



CLALLAM COUNTY CHARTER REVIEW COMMISSION MINUTES of June 9, 2025

MEETING OF THE CHARTER REVIEW COMMISSION (CRC)

Chair Susan Fisch called the meeting to order at 5:30 p.m., Monday, June 9, 2025. Also present were Commissioners Jim Stoffer, Jeff Tozzer, Alex Fane, Ron Cameron, Patti Morris, Paul Pickett, Mark Hodgson, Ron Richards, Christy Holy, Rod Fleck, Chris Noble, Bill Benedict, and Nina Sarmiento. Cathy Walde was excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Richards requested to add a discussion regarding the procedure followed for the tribal trust land amendment

ACTION TAKEN: Adopted as modified

APPROVAL OF THE MINUTES

- Minutes May 27, 2025

Richards requested to replace what is shown in the minutes for the Coroner amendment. He briefed the CRC on his concerns and requested changes. CRC Members held discussion.

ACTION TAKEN: Richards moved to change the minutes to read what he read into the record, Tozzer seconded, motion failed

(3 yes voted yes and 11 voted no)

ACTION TAKEN: Adopted as presented

PUBLIC COMMENT – Please limit comments to three minutes

- Sarah Kincade, Sequim, read a poem
- Norma Turner, Port Angeles, commented on survey (see attached)
- Bonnie Bless-Boenish, Sequim, commented on tribal trust land transfer amendment (see attached)
- Stephanie Sherman, Sequim, commented on Charter Review Commission issues, Water Committee, rank choice voting (see attached)
- Marolee Smith, Port Angeles, commented on minutes, tribal trust land transfer amendment, taxes
- Eric Fehrmann, Sequim, commented on Commissioners listening, tribal trust land transfer amendment, Commissioners spending money
- John Worthington, Sequim, commented on ethic violations, League of Woman Voters, tribes
- Tony Corrado, Sequim, commented on the work of the Charter Review Commission, Water Committee, rank choice voting
- Rae Haselback, Sequim, commented on Water Committee, rank choice voting, survey results

CORRESPONDENCES

Gores noted receipt of correspondences from Eric Fehrmann, Commissioner Richards, Janine Blaeloch, Rae Haselbach, Loni Gores, Marguerite Glover, Commissioner Pickett, Commissioner Morris, Commissioner Sarmiento, and C.G.H Hallam (see attached).

BUSINESS ITEMS

- **Coroner amendment resolution - Commissioner Cameron**

Fisch requested that Gores read the email Dee Boughton, Prosecuting Attorney's Office sent on June 9, 2025.

Gores read the following into the record *The Clallam Prosecutor's office is conflicted from advising on the coroner issue. Please consult with the County's outside counsel, which I believe is Duncan Fobes – Dee Boughton, PAO, June 9, 2025, at 10:10 a.m.* CRC Members held discussion. Cameron requested that

Administrator Meilke provides some clarification and see if he can assist with the issue. Mielke indicated that he was not aware of Boughton's email sent on June 9, 2025. He continued to explain that he was under the impression that the Prosecuting Attorney's Office was simply going to advise the Commission on the process. Not specific ballot language. The understanding that he had was from a process perspective. The Commission

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was going to decide whether to move this forward to the County Auditor. At that point if it came back, we would engage Duncan Fobes in drafting the ballot language. Fisch clarified that the original advice was that after voting on the amendment and assuming it passes the CRC should adopt a resolution. She noted that State law RCW requires a resolution to be filed to place it on the ballot. She noted that in Boughton's email it indicates that the Prosecutor's Office will assist the Commission in drafting a resolution. The CRC passed a motion to have the Coroner Committee consult with Mr. Boughton on the resolution. Now Boughton is saying there is still a conflict. Mielke commented that the CRC is backing up one step in the process. He included that with direction from the CRC he is prepared to reach out to Duncan Fobes to write the ballot language and explanation. He now believes there needs to be a third Resolution document. CRC held discussion regarding the process and language. Fisch briefed the Commission on the process and what needs to be submitted.

ACTION TAKEN: Hodgson moved to send to the Coroner Committee to draft and present to the Commission in its entirety, Fleck seconded, motion passes

(14 voted yes)

- **Proposed tribal trust land transfer amendment - Commissioner Richards**

Fisch reported that she sent the legal research questions that the Commission voted on Dee Boughton on May 28, 2025. She noted that she does not have a response yet from Boughton. Richards briefed the Commission on the procedure followed at the prior meeting. The way the agenda item transpired was that the Chair asked for a motion to approve or move it along. After the motion was moved and seconded the Chair gave Richards 2 minutes. Following that meeting Richards was called up by a member of the audience and chewed out for rushing on his presentation. He was under the impression that the people presenting the agenda item had more than 2 minutes. He hopes in the future that when there is an item the person who is presenting will have more than 2 minutes. CRC Members held discussion regarding the rule, process and procedure of presenting an amendment. Richards asked the CRC Members to listen to the County Commissioners work session from Monday where they talked about responding to state parks about taking land off the tax rolls and turning it into state parks. He stated that during the discussion, they got around to tribal trust lands, and they sort of equated the two. He noted that it was discussed with the Department of Community Development Director Bruce Emery that if working out standards belong in the Comprehensive Plan, and he responded absolutely. He continued to brief the CRC Members on the discussion the County Commissioners had during work session. CRC Members did not object to Fisch calling Attorney Dee Boughton regarding his response to the tribal trust land transfer amendment.

CRC Committee recessed 6:38 p.m. and reconvened at 6:43 p.m.

SUBCOMMITTEE REPORTS

- **Ethics Committee**

Cameron reported that the committee met on June 4, 2025. He noted that Dee Boughton, Prosecuting Attorney's Office attended the meeting to help with information on how to move forward with an amendment. The next meeting will be held on June 10, 2025 at 12:30 p.m. in the Board of Commissioner Board Room 160. CRC Members held discussion.

- **Water Committee**

Pickett reported that a draft was included in the agenda packet for June 9, 2025. The Water Committee is working on a draft amendment but are not done with it currently. He noted that the findings have been worked through but are currently working on details on what they might be asking such as how the position will be filled and where it would sit in the organization. The next meeting will be held on June 18, 2025, at 9 a.m. in the Board of Commissioners Board Room 160. He requested some feedback from the CRC Members regarding having a charter amendment or recommendation. CRC Members held discussion.

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ACTION TAKEN: Hodgson moved to make an advisory recommendation to the Water Committee to explore this topic as a recommendation to the Commissioners and not as a ballot initiative, Benedict seconded, motion passes

(14 voted yes)

ACTION TAKEN: Fane moved to postpone giving guidance until the text was available for the amendment, Richards seconded, motion failed

- **Survey**

Morris reported that there were 1,457 responses were received for the survey. She stated that all were electronic except for 5 paper ballots. She briefed the CRC on the results received. She noted that in 2020 there were only 40 responses received during the survey. For the 2025 survey she did have the algorithm on so that we could not see duplicates but it's not going to call out if someone was using two different emails. She briefed the Commission on the survey questions and results. CRC Members held discussion.

REPORTS

- **Chair Report – Commissioner Fisch**

No Chair report.

PUBLIC COMMENT – Please limit comments to three minutes

- Eric Fehrmann, Sequim, commented on taking oath, Coroner issue, survey results
- Marolee Smith, Port Angeles, commented on ethics
- John Worthington, Sequim commented on ethics, North Olympic Development Council, CERN, tribes, oath, conflict of interest
- Mark Klinke, Sequim, tried to make comment but the CRC Members could not hear his comment

GOOD OF THE ORDER/FUTURE AGENDA ITEMS

- Mileage forms for May and June are due at the end of June
- Tozzer will bring draft amendments to the next meeting for step 1
- Coroner amendment
- Tribal trust land transfer amendment

ADJOURNMENT - Meeting concluded at 7:35 p.m.

Respectfully submitted,



Loni Gores, MMC

Clerk of the Charter Review Commission

Approved: 6/23/25

CHARTER REVIEW COMMISSION PUBLIC COMMENT SIGN-UP SHEET

General Public Comment – 2nd Session

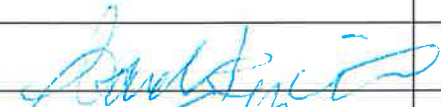
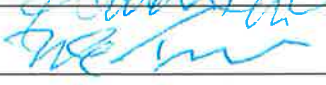
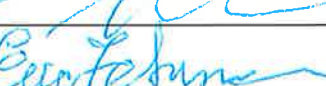
I declare under penalty of perjury under the laws of the State of Washington that any testimony that I give is true and accurate. Please print name and address clearly.

Nº	PRINTED NAME	SIGNATURE	ADDRESS
1	ERIC FERNANDEZ	Eric Fernandez	Sequim
2	Marcus Smith		PA
3			
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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	SARAH BINGHAM		Seguin
2	NORMA TURNER		PA
3	BONNIE BLES-BOENISCH		Seguin
4	STEPHANIE SHERMAN		P.A.
5	MARDEE SMITH		PA
6	ERIC FERNANDO		Seguin
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Presentation to Clallam County Charter - June 9, 2025
Norma Turner, Port Angeles

Public Comment
Norma Turner
6/9/25

After my previous presentation on election of commissioners a discussion with an audience member made it clear that I left out important information. As we discussed they said such information could make a difference in their thinking about electing by district.

County commissioner currently are nominated at the district level then move to the county wide November ballot. In other words the rest of county only gets to vote on anyone approved at the primary level by the voters of each district.

A speaker testified before this body that the decision to return to the historical way of electing commissioners was promoted by people wanting to get rid of one particular commissioner. As a strong proponent of that charter amendment I know it had nothing to do with an individual. The driving force was factual that election by district resulted in commissioners elected by small percentages of the total vote - ranging from 13% to 24%

After years of listening to advocates on this issue I share my observations

1." Election by district gives us our "own commissioner". When commissioners are elected county wide everyone in the county is their constituent and if they want to be re-elected they need to listen to voters in all 3 districts. Thus each voter in reality has three commissioners. District only means they reduce that number to one.

2. Election by district only means two of the three commissioners never have to bother coming to your district, whether it is during the election campaign or after because they will never have to ask for your vote.

3. District only advocacy has historically been strongest in District 3 because many folks want their commissioner to be from Forks and are upset that the Dist 3 commissioners often live in Port Angeles. Unfortunately district only voting will not address that complaint because district boundaries are based on population and unless Forks has a sudden population boom western PA will remain part of Dist 3. So a commissioner living in west PA made it onto the November ballot because voters in Dist 3 put them there.

In conclusion remember that the voters have overwhelmingly rejected election by district 75% of the time it was on the ballot. Isn't that enough?

Thank you

June 9, 2025 **Public Comment on Business Item Two: Tribal Trust Land Transfer Amendment**

My name is Bonnie Bless-Boenish and I live in the Sequim Area.

I am speaking on Business Item Two—the proposed amendment concerning tribal trust land transfers, which would add Section 9 to Article VIII of the Charter. I oppose this proposed amendment.

At the May 12 Charter Review Meeting, I raised several questions regarding the level of study and data collection the Commissioners have undertaken in relation to this amendment. Specifically, I asked about:

- The percentage of land in Clallam County currently held in tribal trust, and how this compares to other types of trust land in the county;
- Who would be responsible for completing the necessary Bureau of Indian Affairs (BIA) paperwork;
- The potential cost to taxpayers;
- Whether any other home rule charters in Washington include similar provisions; and
- Most importantly, whether this amendment would enhance or diminish the government-to-government relationship between our county government and the tribes in Clallam County.

As you deliberate on this amendment, I will be listening closely and hope that your individual comments will address these important concerns.

I would also like to highlight the Centennial Accord, a formal agreement signed in 1989 between the State of Washington and its federally recognized tribes. Though it does not directly apply to local governments, it provides a valuable framework that should inform how Clallam County engages with tribal governments. The Accord emphasizes mutual respect, collaboration, and clear communication. Its principles can guide county-tribal relationships in the following ways:

- **Supporting government-to-government relations** through mutual recognition of sovereignty;
- **Promoting open and ongoing communication** on issues affecting both communities;
- **Demonstrating respect** for tribal sovereignty, cultural values, and historical context.

In light of these principles I believe the amendment is not in the best interest of Clallam County or its relationship with tribal governments. I urge you to reject this amendment.

Public Comment
6/9/25
Stephanie Sherman

Stephanie Sherman

5153 Blue Mountain Road, Port Angeles

I have been attending these Charter Review Committee meetings for several months now.....listening and learning.

First, I want to thank all of you for the considerable amount of time each of you has dedicated to reviewing the Charter and considering changes and improvements. I know none of you are serving on this committee for "fame or fortune".....though some of you seem to be getting "famous" in unexpected ways. And I believe the majority of you came to this task with open minds and no political agendas.

I would like to comment on several issues that have been discussed.

FIRST: Given the significant concerns about the potential lack of water resources in our county - now - and in the future, I support the Water Committee's recommendation, as stated in the Draft included in pages 104 and 105 of this week's packet, to create a position for a Water Resources Specialist. I believe this proactive approach to address water issues will greatly benefit our county in the coming years.

SECOND: appreciate your efforts to gather information from the public via the recent survey you created. I look forward to the report on the agenda tonight.

FINALLY, regarding rank choice voting. ... I believe in the potential for this type of voting. I think we would end up with elected officials who appeal more to the "moderate middle" than to either end of the political spectrum. In fact, King County is in the process of implementing Rank Choice Voting in Primary Elections for the City of Seattle offices. And I encourage Clallam County to learn about their implementation plan and follow it as it unfolds for use in their 2027 primary.

<https://kingcounty.gov/en/dept/elections/ranked-choice-voting-in-seattle>

Thank you all again for your time and patience and commitment to considering ideas that may prove beneficial to the future of Clallam County.

CHARTER REVIEW COMMISSION

CORRESPONDENCES RECEIVED



COMMITTEE MEETING NOTICE

CLALLAM COUNTY CHARTER REVIEW COMMISSION

The Charter Review Commission Ethics Committee has scheduled an Ethics Committee meeting to be held on June 10, 2025 at 12:30 p.m. in the Board of Commissioners Board Room 160, 223 East 4th Street, Port Angeles, WA.

The purpose of the meeting is to discuss ethics and what actions the CRC should consider regarding ethics in county governance.

Zoom:

If you would like to listen to the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 836 9266 4344 and passcode: 12345 and use *9 to raise your hand.

If you would like to listen to the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: 836 9266 4344 and passcode: 12345

Citizens with comments or questions regarding the Charter Review Commission may contact the Clerk of the Charter Review Commission at loni.gores@clallamcountywa.gov or 360-417-2256.

Dated this 4th day of June, 2025

A handwritten signature in black ink that reads "Loni Gores".

Loni Gores, MMC

Clerk to the Charter Review Commission

Gores, Loni

From: Pepai Whipple <pepalapu@sbcglobal.net>
Sent: Thursday, May 29, 2025 12:31 AM
To: Gores, Loni
Subject: Survey of 7 questions

Follow Up Flag: Follow up
Flag Status: Flagged

Loni, please forward to CRC members, thank you.

Charter Review Commissioners,
Question #3 regarding ethics has no comment box, while all other questions have the ability to make comment. Why?
Also, why were more important issues not included in the survey? The amount of public comment regarding issues including the Commissions priorities brought forward to the Commission should have been included on the survey in our opinion.

Regards,
Tom & Pepai Whipple

Sent from my iPad

Gores, Loni

From: noreply@civicplus.com
Sent: Thursday, May 29, 2025 8:48 AM
To: Gores, Loni
Subject: Online Form Submission #7333 for Contact the Clerk of the Board

Follow Up Flag: Follow up
Flag Status: Flagged

Contact the Clerk of the Board

First Name	Eric
Last Name	Fehrmann
Email	efehrm_3@hotmail.com
Phone	13608093716
Subject	CRC
Comments	A public service or service of general interest is any service intended to address specific needs pertaining to the aggregate members of a community

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.](#)

Gores, Loni

From: noreply@civicplus.com
Sent: Thursday, May 29, 2025 8:53 AM
To: Gores, Loni
Subject: Online Form Submission #7334 for Contact the Clerk of the Board

Follow Up Flag: Follow up
Flag Status: Flagged

Contact the Clerk of the Board

First Name	Eric
Last Name	Fehrmann
Email	efehrm_3@hotmail.com
Phone	13608093716
Subject	CRC
Comments	Charter Review Commission (CRC) are elected by the people to voluntarily serve all the people of the county. A public service or service of general interest is any service intended to address specific needs pertaining to the aggregate members of a community. Being elected to this position does not mean you have been exalted to a throne from which commissioners should dictate personal ideology as if the people are merely subjects. I am disappointed with the hubris exhibited by many of my commissioners. I have heard how some have been on this commission for more than two terms and suggest knowing more than others with less experience. Perhaps those with more experience could mentor newer members rather than publicly ridicule and disregard their input. Public comment has continuously been met with indifference as evidenced by the "Town Hall" comments and suggestions being prioritized in a rather nebulous manner. While I agree with prioritizing any changes to the charter to be advanced to the ballot, the prioritizing should be reflective of public input, not the priorities of the committee. I do not see how the decisions were made. Some members of the CRC have worked to discredit other members, behaving like schoolchildren, while touting their own accomplishments and superior intellect. Some have tried to have members of the public discredited and removed from volunteer work, supposedly due to a "look". Another member has resorted to using profanity, on video conference, to

describe a fellow commissioner. Another member resorts to name calling public commenters.
I think commissioners should look back on the hours of recordings and evaluate their actions and search their souls, if they observe one.

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.](#)

Gores, Loni

From: Richards, Ron
Sent: Thursday, May 29, 2025 9:19 AM
To: Gores, Loni
Cc: Tony Corrado
Subject: Another Water Issue

Follow Up Flag: Follow up
Flag Status: Flagged

Loni,

Please circulate this video to the CRC. I can assure everyone this same phenomenon has happened on our property in the last 20 years. Three small streams that used to flow ten months of the year now hardly flow for more than a couple of months.

Ron

[Colorado River Water Crisis Worsens As Groundwater Vanishes](#)

Gores, Loni

From: Janine Blaeloch <blaeloch@gmail.com>
Sent: Saturday, May 31, 2025 3:20 PM
To: Ozias, Mark; French, Mike; Johnson, Randy; Gores, Loni
Subject: Creation of a Water Advisory Committee

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Commissioners:

I am writing to request that the Clallam BOCC use its authority to create a Clallam County Water Advisory Committee.

Commissioners are likely aware that the Charter Review Commission has discussed the concept of a Water Steward for the County, after many people attending the CRC meetings raised concerns about water supply and water quality. I know from discussions I have had with neighbors and acquaintances that this is a top-of-mind issue for many in our community, and one that will only become more acute as development continues and climate impacts accelerate. The CRC discussions have looked at various ideas for the scope of the steward's work, as well as whether it should be a paid or volunteer position. It is unclear how these questions will be resolved; whether the water steward concept will remain on the CRC's priority list; and if so, whether an initiative or referendum creating the position would pass.

I believe the CRC process presents too much delay and risk to be the appropriate avenue for considering water stewardship and that the issue would be most effectively overseen by an advisory committee. This is a structure that already exists, is familiar to citizens of the county, would provide transparency and accountability, allows citizen input, and could include a broad range of stakeholders.

Potential representation on the committee could include:

- One or more hydrologists
- Clallam PUD
- Clallam County cities
- Jamestown S'Klallam Tribe
- Irrigators/irrigation districts
- Local water providers
- At-large citizen members

Questions and issues for the committee could include:

- Water quality
- Water supply
- Which water systems are imperiled
- Preparation and planning for changing conditions
- Water conservation and responsible use

The availability of water has been taken for granted and too easily assumed to be abundant, even infinite. Clallam County, with areas that have relatively sparse rainfall and many water supplies threatened by rapidly diminishing snowpack, needs to face our water future head on. A water advisory committee designed for that very purpose and calling on local knowledge and technical expertise would be an effective way to begin that process.

Sincerely,

Janine Blaeloch
River Road area
Sequim

Gores, Loni

From: Eric Fehrmann <efehrm_3@hotmail.com>
Sent: Monday, June 2, 2025 7:23 AM
To: Gores, Loni
Subject: To Charter Review Commission

Hi Loni,

Please forward to CRC

Preconceived judgment or opinion, prejudice, resides in all of us. We all look at things through lenses shaded by life experiences. A wise man learns to temper his response to his prejudgment. If I am walking on a street and see someone approaching, head down with a hoodie covering the face and hands in pockets, I anticipate danger. This is prejudicial. My life experience has shown this reaction as prudent. Of course, all people wearing hoodies do not present a danger to me. I see much bias exhibited by members of the Charter Review Commission against Jeff Tozzer and against commentators and specifically "Tozzer People". The chair of CRC has shown prejudice in favor of some and in opposition to others. The chair has allowed public comment to exceed the three-minute rule, up to four and a half minutes, when the comments are judged to align with the chair yet hold opposing comments to three minutes. This is prejudicial. One would think that an elected official, especially a former judge, would have undergone some human resources training and be able not to allow prejudice to dictate protocol. I would ask all CRC commissioners to review the recordings of past meetings and evaluate themselves as to their behavior toward each other and the public. CRC commissioners have been elected (hired) to work for the public as civil servants, not as potentates.

Thank you,

Eric Fehrmann

Gores, Loni

From: Rae Heselbach <raeheselbach@gmail.com>
Sent: Tuesday, June 3, 2025 6:21 PM
To: Gores, Loni
Subject: To Charter Review Commissioners

Commissioners,

I am writing to recommend that a Water Advisory Board be proposed rather than a singular Water Steward.

A Board provides:

- Transparency and structure as there are established practices in the County government already

- Input and direction from community stakeholders (farmers, ecologists, scientists, community members, etc)

- A place for information to be stored and shared in order to guide the County's water usage

- The ability to create conservation plans, direct resources, and policies and direction to the many water stakeholders

These responsibilities are too great for a single person and would be best shared and directed by the community.

Thank you for your consideration in this matter Rae Heselbach

Gores, Loni

From: Gores, Loni
Sent: Wednesday, June 4, 2025 2:50 PM
To: Cameron, Ron; Tozzer, Jeff; Walde, Cathy; Noble, Chris; Benedict, Bill; Fleck, Rod
Cc: Gores, Loni
Subject: Ethic Committee information
Attachments: 952 Boards and Committees.pdf

Ethics Committee:

Attached is a copy of Policy 952 Boards and Committees.

Here is the link to the Ethics section in the Clallam County Code: <https://clallam.county.codes/CCC/3.01>

The next meeting will be held on Tuesday, June 10 from 12:30-2 in the Board of Commissioners Board Room 160. I'll forward the agenda and meeting notice shortly.

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*

BOARDS AND COMMITTEES

Policy and Procedure 952

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BOARDS AND COMMITTEES

.1 PURPOSE

Advisory Boards, Commissions, and Committees exist for the primary purpose of gathering information and presenting options and recommendations for legislative consideration to the Clallam County Board of Commissioners. Advisory Boards, Commissions, and Committees are created under the authority of county ordinances or by resolution of the Board of Commissioners. Regulatory Boards exist for the primary purpose of providing regulatory, permitting or enforcement of state laws and regulations at the local level. Appeals Boards exist for the primary purpose of providing an impartial, quasi-judicial body to hear appeals, where provided by law, of the County's exercise of its taxing and police power authorities.

Individual advisory boards and committees, regulatory boards, and appellate boards possess neither independent official responsibility nor independent authority beyond that bestowed by law, and serve only in such capacity as provided by ordinance or resolution of the Board of Commissioners or as expressly provided at law.

.2 AUTHORITY

This policy applies to all appointed advisory, regulatory, and appellate boards and committees, Clallam County offices/departments and to all County Officials and their employees.

.3 WHO APPOINTS

Members are appointed to various County boards and committees by resolution of the Clallam County Board of Commissioners, or as expressly provided at law. Members are appointed for a specific term of office.

.4 APPOINTMENT PROCEDURES FOR BOARDS AND COMMITTEES

Many boards and committees contain a combination of members chosen by the Board of Commissioners and members recommended by other jurisdictions and/or organizations. Appointment of members representing other agencies or jurisdictions will be confirmed by resolution of the Board. For members chosen by the Board of Commissioners, the following appointment processes apply.

4.1 Methods of Appointment

Except where expressly provided for by state law or regulation, when a vacancy on a board or committee occurs, an interested party shall request an application from Human Resources. Applications are available on the County's website (www.clallam.net) on the Boards & Committees page.

If the Board or Committee is assigned to a County Department other than BOCC for administrative support, that Department shall conduct an initial review of the applications received and make a recommendation for appointment to the BOCC. A list of Department Assignments can be found in Appendix A. The Department should provide the BOCC with information relating to why the individual applicant was chosen for appointment. Upon receipt of the recommendation from the Department, the BOCC may accept the recommendation or may utilize the methods of appointment described below.

The Board of Commissioners has several options for appointing members to boards and committees or for replacing a member when a vacancy occurs. Any of these methods may be used at the discretion of the Board of Commissioners, as vacancies occur.

- Appointment by Interview – The Board of Commissioners may review the applications for a vacancy and request interviews with the applicants in order to confirm qualifications and suitability for a specific appointment. This is the BOCC's preferred method of selection of candidates for the Planning Commission, for quasi-judicial bodies, and for all Boards and Committees handling funding determinations, including the Board of Equalization, the Lodging Tax Advisory Committee, the Heritage Advisory Board, and the Conservation Futures Program Advisory Board.
- Appointment by Application Review – The Board of Commissioners may review the applications for a vacancy and make an appointment from the available applicants.
- Review and Recommendation by Others - The Board of Commissioners may request that a County Official or another board or committee review applications and/or interview candidates and make a recommendation to the Board for appointment.

Applicants who are chosen to serve on a Board or Committee will undergo a criminal history search prior to being appointed by the BOCC.

4.2 Members Representing Other Jurisdictions or Organizations

Members representing other jurisdictions or organizations must submit an application to Human Resources that contains basic information such as emergency contact information. The County will not run a criminal history check on members who have been selected by other jurisdictions or organizations as these individuals have already

been vetted by the jurisdictions or organizations that they represent. The BOCC will confirm the appointment of these members by Resolution.

The County is not required to advertise for vacancies which must be filled by a representative of another jurisdiction or organization. These vacancies should be filled by direct contact with the other jurisdiction or organization. The Assigned Department is responsible for making contact with the other jurisdiction or organization. A list of Assigned Departments is available in Appendix A.

4.3 Filling Mid-Term Vacancies

Should a mid-term vacancy occur on a board or committee for any reason, written notice of the vacancy must be provided to the BOCC. The Board of Commissioners may appoint a replacement member to complete the remainder of the term. If applications for the original appointment are less than one year old, the Board of Commissioners may appoint a replacement from the original pool of applicants without advertising or soliciting new applications.

If there is no existing applicant pool available or if the Commissioners wish to seek additional applications, the mid-term vacancy should be advertised.

If less than one year remains for the term of the vacant position, the Commissioners may appoint the replacement to fill the remaining time left on the term or to appoint the replacement to fill both the remaining time left on the term and also the entirety of the next full term.

4.4 Vacancies to Be Advertised

BOCC will advertise quarterly for vacancies for expiring terms. The advertisement will run for at least three weeks before the application deadline for expiring terms.

The advertisement shall be published in the Official County Newspaper by means of a press release naming the type of vacancy, where to pick up an application, and the closing date for accepting applications. Commissioners, existing board and committee members, the assigned department, and others are encouraged to solicit citizens, who they believe would serve the County well, to apply for vacancies. The Assigned Department may also run additional advertisements and conduct additional recruitment activities. If no applications are received by the expiration of the application period, or if applicants fail to receive majority support of the Board, the Commissioners may solicit individuals to serve and may appoint members without another open application period.

4.5 Incumbent Must Reapply

Incumbent members of boards and committees desiring to serve another term must so indicate by submitting a written request confirming their desire for reappointment. No reappointments will be made automatically. When an incumbent's term expires, they will be notified by the Assigned Department and given the opportunity to indicate their desire to be re-appointed.

4.6 Terms/Appointments to be Staggered by Dates

Unless otherwise specified by ordinance or resolution, the term of appointment for all boards and committees shall be approximately three years with terms limits set by initiating ordinance or resolution. When possible, terms will be set to expire at year-end. In order to preserve continuity, terms may be set for varying lengths so that vacancies occur in staggered years. Terms may be adjusted as necessary to maintain staggered expiration dates.

.5 REMOVAL OF MEMBERS

The Board of Commissioners may, by majority vote, remove any member of a County board, commission, or committee without cause. Members removed by the Board shall be notified. If the member represents another organization or government jurisdiction, that agency will also be notified of the member's removal.

Boards and Committees may also remove members as set forth in their own bylaws. Such removals must be approved by the BOCC.

.6 ASSIGNMENT OF STAFF SUPPORT FOR ESTABLISHED BOARDS AND COMMITTEES

Clallam County has a number of established boards and committees assigned to departments. When boards or committees deal primarily with issues of a single department, they are typically assigned to that department. These boards and committees are listed in Appendix A.

County Officials are responsible to provide liaison, leadership, facilitation, records management, and/or administrative support to the boards and committees assigned to them. In addition, departments will keep a current roster of members, their contact information, and their terms, and will keep the Board of Commissioners advised of changes or vacancies. Assigned Departments will also ensure that their Boards and Committees have received training on the Public Records Act and the Open Public Meetings Act.

.7 OPERATIONAL PROCEDURES AND COMMITTEE MEMBER RESPONSIBILITIES

To promote transparency and to ensure compliance with the Open Public Meetings Act, Boards and Committees are encouraged to use the BOCC meeting room and to live stream meetings on the internet whenever possible. When meetings are held offsite or cannot be live streamed, Boards and Committees are encouraged to record the meeting using Soniclear.

The role of committee members, operation responsibilities and procedures, and policies regarding laws affecting committee activities and transactions are contained in Appendix B.

.8 PROCEDURE FOR ESTABLISHING OR DISSOLVING AN ADVISORY BOARD OR COMMITTEE

New Advisory boards or committees may be established in two ways.

8.1 Establishment By Proposal of Citizens or County Departments

Proposals for establishing new boards or committees will be submitted to the Board of Commissioners for consideration. If approved, the originating department will work with the Commissioners' office to prepare a resolution or ordinance establishing the new board or committee and submit it to the Board of Commissioners for approval. Upon approval, the Commissioners' office will advertise for applicants for the new board or committee.

8.2 Establishment By Board of Commissioners' Action

The Board may propose the formation a new board or committee and assign it to a department for further development. Staff in the Commissioners' office will prepare a resolution establishing the new board or committee and advertise for applicants.

8.3 Dissolution

The Board may dissolve any advisory committee by resolution so long as the existence of the Board or Committee is not otherwise required by law.

APPENDIX A

DEPARTMENT ASSIGNMENTS

The following Departments and Offices are responsible for assisting and maintaining the advisory, appellate, or regulatory boards and committees listed below:

- (A) **PARKS, FAIR, AND FACILITIES**
 - Fair Advisory Board
 - Park and Recreation Advisory Board

- (B) **DEPARTMENT OF COMMUNITY DEVELOPMENT**
 - Building Code Board of Appeals [governed by Ch. 19.27 RCW]
 - Carlsborg Community Advisory Council
 - Marine Resources Committee
 - North Pacific Coast Marine Resources Committee
 - Permit Advisory Board
 - Planning Commission [governed by Ch. 36.70 RCW]

- (C) **DEPARTMENT OF HEALTH AND HUMAN SERVICES**
 - Board of Health [governed by Ch. 70.95 RCW]
 - Behavioral Health Advisory Board
 - Developmental Disabilities Advisory Committee
 - Homelessness Task Force

- (D) **SHERIFF'S DEPARTMENT**
 - Sheriff's Citizens Advisory Committee

- (E) **HUMAN RESOURCES**
 - Civil Service Commission [governed by Ch. 41.14 RCW]

- (F) **ASSESSOR'S OFFICE**
 - Agricultural Commission [governed by Ch. 84.34 RCW]

(G) BOARD OF COMMISSIONERS

Boundary Review Board [governed by Ch. 36.93 RCW]
Board of Equalization [governed by Ch. 84.48 RCW]
Clallam Bay/Sekiu Community Action Team
Conservation Futures Program Advisory Board
Crescent Community Advisory Council
Heritage Advisory Board
Law Library Board
Lodging Tax Advisory Committee
North Olympic Library System Board of Trustees
Olympic Area Agency on Aging
Opportunity Fund Board
Peninsula Housing Authority [governed by Ch. 35.82 RCW]
Port Crescent Pioneer Cemetery Board
Clallam County Veterans' Association [governed by Ch. 73.08 RCW]

(H) PUBLIC WORKS

Clallam Bay/Sekiu Sewer Community Advisory Board
Solid Waste Advisory Committee
Trails Advisory Committee

(I) WSU Extension

Lake Sutherland Steering Committee
Noxious Weed Control Board [governed by Ch. 17.10 RCW]

APPENDIX B

THE ROLE OF A BOARD MEMBER AND RESOURCES AVAILABLE

CITIZEN PARTICIPATION THROUGH BOARDS AND COMMITTEES

The citizens of Clallam County have enjoyed a long tradition of participation in County government. Through representation on boards and committees, Washington residents are offered an important avenue to help create effective and equitable laws and policies. Citizen involvement contributes to the success of government and to the overall quality of life.

Citizen participation works at all levels of County government and covers a broad range of issues, such as education, the environment, growth management, health care, social services, economic development, and transportation. Some committees appointed by the Board of Commissioners shape policy for County agencies and departments, others prepare regulations governing specific program areas, and some serve solely in an advisory capacity.

In selecting members, the Board of Commissioners strives to bring a balance of experience and education as well as geographic, gender, and ethnic diversity. This helps ensure that decisions reached and services rendered more adequately reflect the wants and needs of all populations being served.

Clallam County's system of boards and committees is fundamental to encouraging the use of citizen talent and interest in affairs of the county, keeping government innovative and responsive, and improving the overall performance of county government.

TYPES OF BOARDS AND COMMITTEES

Boards and committees are created by state laws and rules, the Clallam County Charter, ordinance, or by resolution of the Board of Commissioners.

Each committee or board is unique in its purpose, mission, authority, and role. It is especially important that members be familiar with the governing statutes or other authorizing documents so they understand the legal framework within which the committee or board will operate. Copies of governing statutes or authority may be obtained from the staff assigned to your committee or board. There are three main classes of local boards and committees:

Advisory Boards and Committees

The Board of Commissioners or County Officials may create these. The members serve as advisors on policy and/or operational matters to a department or to the Board of Commissioners. Advisory boards may study existing policy and/or operational procedures and make recommendations for changes or implementation. Advisory boards do not have authority to enforce policy or create rules, but their analysis and recommendations can play an important role in furthering the effective operation of County government. If specifically

authorized by the creating document, advisory committees may also be responsible for internal rule making in the area of their function. An example is the Fair Board which makes rules regarding fair operation and hears and decides appeals of vendors with grievances.

Regulatory Boards

These are statutory entities, whose boards are appointed by the Board of Commissioners, and perform rule-making and regulatory functions. In fulfilling these functions, the board may also operate as a permitting or enforcement agency. Examples of regulatory boards include the Board of Health and the Noxious Weed Control Board.

Appellate Boards

These are also statutory entities, whose boards are appointed by the Board of Commissioners, and perform appellate or review actions involving County decisions under its taxing, public employment, and the police power authority. As an appeals body, these boards hear individual cases or controversies, and rule upon them. Such rulings may be subject to further local appeal to the Board of Commissioner and appeal to the state courts. Examples of appellate boards include the Building Code Board of Appeals, the Civil Service Commission, and the Board of Equalization.

THE ADVISORY ROLE

Members of advisory boards and committees provide an important link between the public and County departments, the County Administrator, and the Board of Commissioners. The information that members provide about community needs and opinions can have a profound effect on County policies and lead to improved service. Advisory committee members play a very special role in creating recommendations on important societal and governmental issues.

If you are appointed as a member of an advisory committee, you will be expected to:

- Interpret community opinions, attitudes, and needs to departments, the County Administrator, and the Board of Commissioners.
- Study programs and services, and analyze problems and needs. Offer new proposals and recommend changes in programs, policies, and standards.
- Provide the public with information and interpretation of department and County policies, programs, and budgets.
- Advisory committees' support and counsel department and commissioner staff. They make important recommendations about policy. Most advisory committees, however, do not create or administer policy, programs, or services, unless this power is granted to them by their authorizing document.

- When presenting recommendations to any department, the County Administrator, or the Board of Commissioners, it is essential that committee members keep the following in mind:
 - All recommendations should be in written form.
 - All ideas should be expressed in clear and concise language.
 - Proposed solutions should be viable and cost-effective.
 - Recommendations should identify the reasons for the changes suggested.
 - The advice should reflect a consensus or a majority of the committee members.

ABOUT POLICY-MAKING

As a committee member, it is your responsibility to be knowledgeable about committee policies and changes. It is important that you understand the fundamental meaning and characteristics of policy.

Policy is a written statement intended to be a guiding principle defining an organization's intent and direction. Policy should be set forth in broad terms so that it may remain applicable and usable for a long time. It should not be so detailed that it dictates how, when, or where things must be done. Policy may be amended, rewritten, or abolished. Policy should be reviewed periodically to ensure that it remains appropriate. Policy should be stated clearly, timely and concisely.

Committee interpretative policy statements should be made available to the public in compliance with the Administrative Procedure Act, RCW 34.05.230, Clallam County administrative policies, or the statutes authorizing your committee or board. Policy-making and legal interpretations of regulations are most applicable to regulatory and appellate bodies.

Rule Making

Advisory committees may engage in rule making *only* if the Board of Commissioners has specifically delegated that authority in the committee's enabling document. Regulatory and appellate bodies may have authority to engage in rule making under the statutes authorizing the committee or board. Local rules are generally created to provide interpretative support for a County ordinance or to implement state regulations at the County level. A committee or board may not pass rules that go beyond the scope of its authority.

A rule is any agency order, directive, or regulation of general applicability. It may set forth standards and expectations in general terms or may deal specifically with day-to-day objectives. A rule, rather than a policy, is adopted when the subject matter affects the public or another agency of government, or when an ordinance directs that a rule be adopted.

Once adopted, a rule has the force of law, and all people or entities to which the rule applies must adhere to it. Failure to adhere to the rule may subject a person to a penalty or administrative sanction.

LEGAL GUIDELINES

In developing rules, the board or committee should keep the following guidelines in mind:

- The board or committee must have authority by statute or ordinance to adopt the rules and may adopt only those rules supported by that authority.
- The board or committee may not adopt a rule that conflicts with law or the constitution.
- Legal counsel from the Prosecuting Attorney's Office (or legal counsel as provided by state law) should approve all proposed rules.
- The committee must give notice to the public regarding the intent to adopt the proposed rule and adopt rules at a public meeting.
- Rules must reflect a consensus or a majority of members of the committee.
- The committee may be required to take into account the economic impact of the proposed rule on consumers, businesses, industries, occupations, and others who may be affected.

BEING AN EFFECTIVE COMMITTEE MEMBER

Clallam County's boards and committees vary in size and complexity. Because committee members are in a critical position to shape and influence County decisions and actions, it is important that each member keeps informed and up-to-date on issues, legislative activity, resolutions, and laws affecting their committee.

ATTENDANCE

A board or committee member may forfeit their position due to poor attendance. Regular attendance is essential so that decisions may more truly represent the opinions of the committee as a whole. In addition, regular attendance enables board and committee members to keep abreast of committee concerns and helps ensure that issues are examined from a variety of perspectives. The bylaws of your committee should define attendance requirements.

PREPARATION

Adequate preparation is another requisite for effective membership on the committee. Your committee's staff members will provide reports, proposals, and other information to help you make informed decisions. Do not hesitate to request any additional information you need in order to make thoughtful and appropriate decisions.

EFFECTIVE COMMITTEE MEMBERS:

- Attend all committee meetings.
- Are well prepared for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the committee must operate in an open and public manner.
- Are knowledgeable about the legislative process and issues affecting the committee.
- Are respectful of differing opinions.
- Examine all available evidence before making a judgment.
- Communicate well, and actively participate in group discussions.
- Are aware that authority to act is granted to the committee as a whole, not to individual members.
- Possess a willingness to work with the group in making decisions.
- Recognize that compromise may be necessary in order to reach group consensus.
- Do not let personal feelings toward other committee members or staff interfere with their judgment.

BOARD AND COMMITTEE STAFF MEMBERS

Some committees have dedicated employees to perform administrative tasks. There are, however, a number of County committees that work within a department or have access for advice from the department. If a committee works within a specific department, certain central support services are available to the committee, consistent with staffing capacity.

STAFF FUNCTIONS

The primary function of County staff assigned to a board or committee is to provide administrative support. In addition, staff members may notify board or committee members of pertinent issues and legislative activity by the Board of Commissioners, the state, or the federal government. They may assist in arranging meetings, preparing meeting materials, compiling background information, and conducting research. Department staff members serve as an

important link and coordinator with other committees and departments, the Prosecuting Attorney, the Board of Commissioners, and the public.

County staff members are a valuable resource for committee members. Staff support can enhance the productivity and effectiveness of a committee. Committee members should not hesitate to ask for help in carrying out their responsibilities in accordance with guidance set forth in bylaws and policy.

OFFICE OF THE PROSECUTING ATTORNEY

The Prosecuting Attorney is the chief legal officer for the County, elected for a term of four years. The Prosecuting Attorney is statutorily responsible for providing a broad range of legal services to County officials and others. Depending upon the statutes authorizing your committee or board, the Prosecuting Attorney may provide you with legal advice.

LEGAL COUNSEL

The Prosecuting Attorney serves as legal counsel to the Board of Commissioners, County Officials, staff, and advisory boards and committees. Depending upon the statutes authorizing your committee or board, the Prosecuting Attorney may serve as legal counsel to your committee or board. The Prosecuting Attorney advises and represents County departments and their employees as they fulfill their official duties, issues legal opinions, and defends County Officials and employees for actions performed in their official capacities and in good faith.

WHEN TO INVOLVE THE PROSECUTING ATTORNEY

The Prosecuting Attorney can provide valuable information and advice regarding statutes, ordinances, and legal issues. A committee or board that follows the advice of the Prosecuting Attorney reduces the risk of liability and is far less likely to find itself involved in legal problems. Committee members may request the following kinds of information from the Prosecuting Attorney:

- Assurance that committee decisions and actions generally fall within statutory authority.
- Questions about conflict of interest.
- Review of proposed regulations and revisions, and the drafting of such documents in legally correct language.
- General legal advice about committee actions and activities, and rule making and interpretations.

COMMITTEE BUDGETS

Committee members should be aware that, for most boards and committees, the cost of doing committee business is funded through the County department providing administrative support. County budgets are limited and expenditures must be coordinated with the County staff assigned to the board or committee.

Laws Affecting Board and Committee Activities

RESTRICTIONS AND REQUIREMENTS

As a Board of Commissioners' appointee, you should be aware of certain restrictions and requirements that may affect you during your tenure as a committee member.

- Committee members must be familiar with and operate within the governing statutes and bylaws; and County, state and federal laws at all times.
- To ensure accountability, all applicable policies and procedures adopted by the committee should be in written form.
- No committee member may make unilateral decisions or take action without the consent of the committee as a whole.
- At professional gatherings, individual committee members must use discretion to avoid the appearance of speaking for the committee, unless specifically authorized to do so.
- Committee members must keep in mind that their mission is to serve the public, and that it is inappropriate to use committee membership to create a personal platform.
- Members are restricted by RCW 42.52.130, 140, 150, and 42.18.230 from accepting or soliciting anything of economic value as a gift, gratuity, or favor if it is given only because the member holds a responsible position with the County.
- Questions about committee issues should be directed to the chair of the board or committee or the County staff who support it. They will see that all board or committee members receive full information by the next regular meeting.
- Details of committee investigations, personnel files, or business discussed at closed executive sessions should not be disclosed unless they are part of the public record.

OPEN PUBLIC MEETINGS ACT

NOTIFICATION OF MEETINGS

The Open Public Meetings Act requires that all meetings of the governing body of a public agency, as well as other meetings regarding policies affecting the public, be open to the public. In addition, the public must be notified of such meetings in a timely manner.

CONFIDENTIAL TRANSACTIONS

Exceptions to the Open Public Meetings Act include confidential subjects such as personnel matters and real estate transactions, which may be dealt with in "executive sessions." For most boards and committees, executive sessions should be rare.

PUBLIC DISCLOSURE

The minutes of all regular meetings must be recorded and made available for public inspection. The Open Public Meetings Act applies to most all boards and committees of the county. Regardless of whether the Act applies; all committees should be in compliance with open meeting requirements.

ACCESSIBILITY REQUIREMENTS

To afford members of the public who have disabilities an equal opportunity to participate, meetings subject to the Open Public Meetings Act shall be held in facilities that are wheelchair accessible.

REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES

In addition to the Open Public Meetings Act, the Americans with Disabilities Act (ADA) sets criteria for accessibility and accommodation. Under the ADA, people who have disabilities have a right to an equal opportunity for effective participation in the activities of boards and committees, whether as appointed members or as members of the public. In the Courthouse, the Commissioners' Meeting Room, the Health and Human Services Conference Room, the Emergency Operations Center, and the courtrooms are among the wheelchair accessible locations.

ACCESSIBLE LOCATIONS AND COMMUNICATIONS

Meetings and other board or committee-sponsored activities should be held in wheelchair accessible locations. Auxiliary aids for effective communications should be provided upon request and are available in the Commissioners' Meeting Room. Whenever possible, meetings, particularly those held after regular business hours, should be held in the Commissioners' Meeting Room in the Courthouse. The Commissioners' Meeting Room has direct after hours accessibility to the room without opening the entire Courthouse. The room has ADA-accessible restrooms. It is also equipped with a public address system, recording equipment, and equipment to assist the hearing impaired. The room is scheduled by Commissioner Staff at 360.417.2233 and must be pre-scheduled for use. The commissioner's staff can also answer questions regarding equipment use and assist if necessary.

MINUTES AND EVIDENCE

RCW 42.32.030 requires that minutes be taken at all regular and special business meetings, except executive sessions, of County boards, commissions, agencies, or authorities, which shall then be open to public inspection. Appellate boards must also provide for the recording appeal hearings, and for the indexing and preservation of exhibits and evidence offered at hearing.

ADMINISTRATIVE POLICIES

The county has adopted administrative policies, which may apply to boards and committees. Committee members should be familiar with the administrative policies of the County.

ETHICS AND THE APPEARANCE OF FAIRNESS

As a committee member, you are expected to uphold a high standard of ethics. It is *extremely* important that committee members avoid conflicts of interest, or even the *appearance* of conflicts of interest.

Clallam County Code Chapter 3.01 addresses ethics and provides that no county employee may use their position for personal services rendered during their term of county employment.

The code also prohibits committee members from engaging in actions that result in personal gain or benefit close relatives. The code allows dismissal as well as civil and criminal penalties when provisions of the code are violated. Members of regulatory and appellate boards are also subject to state laws regarding the conduct of public officials, and, more particularly, boards which render land use decisions are subject to the Appearance of Fairness Doctrine under Ch. 42.36 RCW.

All committee members should familiarize themselves with the Clallam County Code, Ethics, Chapter 3.01, and Title 42 RCW (Public officers and agencies). The Prosecuting Attorney can offer additional information or guidance.

Using a public position for private gain is improper and illegal. Similarly, actions benefiting close relatives are prohibited. The following are examples of conflicts of interest:

- Directing County contracts to a business in which one has a financial interest.
- Using confidential information for private investments.
- Accepting gifts or favors in exchange for certain regulatory rulings.
- Accepting gifts or favors in exchange for making certain purchases.
- Accepting favors for disclosure of confidential information.
- Engaging in outside employment, which assists non-governmental entities in their quests for county business.

Committee members can avoid conflict of interest problems by being aware of restrictions, adhering to such restrictions, using good judgment, and being fair and equitable in decision-making.

Board and Committee Transactions

BYLAWS

Every Advisory board and committee should have a set of bylaws to direct and clarify its actions, procedures, and organization. Bylaws are the guidelines by which a committee functions. Each board or committee may either develop its own set of bylaws or choose to adopt the meeting guidelines outlined below as their bylaws. [By contrast, every regulatory and appellate board should have a set of published policies and procedures, developed by that board or incorporated from state laws or regulations, which set forth its functions, processes, and actions.]

For advisory committees and boards, and according to *Robert's Rules of Order*, bylaws define the primary characteristics of an organization, prescribe how it should function, and include rules that are so important that they may not be changed without prior notice to members and formal vote and agreement by a majority of members. Ordinarily, bylaws may only be changed by a two-thirds majority.

If an advisory committee or board chooses to adopt its own meetings bylaws, they will generally include a number of articles, such as the following:

- Name of committee
- Mission statement
- Membership
- Officers
- Meetings
- Committees, subcommittees
- Parliamentary procedure - often including the name of the manual of parliamentary procedure the committee will follow.
- Amendment procedures for making changes in the bylaws.

Bylaws should include expectations as well as guidelines for members. Issues such as attendance, responsibilities, and discipline should be addressed in the bylaws. Committee members are expected to adhere to bylaws and all relevant statutes.

ADVISORY COMMITTEE AND BOARD MEETING GUIDELINES

QUORUM REQUIRED

If a quorum consisting of at least 50 percent of the committee's members is not present, any business transaction is null and void. The quorum protects against unrepresentative actions by a small number of individuals. In some cases, the governing law or document will establish what the quorum will be.

At meetings where a quorum is not present, the only actions that may be legally taken are to fix a time for adjournment, adjourn, recess, or take measures to obtain a quorum (such as contacting absent members).

OFFICERS AND MINUTES

At the first meeting of each calendar year, the committee shall elect a chair who shall preside at meetings. The committee may choose to either elect a vice-chair or the elected chair may appoint a vice-chair. The vice-chair shall preside in the absence of the chair and shall be responsible for, or cause the recording and distributing the minutes. Minutes of all meetings shall be forwarded to the assigned County department and/or the Board of Commissioners.

MEETINGS AND ORDER OF BUSINESS

For committees that meet on a regular basis, the chair shall set regular meeting dates as far ahead as practical. For committees that meet as needed or on an ad hoc basis, the chair shall notify all committee members of any meeting called to conduct business.

After the presiding officer has called the meeting to order, the committee will generally follow the order of business specified below:

- Reading and approving of minutes of previous meeting(s).
- Reports of officers and standing (permanent) committees.
- Reports of special (select or ad hoc) committees.
- Special orders (matters previously assigned a special priority).
- Unfinished business and general orders (matters introduced in previous meetings).
- New business (matters initiated in present meeting).

Roberts Rules of Order (simplified) will generally be followed for conducting business.

THE CHAIR AND VOTING

The chair may vote just as any other member. A chair has only one vote; the chair may not vote as a member of the committee and also a presiding officer. Voting by secret ballot is prohibited by the open meetings law.

Voting will generally be by a show of hands. Votes will be recorded by number of yeas and nays. Any member may, prior to the vote being conducted on any issue, request the recording of a roll call vote. Such vote shall be recorded in the minutes.

SUBCOMMITTEES

Sub-committees may be appointed by the chair. Reports, findings, and recommendations of sub-committees will be returned to and approved by the full committee prior to adoption as an official report or action of the committee.

PUBLIC DISCLOSURE

All County boards and committees, whether advisory, regulatory, or appellate in nature, are required to have available for public inspection and copying, public records such as procedural rules and statements of general policy, and other records, written or electronic, pertaining to the business of the committee. Exemptions to disclosure are very limited and are specifically identified in statute.

For additional information regarding disclosure requirements and exemptions from disclosure, refer to RCW 42.56 and consult with the Prosecuting Attorney.

INFLUENCING BALLOT MEASURES

RCW 42.17.130 strictly forbids the use of public facilities for the purpose of assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition unless they are activities which are a part of the normal and regular conduct of the office or agency.

TESTIFYING AT HEARINGS

Committee members often have an opportunity to testify at Board of Commissioners', or community committee hearings. When providing testimony on behalf of the board or committee, members should refrain from expressing personal opinions. It is helpful if the Clerk of the Board of Commissioners receives copies of written testimony prior to the hearing.

EFFECTIVE TESTIMONY

To provide effective testimony, members should keep the following guidelines in mind:

- All testimony should be brief, concise, and honest.
- Avoid reading lengthy written testimony; instead, orally highlight important points in the written report.
- If others are offering similar testimony, try to coordinate information to avoid repetition.
- Avoid being too technical.
- Be prepared to answer questions and comments by committee members. If you are unable to answer a question, offer to provide a written response later and always follow through.
- If you absolutely must give a personal opinion, make sure that the Board of Commissioners understands that you are not speaking for the committee, but for yourself.

THE NEWS MEDIA

The news media has the important function of informing the public about County government operations. In doing so, it provides a valuable communications link with the community. It is important to maintain a cooperative and open relationship with the media without violating privacy and other citizen rights. The following are suggested guidelines for working with the media:

- Designate a spokesperson that will speak for the committee as a whole.
- Be as open as possible and keep your focus on the business of the committee. Personal opinions, especially those regarding other people, are inappropriate. The news media is not the place to air dissatisfactions or carry on conflicts among committee members or County employees.
- If you do not know the answer to a question or are unsure about an issue, refer the matter to a knowledgeable person on your board or committee, to a County employee, or to the County Administrator's Office.
- A "wise" committee anticipates when an event in the community will stir the interest of the media. It provides materials that are responsive and informative, but do not violate individual privacy or undermine the dignity and authority of the committee or County staff.
- Keep in mind that the comments you make in public may also have to be made in a court of law. Do not risk your personal integrity or that of another by thoughtless or unwarranted remarks.

Gores, Loni

From: marg@sequim.com
Sent: Thursday, June 5, 2025 12:19 PM
To: Gores, Loni
Subject: Charter Review Water Committee

Dear Loni and Charter Review Water Committee Members:

I have been listening to the Water Committee meeting, In what was Number 7 of the meeting report (numbers have been changing), it said: Multiple local, state, federal and tribal agencies, and many public and private water purveyors, have roles to play in managing and/or supplying water for the many purposes water is needed, None of these players do comprehensive water planning, but all could benefit from improving the information necessary to make wise and informed water supply decisions.

NONE? Take a look at the Jamestown S'Klallam Environmental Planning Program: <https://jamestowntribe.org/natural-resources/environmental-planning/environmental-planning/> This is from 2020. But, it is noted that the Tribe co-leads the Dungeness River Management Team. They have been looking at water quality and water quantity.

The Tribe has a Water Quality Specialist, Lori DeLorm. <https://dovetailworkwear.com/blogs/news/women-at-work-lori-delorm-jamestown-sklallam-tribe-natural-resources?srltid=AfmBOoqoA4vZThhOZCAxnCuR0NyjayYoKUpLsfshrECThf3O-HpTIHDn>

Both the Tribe and the Clallam PUD had consultants to assess the impact of the new PUD well in Carlsborg (Van Lan). These reports detailed the impact of that well on the Dungeness River and on other streams (Matriotti Creek, Bagley Creek, Bell Creek, etc.). They were detailed and extensive, to the point of talking about the number of gallons per day that the well was impacting each stream, in order to figure out the amount of mitigation to be paid. Similar studies were done for the PUD Bobcat well; and mitigation was paid.

The Sequim Irrigators/Agricultural Water Users use HALF the water from the River that they used to. They do keep records, and regularly report to the Dungeness River Management Team. <https://www.sequimirrigation.com/>

The DRMT keeps track of the CFS in the River at the U.S. Gage and the Ecology Gage.

Streamkeepers do a lot of tracking and recording of flows.

The Washington Water Trust runs the Dungeness Water Exchange. They provide a report showing how many wells have paid mitigation and are metered, and how much is left in reserve for domestic water.

The Clallam Conservation District which is aiding with aquifer recharge, to add to the reserve, also has reports.

You had a Number 5 (Number may have changed) that actual available water may not be sufficient to fulfill existing water rights that exist on paper.

As I have mentioned before, some of those water rights were given up or sold by the Irrigation companies or districts that owned them. Some paper water rights no longer exist, because the water was not put to beneficial use in the past five years.

Most of the area South of 101, where there are not the 4-5 aquifers and some of the land cannot get irrigation water, the private wells constructed after 2013, or not put to beneficial use prior to January 1, 2013, cannot use outside water or stock watering. They are in the "Yellow Area."

More later.

For context, a long time ago, I was on the County Groundwater Committee, the Sequim Bay Watershed Management Plan Committee, the Dungeness-Quilcene Project, and the precursor of the DRMT, The Dungeness River Committee.

Thank you for your time!

Marguerite A Glover

marg@sequim.com

360-461-3365

103 Pond Lane

Sequim 98382

Gores, Loni

From: Pickett, Paul
Sent: Thursday, June 5, 2025 11:31 AM
To: Gores, Loni
Subject: Draft amendment proposal for Committee
Attachments: RNR Proposed Water Resources Information Office Charter Amendment
Committee_clean 5June2025.docx

Please note that this draft is still being worked on, for example who the position reports to. This is not Step 1.

Please forward to the whole Commission and attach to the agenda.

Paul
Charter Review Commissioner, District 2

2025
Clallam County Charter Review Commission
DRAFT – under review

Resolution Number _____

The Clallam County Charter Review Commission elected by the voters of Clallam County for the year 2025 finds that:

1. Changing climatic conditions in Clallam County are resulting in shrinking glaciers, lower winter snowpacks, hotter summer temperatures, less summer precipitation, and lower late summer stream flows.
2. The above factors, combined with increased population growth and management decisions historically, have resulted in lower water tables in many parts of the county and a reduced ability to provide water from existing ground water resources.
3. At the same time, the desire to avoid the adverse effects of climate change, that are predicted to be more adverse elsewhere, will increase Clallam County's population more rapidly.
4. Therefore, it has become increasingly difficult to supply water for domestic, agricultural, industrial, and environmental purposes in most parts of the county, especially in the late summer months.
5. Water data for the County is sparse, and often old and out of date; the long-term sustainability of the County's water resources is unknown; and the actual water availability is poorly understood. Actual available water may not be sufficient to fulfil existing water rights that exist on paper.
6. The cost of water planning with existing limited data is likely much greater than the cost of improving this information. Adequate and improved information is needed.
7. Multiple local, state, federal and tribal agencies, and many public and private water purveyors, have roles to play in managing and/or supplying water for the many purposes water is needed. None of these players do comprehensive water planning, but all could benefit from improving the information necessary to make wise and informed water supply decisions.
8. In 2018, Clallam County shifted its water resources science expertise from a general role to specific projects. This disrupted the continuity of the County's water resources data acquisition, analysis, and sharing. The County is the government authority in the best position to provide the expertise to address county-wide water data needs.

Therefore, the 2025 Clallam County Charter Review Commission hereby proposes that the Clallam County Charter be amended by adding to Article _____, a Section _____: _____, to read as follows:

The position of Water Resources Specialist is hereby created. The Specialist shall be a senior hydrologist, hydrogeologist, water resources engineer, or someone who holds other equivalent qualifications. This position shall serve as an independent agent to analyze and quantify Clallam County's water resources for sustainability and availability, and would have absolutely no water resource management authority. Its sole purpose would be to make available to those entities that do manage Clallam County's water resources the information necessary to make wise and informed water supply decisions.

The Water Resource Specialist shall be appointed by the Board of County Commissioners. Candidates for the position will be recommended by an ad-hoc independent nonpartisan hiring committee appointed by the County Commissioners. The Hiring Committee shall include County staff – one each from Public Works, Director of Community Development, and Environmental Health – and four members representing entities with significant stakes in water resources in Clallam County.

The Specialist shall provide reports, updates and recommendations to the Board of County Commissioners (BOCC) and appropriate county departments in public meeting settings only.

Any language in double parentheses with a line through it is existing Clallam County Charter language and will be taken out of the Charter if this measure is approved by voters. Any underlined language does not appear in current Clallam County Charter language but will be added to the Charter if this measure is approved by voters.

Further, the 2025 Clallam County Charter Review Commission, pursuant to Article XI, Sub-Sections 11.20.10 and 11.20.20 of the Clallam County Charter, calls for this Resolution, and the Charter amendment hereby proposed, to be filed with and registered by the Auditor, and for the Charter amendment hereby proposed to be submitted to the voters at the next statewide general election occurring at least 90 days after registration of the proposed amendment by the Auditor.

This Resolution is passed and approved on this _____ day of _____, 2025, by the 2025 Clallam County Charter Review Commission.

Bill Benedict, District 1 Commissioner

Susan Fisch, District 1 Commissioner, Chair

Ron Cameron, District 2 Commissioner

Alex Fane, District 1 Commissioner

Rod Fleck, District 3 Commissioner

Mark Hodgson, District 3 Commissioner

Christy Holy, District 3 Commissioner

Patti Morris, District 2 Commissioner

Chris Noble, District 2 Commissioner

Paul Pickett, District 2 Commissioner

Ron Richards, District 2 Commissioner

Nina Sarmiento, District 3 Commissioner

Jim Stoffer, District 1 Commissioner

Jeff Tozzer, District 1 Commissioner

Cathy Walde, District 3 Commissioner

DRAFT

Gores, Loni

From: Gores, Loni
Sent: Thursday, June 5, 2025 4:04 PM
To: Benedict, Bill; Boughton, Dee; Cameron, Ron; Fane, Alex; Fisch, Susan; Fleck, Rod; Hodgson, Mark; Holy, Christy; Morris, Patti; Noble, Chris; Pickett, Paul; Richards, Ron; Sarmiento, Nina; Stoffer, Jim; Tozzer, Jeff; Walde, Cathy
Cc: Gores, Loni
Subject: Ethics Committee Notice - June 10
Attachments: Committee Notice Ethics 6-10-25 Full Copy.pdf

CRC,

Attached is the Ethics Committee meeting notice for June 10:

- 1) Ethics Committee meeting notice on June 10 at 12:30 p.m. at BOCC Board Room 160

The notices have been posted on the County website at the following links:

CRC page: <https://www.clallamcountywa.gov/210/Charter-Review-Commission-CRC>

County homepage: <https://www.clallamcountywa.gov/>

I've also emailed to the press/media, posted on the BOCC office door and the courthouse public notice board.

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*

Clallam County Charter Review Commission Ethics Committee

June 10, 2025 at 12:30 p.m.

Board of Commissioner Board Room 160, 223 East 4th Street, Port Angeles, WA

Agenda

- Welcome and Roll Call
- Review of attorney report on historical development of current ethics
- Discussion of possible amendment wording
- Public comment
- Next meeting

If you would like to listen to the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 836 9266 4344 and passcode: 12345 and use *9 to raise your hand.

If you would like to listen to the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: 836 9266 4344 and passcode: 12345

Citizens with comments or questions regarding the Charter Review Commission may contact the Clerk of the Charter Review Commission at loni.gores@clallamcountywa.gov or 360-417-2256.

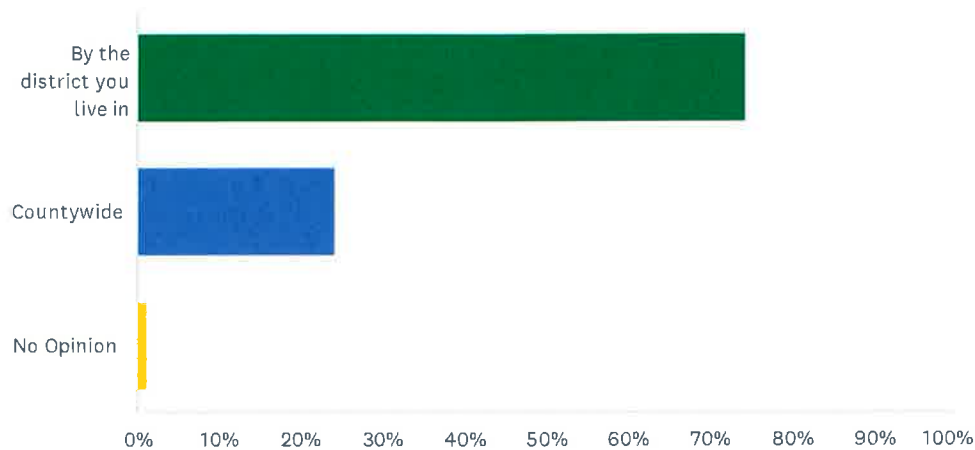
Gores, Loni

From: Morris, Patti
Sent: Sunday, June 8, 2025 10:37 AM
To: Gores, Loni
Cc: Fisch, Susan
Subject: Completed Survey Results
Attachments: CRC Survey Completed - 6-8-25.pdf

Please send this out to all Commissioners for review at the Monday meeting. I will bring copies also.
Thanks, Patti

Q1 County Commissioners are currently nominated by district and elected county-wide.How Should County Commissioners be elected?

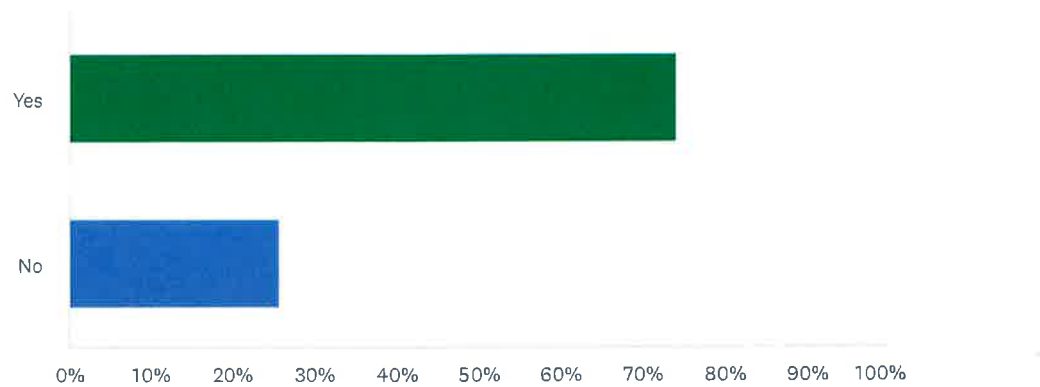
Answered: 1,457 Skipped: 9



ANSWER CHOICES	RESPONSES	
By the district you live in	74.40%	1,084
Countywide	24.37%	355
No Opinion	1.24%	18
TOTAL		1,457

Q2 Should County Commissioners recuse themselves from participating in non-governmental organizations (NGOs)?

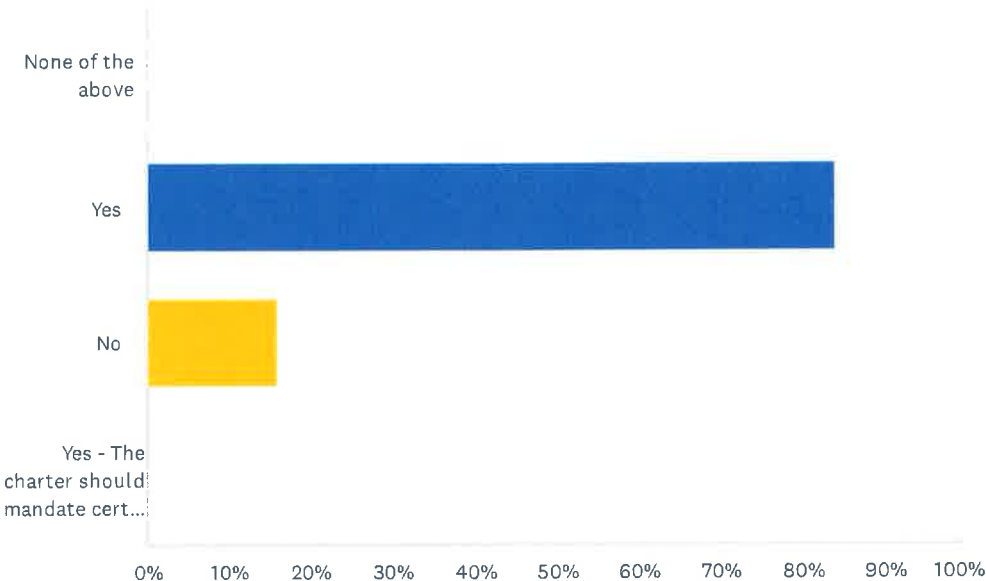
Answered: 1,441 Skipped: 25



ANSWER CHOICES	RESPONSES	
Yes	74.18%	1,069
No	25.82%	372
TOTAL		1,441

Q3 Clallam County has a charter provision that requires the County Commissioners to adopt an ethics ordinance, but does not specify any requirements of the ordinance. The ethics ordinance that does exist contains no penalties for a violation. Should the charter create an ethics board or commission?

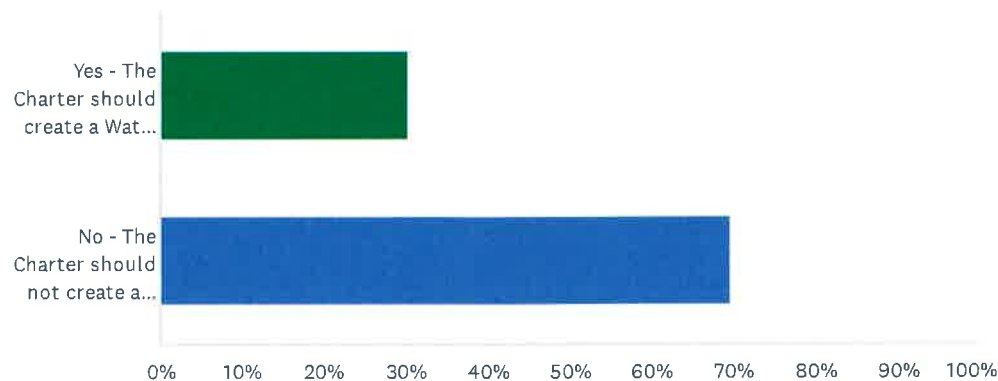
Answered: 1,449 Skipped: 17



ANSWER CHOICES	RESPONSES	
None of the above	0.00%	0
Yes	83.99%	1,217
No	16.01%	232
Yes - The charter should mandate certain ethical standards.	0.00%	0
TOTAL		1,449

Q4 There are multiple jurisdictions that are involved in county-wide water management. No one is currently proactively identifying county-wide concerns regarding water supplies, and reactive measures are more expensive to the county taxpayers. Available water resources information is inadequate and outdated.

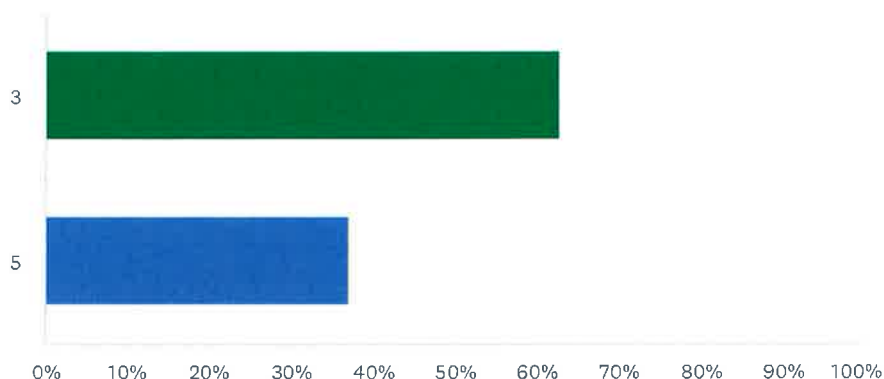
Answered: 1,451 Skipped: 15



ANSWER CHOICES		RESPONSES	
Yes - The Charter should create a Water Steward position to gather necessary information. It would not have regulatory or enforcement authority. It shall operate as an independent information gathering, analysis, and advisory office.		30.32%	440
No - The Charter should not create a Water Steward position to gather necessary information.		69.68%	1,011
TOTAL			1,451

Q5 Clallam County currently elects three (3) County Commissioners. They are nominated by District in the Primary election and in the General election are elected county-wide. How many County Commissioners should Clallam County elect?

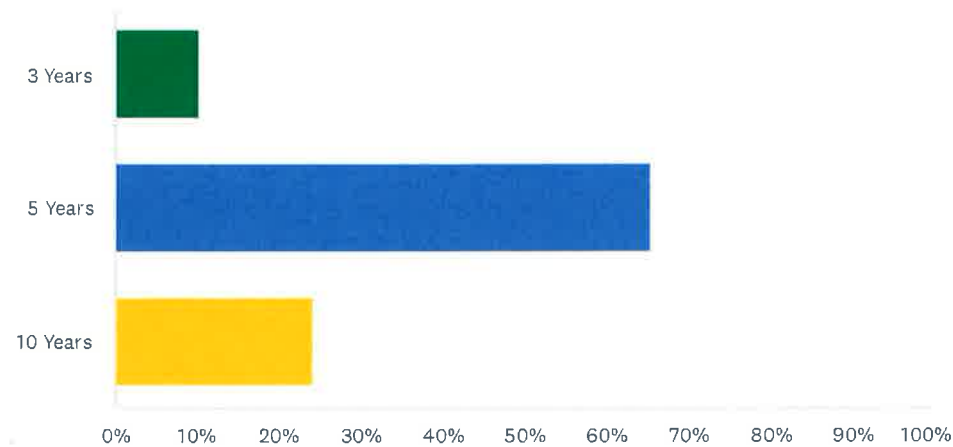
Answered: 1,446 Skipped: 20

**ANSWER CHOICES****RESPONSES**

3	62.79%	908
5	37.21%	538
TOTAL		1,446

Q6 All other charter counties in our state meet every ten years. Currently, the Clallam Charter Review Commission meets every 5 years. How frequently should the Charter Review Commission meet?

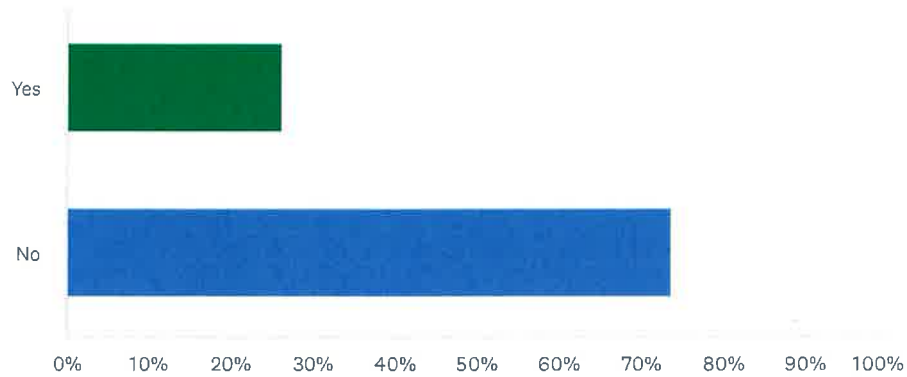
Answered: 1,452 Skipped: 14



ANSWER CHOICES		RESPONSES	
3 Years		10.33%	150
5 Years		65.36%	949
10 Years		24.31%	353
TOTAL			1,452

Q7 Currently, the county does not provide for ranked choice voting options for elections. Should the charter consider the adoption of ranked choice voting options for the county?

Answered: 1,431 Skipped: 35



ANSWER CHOICES	RESPONSES	
Yes	26.14%	374
No	73.86%	1,057
TOTAL		1,431

Gores, Loni

From: Richards, Ron
Sent: Monday, June 9, 2025 9:37 AM
To: Gores, Loni
Subject: Documents Related to Request to Amend Proposed Minutes
Attachments: Letter Requesting Minutes Correction Re Coroner Amendment.pdf; 052725 Highlighted Coroner Amendment Pages from Agenda Package.pdf

Hi Loni,

Attached are two documents I intend to speak from tonight in requesting a change to the proposed minutes from the 5/27/25 CRC meeting. Please forward these to the whole CRC. Also please have the highlighted coroner amendment pages available for display on our monitoring screens.

Thank you,

Ron Richards

06/09/25

Dear Charter Review Commissioners:

I ask that the proposed minutes for the May 27, 2025, meeting regarding the coroner amendment be corrected to read as follows:

"Proposed coroner amendment (step 4) – Commissioner Cameron. This item came up for consideration of what the agenda referred to as the Coroner Amendment. The portion of the agenda packet regarding this item began at page 151 and ended at page 155. Page 151 clearly labeled the business item as Coroner Amendment. Page 152 was an email from Ron Cameron, the Chair of the Coroner Committee, asking for the "Coroner Amendment" to be advanced through the approval steps. That email referred to the "Coroner Amendment" as being the attached "Draft Coroner Proposed Amendment.docx". Pages 153 through 155 of the agenda packet was a printout of the "Draft Coroner Proposed Amendment.docx." This is the document that throughout the whole approval process had been referred to as the "Coroner Amendment". Leading off the discussion of this item, Chair Fisch, while referring to the document in the agenda packet, said she was reading the amendment but in fact only read a portion of the amendment. Prior to this there had been no motion to change the agenda, or to change the document in the agenda packet. Nobody relying on the plain words of the agenda or the documents in the agenda packet could have had any idea that a motion to approve the amendment was anything but a motion to approve the document entitled "Draft Coroner Proposed Amendment.docx", especially so since our bylaws say "The Commission shall make no substantive changes to the language of a proposed amendment at this meeting." Chair Fisch, then asked if anyone had a motion, Commissioner Bennedict then indicated he had a motion and Commissioner Noble was credited with seconding the motion although the exact wording of the motion was not made clear. A roll call vote was then taken with 14 voting yes. Following that, Chair Fisch announced that she had asked the Prosecuting Attorney for advice as to what the "next step" should be although the agenda had clearly stated that the Commission was at Step 4 of the approval process – which the bylaws say is the final step of the approval process. Chair Fisch further said the next step was to develop a resolution – which in fact was a part of the document the agenda and agenda packet had assured the public, and anyone on the Charter Review Commission relying on the agenda and the agenda packet, was the amendment being considered."

While this change might seem immaterial, it is in fact very material – both procedurally and substantively.

Procedurally, how can anyone rely on what is said to be an agenda item, and what are said to be the documents in the agenda packet relating to the agenda item, actually being the agenda item or the agenda item documents? In my estimation, the public should be every bit as concerned about this as they have been concerned about some members of the commission attempting to muzzle certain members of the commission and the public. In fact, this procedure was in effect another form of muzzling – had I known this effort was afoot I certainly would have objected and made some of the points I make herein.

Substantively, the Coroner Committee struggled with a number of issues in drafting the proposed amendment and worded its findings very carefully so as to avoid misrepresenting to the public the reason for the proposed amendment.

Specifically, it cannot yet be said that a change in state law required this change, as was said during the May 27, 2025 meeting. Very clear language in the state constitution supports the proposition that a charter county is still free to have its Prosecutor serve as its coroner. All sides considering this issue agree that this is true.

This has left the county in another situation where it is in conflict with the terms of the charter – just as it is with the Department of Community Development not being the lead in the Off Channel Reservoir Project, and with the Auditor reporting to the Board of County Commissioners under the memorandum of understanding regarding the Chief Financial Officer position. We cannot continue ignoring these serious departures from the words of the charter without the public eventually losing all faith in county government following the words of the charter.

Further explanation of why this action was misleading and should be corrected, with reference to the documents involved, follows:

There is no support in the agenda, the agenda packet, or in our bylaws for saying only a portion of the document that had been referred to as the “coroner amendment” had been approved. If the CRC proceeds along this path, the CRC will be in violation of its By Laws, this very important proposed charter amendment would be on unsupportable legal grounds, and the CRC can be justifiably accused of misleading the public about what was being considered.

Our agenda for the meeting specified the action to be taken as “Proposed Coroner Amendment (Step 4) – Commissioner Cameron.” See Item 1, copied below.

According to our bylaws, Step 4 is the final action for submitting a proposed amendment for filing with the County Auditor. Our bylaws specify that the Commission shall make no substantive changes to the proposed amendment at this meeting. See Item 2, copied below.

The portion of the agenda packet for the meeting that addressed this agenda item began at Page 151 and ended at page 155. See attached document named 052725 Highlighted Coroner Amendment Pages from Agenda Packet. That document begins by a sort of a title page clearly stating the business item as “Coroner Amendment”. Following that is a copy of an email from Ron Cameron to Loni Gores and the executive committee asking for the Coroner Committee’s draft amendment to be placed on the agenda “to advance the committee’s draft amendment”. Very tellingly, that email stated the “Subject” to be “Coroner Amendment” and the “Attachments” to be “Draft Coroner Proposed Amendment.docx”. The next three pages were a print-out of “Draft Coroner Proposed Amendment.docx.” That, fellow commissioners, is what throughout this process was considered the “coroner amendment” and what was on the agenda to be voted upon.

Nobody, including the public and all the Charter Review Commissioners, reading the agenda or the agenda packet could have any idea that the document being considered was anything less than the whole document named “Draft Coroner Proposed Amendment.docx.” And nobody at the meeting could have any idea that the agenda, or the items in the agenda packet, were changed to reflect that something less than what was included in the agenda packet was being considered.

The agenda was approved as set forth in Item 1 below. There was never any mention of making a change to the proposed agenda. When Chair Fisch read a portion of the document at the meeting she referred to it as having come from the agenda packet, and she made no motion to amend the document to delete any portion of it, and our bylaws prohibited making any substantive changes to the proposed document at this meeting.

Furthermore, our bylaws say Step 4 is the final action for submitting a proposed amendment for filing with the County Auditor. The agenda said this was Step 4.

Under these circumstances, and at this point too, nobody, including the public and all the Charter Review Commissioners, from the publicly available information could have had any idea that a change was being made to the proposed agenda and the proposed document.

The first indication to anyone, without prior knowledge of a plan to in effect change the agenda and the proposed charter amendment without making any motion to do so or making any mention that was being accomplished, came when Chair Fisch, immediately after Step 4 was approved said she had asked the prosecutor to say what the next step was. There should have been no next step. Step 4 was it.

If we now attempt to create a new resolution to justify an amendment made only by a motion, the CRC can justifiably be accused of:

1. Not following the best practices under Robert's Rules of Order. Check anywhere and you will see that the most important actions of a board are to be taken via a resolution. Proposing amendments to the Charter is our reason to be, they should only be proposed via a resolution.
2. Contradicting the written agenda and the published agenda packet with no notice at all to the public or the Charter Review Commissioners who have not been otherwise informed.
3. Not following our bylaws, as explained above.
4. Proposing an amendment, and then creating arguments to support the proposed amendment. This is putting the cart before the horse. The reasons and the need for a proposed amendment should be determined and understood before the proposed amendment is adopted, not made up after the proposed amendment is adopted.

One final point, considering the fact that the Prosecutor has recused himself and his office from advising the CRC on any matters relating to the coroner issue, I cannot understand how his office is now attempting to do so.

Sincerely,
Ron Richards

(See Items Copied Below and Attached)

1.



CHARTER REVIEW COMMISSION

223 East 4th Street, Room 160

Port Angeles, Washington

Tuesday, May 27, 2025 – 5:30 p.m.

Notes for the Audience

- Assistive listening devices are available. Please notify Clerk before the meeting if you would like a SoundMate personal listening system.
- Please utilize the public comment sign-up sheets located at the front door.

****ATTENTION****

Charter Review Commission meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 836 9266 4344 and passcode: 12345 and use *9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use meeting ID: 836 9266 4344 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment can be directed to the Clerk at 360-417-2256 or Loni.Gores@clallamcountywa.gov

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Meeting Minutes May 12, 2025

PUBLIC COMMENT ON AGENDA ITEMS – Please limit comments to three minutes

CORRESPONDENCE/PETITIONS

BUSINESS ITEMS

- Proposed coroner amendment (step 4) - Commissioner Cameron

2.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following procedure shall be followed by the Charter Review Commission to propose Charter amendments to the Voters.

Step 1: GIVE NOTICE TO COMMISSION: A member or Committee shall provide a draft of the proposed Charter amendment to the Commission at a meeting. The proposed amendment shall be placed on the agenda at a subsequent meeting scheduled by the Commission.

Step 2: HOLD MEETING TO CONSIDER AMENDMENT: The proposed Charter Amendment will be considered by the Commission for their vote. If the Commission approves a final draft of the proposed amendment, the Commission shall schedule a final vote at a subsequent meeting scheduled by the Commission.

Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment and three days before the meeting at which the Commissioners will vote.

Step 4: HOLD MEETING TO ADOPT AMENDMENT: The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. A majority vote in favor of the proposed Charter amendment will be required to file such amendment with the Auditor for submission to the voters in the manner required by the Charter. The Commission shall make no substantive changes to the language of a proposed amendment at this meeting. If the Commission decides to make substantive changes, the process returns to Step 2.

CHARTER REVIEW COMMISSION

BUSINESS ITEM

Coroner Amendment

Gores, Loni

From: Cameron, Ron
Sent: Wednesday, May 7, 2025 1:00 PM
To: Gores, Loni; Fisch, Susan; Noble, Chris; Hodgson, Mark
Cc: Walde, Cathy; Fane, Alex; Richards, Ron
Subject: Coroner amendment
Attachments: Draft Coroner Proposed Amendment.docx

After having town halls in all district areas, and receiving comments on topics including the coroner issue, please place on the agenda steps to advance the committees draft amendment regarding the coroner position.

Thank you
Ron

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



2025
Clallam County Charter Review Commission

Resolution Number _____

The Clallam County Charter Review Commission elected by the voters of Clallam County for the year 2025 finds that:

1. Article IV, Section 4.20, of the Clallam County Charter provides in pertinent part that “The Prosecuting Attorney will serve as ex-officio coroner without extra compensation.”
2. The Washington State Attorney General has determined that a prosecuting attorney in a county with less than 40,000 population cannot serve as a coroner. That determination was based on a state statute that says a coroner cannot practice as an attorney in any court.
3. Clallam County’s Prosecuting Attorney has resigned his position as ex-officio coroner, based on his belief that the Attorney General’s determination referred to above might also apply to Clallam County despite the requirement in the Clallam County Charter that the Prosecuting Attorney will serve as ex-officio coroner.
4. Since the Prosecuting Attorney’s resignation as ex-officio coroner, a District Court Judge has been acting as coroner under a state statute providing that if the office of coroner is vacant the duties of the coroner’s office may be performed by any district judge.
5. Continuing with a District Court Judge as coroner because the coroner’s position is vacant is not a viable, long-term solution to the situation that now exists because of the conflict between what the Clallam County Charter requires and what the Attorney General and the Clallam County Prosecuting Attorney believe a state statute requires.
6. Attempting to obtain a definitive court decision or an Attorney General’s opinion on whether Clallam County’s Charter would control over conflicting state law and allow the county’s Prosecuting Attorney to serve as coroner could be a lengthy and costly proceeding.
7. Even if Clallam County’s Charter would control over conflicting state law, having the Prosecuting Attorney serve as ex-officio coroner is increasingly thought of as involving conflicts of interest and is not a preferred alternative.
8. A state statute, RCW 36.16.030, only allows counties with a population exceeding two hundred fifty thousand to adopt a medical examiner system, therefore precluding that alternative from being considered for Clallam County.
9. If the Clallam County Charter is amended to remove the requirement that the Prosecuting Attorney also serve as ex-officio coroner, the responsibility for performing those duties,

or having those duties performed, would fall on the Clallam County Commissioners under a provision of Article 11, Section 4, of the Washington State Constitution that provides that any duties of county officials prescribed by state law, with certain exceptions, if not assigned to specific officers by the County Charter, will fall on the Board of County Commissioners. In such a case, the County Commissioners could hire personnel with the appropriate training to serve as the coroner, much as was being done under the Prosecuting Attorney, and is now being done under a District Court Judge. That would result in a satisfactory solution to the current situation.

Therefore, the 2025 Clallam County Charter Review Commission hereby proposes that Article IV – OTHER ELECTED OFFICIALS, Section 4.20: Powers and Duties, be amended to read as follows:

All other elected officials shall exercise the powers and duties of their respective offices as provided by law. All elected officials and their departments shall utilize the personnel, budgeting, purchasing, property control and records management systems established by the Commissioners through ordinance except insofar as such utilization would be contrary to the powers and duties of the constitutional officers. ~~((The Prosecuting Attorney will serve as ex-officio coroner without extra compensation.))~~

Any language in double parentheses with a line through it is existing Clallam County Charter language and will be taken out of the Charter if this measure is approved by voters. Any underlined language does not appear in current Clallam County Charter language but will be added to the Charter if this measure is approved by voters.

Further, the 2025 Clallam County Charter Review Commission, pursuant to Article XI, Sub-Sections 11.20.10 and 11.20.20 of the Clallam County Charter, calls for this Resolution, and the Charter amendment hereby proposed, to be filed with and registered by the Auditor, and for the Charter amendment hereby proposed to be submitted to the voters at the next statewide general election occurring at least 90 days after registration of the proposed amendment by the Auditor.

This Resolution is passed and approved on this ____ day of ____, 2025, by the 2025 Clallam County Charter Review Commission.

Susan Fisch, District 1 Commissioner, Chair

Alex Fane, District 1 Commissioner

Bill Benedict, District 1 Commissioner

Rod Fleck, District 3 Commissioner

Ron Cameron, District 2 Commissioner

Mark Hodgson, District 3 Commissioner

Christy Holy, District 3 Commissioner

Ron Richards, District 2 Commissioner

Patti Morris, District 2 Commissioner

Nina Sarmiento, District 3 Commissioner

Chris Noble, District 2 Commissioner

Jim Stoffer, District 1 Commissioner

Paul Pickett, District 2 Commissioner

Jeff Tozzer, District 1 Commissioner

Cathy Walde, District 3 Commissioner

Gores, Loni

From: Sarmiento, Nina
Sent: Friday, June 6, 2025 1:14 PM
To: Gores, Loni
Subject: Water committee draft minutes
Attachments: Charter review notes June 5th.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Loni,

Could you forward these draft minutes to the water committee for review. Someone needs to fill in the end after I left the meeting.

Thank you!

Nina

Clallam County Charter Review Commission

Water Committee Meeting Minutes

June 5th 2025

Commissioners in attendance: Ron Richards (online), Christy Holy, Paul Pickett, Nina Sarmiento.

Call to order - 9 am

Action - The agenda was adopted

Action - May 29th meeting notes were adopted

Public Comments -

1. Marguerite Glover

Discussion

- Clauses six seven and eight on the draft amendment proposal.
- Adopting language from Tony Corado's draft amendment provided via public comment.
- How the position would be appointed.
- Who the position would report to.
- Time is needed for more feedback.
- Another meeting is needed to bring the final draft to step 1 of official review for the board.

Final Public Comment -

Adjourned-

Gores, Loni

From: noreply@civicplus.com
Sent: Monday, June 9, 2025 2:12 PM
To: Gores, Loni
Subject: Online Form Submission #7405 for Contact the Clerk of the Board

Contact the Clerk of the Board

First Name	C.g.h.
Last Name	Hallam
Email	roughdraftacres@protonmail.com
Phone	123455678
Subject	CRC survey result feedback
Comments	Despite heavily skewed phrasing, the overwhelming majority of respondents do not want a "water steward" position. Will you listen to the community or continue to push your own agendas? Suggesting increased taxes to cover the salary of a position that is unwarranted and unwanted shows how completely out of touch proponents must be. If you are concerned about water, which we all should be, focus on existing positions and protocols. Not everything is solved by more beurocracy, recommend better beurocracy, streamlined processes and management tools. Not another position at tax payer expense.

Please Note

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

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