the candidate's name exactly as it will appear on the ballot.
- Italics may be used to emphasize specific words or sentences. Any other formatting, such as **bold**, ALL CAPS, or underlining is not allowed and will be changed to appear in *italics*.
- The use of lists, bullets, or tables is not allowed. Lists and bullets will be converted to a block paragraph, with a semicolon to separate each item.
- The Auditor's Office reserves the right to eliminate excessive paragraph returns if the statement does not fit within the space provided.

Candidate Contact Information

The candidate's campaign email address, phone number, and/or campaign website address will be published in the Local Voters' Pamphlet. Contact information does not count towards the word limit of the statement. At least one method of contact must be provided for print in the Local Voters' Pamphlet.

Candidate Statements - Overview

Item	Word Limit	Style
Photo		Allowed: - Taken in the last 5 years - Limited to the head and shoulders - Light colored (not white) background - Color (preferred) or black and white - Not smaller than 2.5x3 in or larger than 8x10 in - Digital resolution of 300 dpi or greater - Not digitally altered Not Allowed: Clothing or insignia suggesting the holding of a public office. Examples include judicial robes, law enforcement or military uniforms, or similar official seals or symbols
Biographical Information	100	Allowed: <i>Italics</i> Not Allowed: Bold, ALL CAPS, <u>underlining</u>, lists, bullets, or tables
Statement	200	Allowed: <i>Italics</i> Not Allowed: Bold, ALL CAPS, <u>underlining</u>, lists, bullets, or tables
Contact Information	Does not count as part of word limit	Allowed: - Campaign email address - Campaign phone number and/or Campaign website address Not Allowed: Titles (Dr., President, PhD., etc.) At least one method of contact must be provided.
Pursuant to RCW 29A.32.230, the Elections Division may reject certain materials submitted for publication. Statements submitted may be rejected if: • It is obscene, libelous, or vulgar; • It promotes or advocates hatred, violence, hostility, ridicule, or shame upon any person or group of persons; • It contains matter not limited to the candidate himself or herself or to the political office; • It contains matter that is otherwise not germane to the candidate's qualifications nor to the office that is the subject of election; • It contains matter that is otherwise inappropriate or that does not comply with applicable law; • Photo does not meet statutory or administrative criteria; or • It is received after the submittal deadline. An appeal process is included in the General Provisions section of this document. See page 21. Other than corrections based on length, format, and content acceptability, statements shall be printed exactly as submitted and are not checked for accuracy by the Elections Division.		

General Provisions Applicable to All Statements

General Provisions For All Submissions

The contents of the candidate statement, biographical information, photo, explanatory statements, “For” or “Against” statements, and contact information are the sole responsibility of the authors and do not represent the position of the Auditor’s Office or Clallam County regarding the candidate and/or measure or of any material contained therein; nor are the Auditor’s Office or Clallam County responsible for the validity or accuracy of statements.

Statements should be edited and prepared as carefully as one would edit and prepare a resume. Spelling, grammar, and punctuation errors will not be corrected. Statement content will be printed exactly as received, as long as it complies with format specifications and content rules.

Each part of a hyphenated or slashed word will be counted as a separate word (Examples: “Around-the-corner” = 3 words; “and/or” = 2 words), with the exception of a numerical date range (e.g., 2024-2025).

*** Please note that if you are using the State portal to enter your information, it may count hyphenation differently than our standards, so be sure to manually check your word count using the guidelines presented herein.**

Be sure the campaign contact email, phone number, and website address, to be included in the pamphlet are accurate and functional when submitted.

Once statements and photos have been submitted by email and a confirmation reply has been sent by the Elections Division, statements are considered final and may not be amended.

If a submission is not received by the deadline, the text “No Information Submitted” or “No Photo Submitted” or specific required legal language will appear as the statement. **No exceptions are allowed.**

Public Inspection of Statements

[RCW 29A.32.100](#)

Statements submitted for publication in the Local Voters’ Pamphlet are not available for public inspection or copying until all statements pertaining to the specified ballot measure or office have been received or the deadline for submission of statements has passed. Requests for public inspection of statements shall be made in the same manner as requests for public records.

Rejection and Appeal Process

[RCW 29A.32.230](#)

Rejection

Pursuant to RCW 29A.32.230, the Elections Division may reject certain materials submitted for publication in the Local Voters' Pamphlet. These materials include, without limitation, candidate statements, biographical information, photo, explanatory statements, "For" or "Against" statements, and contact information.

If the candidate statement, biographical information, photo, explanatory statement, "For" or "Against" statement, and/or contact information is rejected by the Elections Division, a written notice of rejection shall be sent to the proponent by email not more than five business days after the deadline for the Local Voters' Pamphlet submittal and shall set forth specific grounds for rejection.

Appeal

The proponent of a candidate statement, biographical information, photo, explanatory statement, "For" or "Against" statement, and/or contact information, may appeal to the Elections Division decision to reject. A written notice of appeal shall be submitted to the County Auditor by email not more than two business days after the notice of rejection was sent and shall set forth the specific grounds for appeal.

The County Auditor shall issue a written decision granting or denying the appeal by email not more than five business days after the appeal was submitted. The decision of the County Auditor to grant or deny an appeal shall be final.

If material is rejected, the Local Voters' Pamphlet will be printed with the rejected material omitted.

Requesting Election Data

Clallam County Voter and Election Data

Requesting Data

Requests for records from, or any existing standard reports generated by, VoteWA, the statewide voter registration database, must be submitted to and fulfilled by the secretary of state per Title 42 RCW.

For more information visit: <https://www.sos.wa.gov/elections/data-research/election-data-and-maps/reports-data-and-statistics/washington-state-voter-registration-database-vrdb>

OR

OSOS Public Records Office – publicrecords@sos.wa.gov

PO Box 40224

Olympia WA 98504-0224

Phone: (360) 704-5220

Please reach out to the Office of the Secretary of State regarding available formats and datasets.

Restricted Use of Voter Data

[RCW 29A.08.720](#)

[RCW 29A.08.740](#)

State law establishes rules and restrictions on the use of registered voter data. Voter information may not be used for commercial or other non-political purposes.

[RCW 29A.08.740](#). VIOLATIONS OF RESTRICTED USE OF REGISTERED VOTER DATA - PENALTIES - LIABILITIES.

(1) Any person who uses registered voter data furnished under RCW 29A.08.720 for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value is guilty of a class C felony punishable by imprisonment in a state correctional facility for a period of not more than five years or a fine of not more than ten thousand dollars or both such fine and imprisonment, and is liable to each person provided such advertisement or solicitation, without the person's consent, for the nuisance value of such person having to dispose of it, which value is herein established at five dollars for each item mailed or delivered to the person's residence. However, a person who mails or delivers any advertisement, offer, or solicitation for a political purpose is not liable under this section unless the person is liable under subsection (2) of this section. For purposes of this subsection, two or more attached papers or sheets or two or more papers that are enclosed in the same envelope or container or are folded together are one item. Merely having a mailbox or other receptacle for mail on or near the person's residence is not an indication that the person consented to receive the advertisement or solicitation. A class action may be brought to recover damages under this section, and the court may award a reasonable attorney's fee to any party recovering damages under this section.

(2) Each person furnished data under RCW 29A.08.720 shall take reasonable precautions designed to assure that the data is not used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value. However, the data may be used for any political purpose. Where failure to exercise due care in carrying out this responsibility results in the data being used for such purposes, then such person is jointly and severally liable for damages under subsection (1) of this section along with any other person liable under subsection (1) of this section for the misuse of such data.

Links for Clallam County Election Maps, Results, and Archived Election Data

Precinct and District Maps

Maps of precincts and districts in Clallam County are available on the Auditor's website: www.clallamcountywa.gov/elections under the "Maps of Precincts & Districts" link.

Election Results

Unofficial election results are available at approximately 8:00 p.m. on Election Night in the lobby of the Clallam County Courthouse, located at 223 E 4th St, Port Angeles. Election results are then posted online at www.clallamcountywa.gov/elections.

After Election Day

Elections Division staff will continue to verify, open, count and update results until certification. Official results will be posted after certification of the election. This occurs 10 days after election day for special elections, 14 days after the Primary, and 21 days after the General Election.

Archived Election Data

Results from past elections can be found on the Auditor's website: www.clallamcountywa.gov/elections.

About this Guide

This guide should be used in conjunction with the state and local laws, not in place of them. The Revised Code of Washington, Washington Administrative Code and other notations are offered as references for additional research. The material contained herein may change due to new legislation, judicial determination or rule changes.

The requirements described in this guide serve as the Local Voters' Pamphlet Administrative Rules for Clallam County as authorized by RCW 29A.32.230.

Gores, Loni

From: Karin Cummins <karinc@olypen.com>
Sent: Monday, March 10, 2025 7:38 PM
To: Gores, Loni
Subject: Charter Commission

Good Evening Charter Commission

Once again I would like to thank each of you for your participation in this extremely important process of our county's Charter.

I would like to thank Mr Pickett for reaching out for clarification on one of my priorities.

I also want to acknowledge Commissioner

Mark H (don't want to butcher last name)

For showing up at a regular BOCC meeting and introducing himself to the commisioners and sitting thru a meeting

Thanks to Mr Stoffer for update on town hall one of my comments was directed to this as I hadn't seen anything other than what was taped to the Bocc door. I believe getting information out to the county residents is extremely important for town-hall meetings. I know Mr Stoffer uses FaceBook groups quite a bit and probably Next Door. Might I suggest as a commissioner he put out the dates for the town halls. As well as the chair or a member go on Ksqm and Konp

I forgot to add to my priority list that the district in which a candidate is running be decided by those voters in that district.

Based on the administrators comment Emergency powers scare the hell out of me based on what Inslee and our commisioners pulled during covid.

Thank you

Kärin Cummins

Kärin