



CLALLAM COUNTY CHARTER REVIEW COMMISSION MINUTES of August 11, 2025

MEETING OF THE CHARTER REVIEW COMMISSION (CRC)

Chair Susan Fisch called the meeting to order at 5:30 p.m., Monday, August 11, 2025. Also present were Commissioners Jim Stoffer, Jeff Tozzer, Alex Fane, Patti Morris, Ron Richards, Christy Holy, Rod Fleck, Chris Noble, Bill Benedict, Cathy Walde, Mark Hodgson, Ron Cameron and Nina Sarmiento. Pickett was excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Adopted as presented

APPROVAL OF THE MINUTES

- Minutes July 28, 2025

ACTION TAKEN: Adopted as presented

PUBLIC COMMENT – Please limit comments to three minutes

- Ed Telenick, Sequim, commented on BOCC town hall meetings, Water Committee, Department of Community Development
- Eric Fehrmann, Sequim, commented security
- John Worthington, Sequim, commented on not having Zoom video, land acquisition issue, nonprofits
- Ed Bowen, Clallam Bay, commented on BOCC town hall meetings, District III Commissioner attendance, Assessor, Department of Community Development

CORRESPONDENCES

Gores noted receipt of correspondences from Commissioner Richards, Corrine Reed, Commissioner Sarmiento, Dr. Sarah Huling, and Brian Pulk (see attached).

BUSINESS ITEMS

- **Executive Session Request – Commissioner Richards**

Richards requested to continue to the first meeting in September.

- **Water Committee Recommendation – Commissioner Pickett**

Richards commented that the Water Committee put what was in the proposed Charter amendment into a recommendation. They also added the recommendations as to the qualifications for the position. He noted that its addressed to the Board of County Commissioners (BOCC) because the Charter requires the CRC to make the recommendations to the BOCC. It also recommends the BOCC turnaround and recommend the recommendation to the Department of Community Development. He pointed out that it is focused on the Director of the Department of Community Development.

Fisch read the following into the record:

Charter Section 11.10.30 reads *The Commission may also make recommendations to the County Commissioners and publish information and/or findings.*

CRC Bylaws Article IX Section 2 reads *The Charter Review Commission may forward recommendations (Charter 11.10.30) to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting.*

CRC Commissioners provided pro and con feedback on the proposed recommendation.

Fisch read the following into the record:

11.10.40: Board of Commissioners Review of Charter Review Commission Recommendations

The Board of Commissioners shall conduct meetings, as required, including district town hall meetings, to fully vet publically all recommendations for changes or revisions to county operations and procedures (not proposed for ballot measures) forwarded to them by the Charter Review Commission. The meetings shall engage the

CLALLAM COUNTY CHARTER REVIEW COMMISSION
MINUTES of August 11, 2025
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public and shall encourage public comment on the proposed changes and revisions. Upon the conclusion of the meetings, the Board of Commissioners shall issue written conclusions and responses to the recommendations, including timetables for adoption of the recommendation and/or reasons for not adopting the recommendation.

ACTION TAKEN: Holy moved to accept the Resolution to recommend to the BOCC the Recommendation Resolution, Stoffer seconded, motion passed
(10 voted in favor and 4 voted opposed)

SUBCOMMITTEE REPORTS

- Ethics Committee

Cameron stated there is no report. The next Ethics Committee meeting will be on August 12, 2025 at 1 p.m.

- Land Acquisition Committee

Richards reported that he, Walde, and Stoffer met and decided to have another meeting in the future when Cameron could attend. He noted that he started thinking that the CRC was doing what the proposed amendment requires of the Planning Commission. The next Land Acquisition Committee meeting will be held on August 13, 2025 at 1 p.m.

- BOCC Town Hall Meetings Committee

Sarmiento reported that the BOCC Town Hall Meetings Committee met on July 30, 2025 and she drafted an amendment for consideration to require the BOCC to hold town hall meetings. She noted that several questions came up including the Commissioner attendance, Open Public Meetings Act (OPMA), frequency and scheduling. The next BOCC Town Hall Meetings Committee meeting is on Wednesday, August 27, 2025 at 9 a.m.

REPORTS

- **Chair Report – Commissioner Fisch**

No Chair report.

PUBLIC COMMENT – Please limit comments to three minutes

- Denise Lapio, Sequim, commented on Board of Commissioners committee and board service
- Ed Telenick, Sequim, commented on Department of Community Development, buzzer
- Matthew Roberson, commented on focusing on what the CRC has heard from the citizens of Clallam County, ethics
- Eric Fehrmann, Sequim, commented on town hall meetings
- Ed Bowen, Clallam Bay, commented on status of the CRC, Lands Acquisition Committee
- John Worthington, Sequim, commented on chief of police, town hall meetings, screen share, Tribes
- Todd Mielke, Port, County Administrator, commented on a recommendation to the Board of Commissioners process

GOOD OF THE ORDER/FUTURE AGENDA ITEMS

- Committee reports

ADJOURNMENT - Meeting concluded at 6:15 p.m.

Respectfully submitted,



Loni Gores, MMC

Clerk of the Charter Review Commission

Approved:

CLALLAM COUNTY CHARTER REVIEW COMMISSION 2025 – Roll Call Voting – August 11, 2025

Y – Yes, N- No, A-Absent

	Approve the Recommendation Resolution and forward to the BOCC - Holy
Susan Fisch	Y
Bill Benedict	Y
Jim Stoffer	Y
Jeff Tozzer	N
Alex Fane	Y
Ron Cameron	N
Pattie Morris	Y
Chris Noble	Y
Paul Pickett	A
Ron Richards	Y
Rod Fleck	N
Mark Hodgson	Y
Christy Holy	Y
Cathy Walde	N
Nina Sarmiento	Y
Yes	10
No	4
Pass or Fail	Passed

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	ED TELONICK	Ed Telonick	District 2
2	Eric Telonick	Eric Telonick	Sequim
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CHARTER REVIEW COMMISSION PUBLIC COMMENT SIGN-UP SHEET

General Public Comment – 2nd Session

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

Nº	PRINTED NAME	SIGNATURE	ADDRESS
1	Denise Lapio	Denise Lapio	Sequim
2	ED TEWICK	Ed Tewick	Dist 2
3	Matthew Roberson	Matthew Roberson	Port Angeles - Dist 3
4	Eric Fehrman	Eric Fehrman	Sequim
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CHARTER REVIEW COMMISSION

CORRESPONDENCES RECEIVED

Gores, Loni

From: Richards, Ron
Sent: Monday, July 28, 2025 9:18 PM
To: Gores, Loni; Fane, Alex
Cc: Pickett, Paul; Sarmiento, Nina; Holy, Christy
Subject: Melting Glaciers

Loni,

Here's an interesting article that came across my computer tonight. Please forward it to the CRC. Although not pertinent for the time being after tonight's vote, it backs up what Alex was saying tonight. The situation is probably worse for Clallam County because the glaciers we have relied on for so long are already so greatly reduced from what they once were.

Ron

[Glaciers Are Dying — And So Could Our Water | Watch](#)



Glaciers Are Dying — And So Could Our Water

The UN has issued a stark warning — glacier melt is accelerating due to climate change and threatening the freshwater supply for over 2 billion people. Mountains, often called the “water towers” of the world, are rapidly losing ice that feeds major rivers and cities like Tokyo. This 1-minute video dives into the latest findings from the 2025 UN World Water Development Report, revealing the severe consequences for people, ecosystems, and Indigenous communities. From deadly glacial lake floods to vanishing biodiversity and urgent calls for global action — this is a crisis we can't ignore. WooGlobe Ref : WGA929327

www.msn.com

Gores, Loni

From: Corrine Reed <corrinereed1078@gmail.com>
Sent: Tuesday, July 29, 2025 7:10 AM
To: Gores, Loni
Subject: Objection to Fiscal Irresponsibility and Proposed Tax Increase – CRC & BOCC

Subject: Objection to Fiscal Irresponsibility and Proposed Tax Increase – CRC & BOCC

To: loni.gores@clallamcountywa.gov

Please forward to: Charter Review Commission (CRC) and Board of County Commissioners (BOCC)

Dear Members of the CRC and BOCC,

I am writing as a concerned citizen and taxpayer of Clallam County to express my strong objection to the Charter Review Commission's advancement of a permanent "Water Resources Specialist" position and the Board of County Commissioners' proposed 38.2% property tax increase.

These actions demonstrate a deeply troubling lack of fiscal transparency, accountability, and responsible governance.

1. Misrepresentation of Budget Reserves as Surplus

During the CRC's July 14 meeting, Commissioner Ron Richards claimed that the County had a \$14 million "surplus." This statement materially misled the commission and the public, as it was later corrected by County Administrator Todd Mielke—only after the vote had occurred.

According to RCW 42.30.110, open public meetings must allow for transparency and the public's right to meaningful participation. The CRC's refusal to allow Mielke to clarify budgetary facts before voting raises serious concerns under the Washington Open Public Meetings Act (OPMA).

Additionally, the use of false or misleading fiscal information to support charter amendments may violate the intent of RCW 36.70A.040, which calls for fiscally responsible planning and coordination across government agencies.

2. Permanent Spending Without Budget Viability

The CRC's amendment would embed a non-mandated, salaried position into the County Charter—making it permanent regardless of future budget conditions. This is reckless and fiscally unsustainable, especially in light of Clallam County's recent layoffs, budget cuts, and inability to fund even core services.

As stated in RCW 36.40.040, no expenditure may be made or liability incurred beyond the amount set in the adopted budget. By proposing a charter-level mandate without guaranteed budgetary capacity, the CRC risks violating this statutory limit.

3. Unjustified Tax Burden on Citizens

The BOCC's proposal to increase the general property tax levy from \$0.7598 to \$1.05 per \$1,000 of assessed value—a staggering 38.2% increase—is punitive to taxpayers during a time of inflation and economic instability.

According to RCW 84.55.010, levy increases are generally limited to 1% annually unless explicitly approved by voters. Even if this increase goes to the ballot, it is being done without commensurate reductions in wasteful or duplicative spending.

Before imposing such a heavy burden on working families, I urge the BOCC to:

Conduct an independent, line-by-line budget audit

Freeze all non-essential hiring and new program creation

Eliminate or restructure non-mandated positions and projects

4. Violation of Public Trust

Together, these decisions appear to prioritize political agendas over responsible stewardship of public funds. Taxpayers should not be expected to subsidize poor planning and governance.

I formally request:

The CRC withdraw or delay the Water Resources Specialist amendment until full financial review and public disclosure is complete

The BOCC suspend its proposed property tax levy increase until a comprehensive audit and performance-based budget review is conducted

Public meetings be conducted in full compliance with RCW 42.30, ensuring accurate information is available before any vote

Failure to act in a fiscally responsible manner may result in legal challenges or citizen-led efforts to reverse these harmful decisions.

Please confirm that this message will be added to the official record for both the CRC's July 28 vote and the BOCC's July 30 hearing.

Respectfully,

Corrine Reed
Sequim, Washington

Gores, Loni

From: Sarmiento, Nina
Sent: Tuesday, July 29, 2025 8:40 PM
To: Gores, Loni
Cc: Pickett, Paul; Richards, Ron; Holy, Christy
Attachments: Water Committee July 21 2025 Meeting Minutes .docx

Attached are the Water Committee Meeting minutes for our July 21 meeting.

Cc'd the committee, in case there are corrections needed.

Thanks!

Nina

*Nina Sarmiento
Charter Review Commission
District 3*

**Clallam County Charter Review Commission
Water Committee Meeting, July 21st, 2025**

Call to order at 1:04

Action - Agenda is approved and July 9th meeting minutes approved

Public comment - None

Business items -

Editing of the recommendation - job description

- Changed the first sentence to say this recommendation be forwarded to the DCD
- Added into the description “the successful candidate must possess the necessary expertise to collect, analyze, and provide water resource data to all entities managing water resources in the county, including:”
- Changed the first bullet point under education and experience to “a bachelor degree or higher that provides the aforementioned expertise such as geology, hydrogeology, hydrology, environmental science, or environmental engineering, all with a focus on water.”
- Stuck out bullet point 5 under essential functions even though this was done in the previous meeting.

Editing of Q& A to reflect Todd Milke’s public comment - Question 5 about the county budget

Public comment - none

Next Steps - Commissioner Pickett is sending the revised Q and A and the revised recommendation to Loni.

Meeting adjourned - 2:56

Gores, Loni

From: Gores, Loni
Sent: Wednesday, July 30, 2025 11:42 AM
To: Benedict, Bill; Boughton, Dee; Cameron, Ron; Fane, Alex; Fisch, Susan; Fleck, Rod; Gores, Loni; Hodgson, Mark; Holy, Christy; Morris, Patti; Noble, Chris; Pickett, Paul; Richards, Ron; Sarmiento, Nina; Stoffer, Jim; Tozzer, Jeff; Walde, Cathy
Subject: CRC BOCC Town Hall Meetings Committee Meeting Notice - August 27
Attachments: Committee Notice BOCC Town Hall Meetings 8-27-25 Full Copy.pdf

CRC,

Attached is the BOCC Town Hall Meetings Committee meeting notice for August 27:

- 1) BOCC Town Hall Meetings Committee meeting notice on August 27 at 9 a.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*



COMMITTEE MEETING NOTICE

CLALLAM COUNTY CHARTER REVIEW COMMISSION

The Charter Review Commission BOCC Town Hall Meetings Committee has scheduled a committee meeting to be held on August 27, 2025 at 9 a.m. in the Board of Commissioners Board Room 160, 223 East 4th Street, Port Angeles, WA.

The purpose of the meeting is to discuss and consider actions regarding the proposed Charter amendment for BOCC Town Hall Meetings.

Zoom:

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 <https://us06web.zoom.us/j/83692664344> 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 30th day of July, 2025

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

Loni Gores, MMC

Clerk to the Charter Review Commission

Clallam County Charter Review Commission BOCC Town Hall Meetings Committee
August 27, 2025 at 9 a.m.
Board of Commissioner Board Room 160, 223 East 4th Street, Port Angeles, WA

Agenda

- Welcome
- Public Comment
- Discussion on questions regarding proposed amendment
- Assignment of action items for next meeting if necessary
- Establish next meeting date
- Public comment

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: Gores, Loni
Sent: Wednesday, July 30, 2025 4:36 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: CRC Water Committee Meeting Notice - August 4
Attachments: 08-04-25 CRC Water Committee Agenda Full Copy.pdf

CRC,

Attached is the Water Committee meeting notice for August 4:

- 1) Water Committee meeting notice on August 4 at 1:30 p.m. at BOCC Small Conference Room 150

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*



COMMITTEE MEETING NOTICE

CLALLAM COUNTY CHARTER REVIEW COMMISSION

The Charter Review Commission Water Committee has scheduled a Water Committee meeting to be held on August 4, 2025 at 1:30 p.m. at the Board of Commissioners Small Conference Room 150, 223 East 4th Street, Port Angeles, WA.

The purpose of the meeting is to discuss and make decisions regarding next steps following the Commission vote at the last meeting, and possible draft Recommendations to County Commissioners.

Zoom:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 873 4384 8004 and passcode: 12345 and use *9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/87343848004> and use meeting ID: 873 4384 8004 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 30th day of July, 2025


Loni Gores, MMC
Clerk to the Charter Review Commission

Clallam County Charter Review Commission Water Committee

August 4, 2025 at 1:30 p.m.

Board of Commissioners Small Conference Room 150, 223 East 4th Street, Port Angeles, WA

Agenda

1:30 p.m. Meeting called to order.

- Approve agenda for the meeting and minutes of last meeting.
- First Public Comments
- Discuss and make decisions regarding next steps following the Commission vote at the last meeting, and possible draft Recommendations to County Commissioners
- Second Public Comments
- Next steps

3:00 p.m. Adjourn

Zoom:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 873 4384 8004 and passcode: 12345 and use *9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/87343848004> and use meeting ID: 873 4384 8004 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: Sarah <triplesconsultants2025@gmail.com>
Sent: Wednesday, July 30, 2025 10:22 PM
To: Gores, Loni
Subject: Town Hall Charter Amendment – Resolution Framework & Operational Policy for Committee Review
Attachments: Clallam County Commissioner Town Hall Operational Policy.docx; Clallam County Charter Town Hall Amendment.docx

Dear Loni,

Please forward this on to the Charter Review Town Hall Subcommittee for/before their next meeting.

Dear Members of the Clallam County Charter Review Commission Town Hall Meetings Committee,

Thank you for your continued work to strengthen public engagement in Clallam County. Attached are materials I'm submitting as a framework for the committee to consider to use to help finalize language for a town hall charter amendment and move it to the full Charter Review Commission in time for the November 2026 general election.

What's included:

Resolution Package (cover letter, cover sheet, resolution, ballot title & explanatory statement)

Operational Policy (implementation guide if the measure passes)

Summary of the proposal:

High-level charter amendment requiring one town hall per quarter in each district.
Town halls are official OPMA-compliant meetings (notice, agenda, minutes/recording).

No final action taken during town halls; meetings focus on structured Q&A and two-way communication.

Encourages (but does not require) attendance by the full Board for continuity and accountability.

A companion operational policy provides clear procedures (scheduling, notice, agenda, accessibility, record-keeping, and accountability) for straightforward implementation post-adoption.

Thank you for your consideration and for your service to the community.

Kindly,

Dr. Sarah Huling, EdD, MBA

TripleSConsultants2025@gmail.com

503-409-1681

Sarah Huling 7-30-25

RESOLUTION COVER LETTER

Dear Members of the Town Hall Meetings Committee:

Thank you for convening on July 30, 2025, to address the important topic of increasing public engagement by the Clallam County Commissioners. Attached is a draft resolution package for your consideration, designed as a framework for the proposed Town Hall Charter Amendment.

This framework will enable the committee to work efficiently and finalize language for submission to the full Charter Review Commission, keeping the process on track for placement on the November 2026 general election ballot before the Commission's term ends on December 31, 2025.

The draft includes:

1. A Resolution Cover Sheet
2. Proposed Resolution Language requiring a public town hall meeting in each commissioner district at least once per calendar quarter.
3. Draft Ballot Title and Explanatory Statement.

The language is intentionally high-level and modeled. It includes clear references to the Open Public Meetings Act (RCW 42.30) to ensure compliance and defines "final action" to maintain the interactive, question-and-answer format of the town halls.

I request that the committee consider using this package as a framework to advance a refined version to the full Charter Review Commission.

Thank you for your service and for considering this framework.

Kindly,

Dr. Sarah Huling, EdD, MBA

District 3 Constituent

TripleSConsultants2025@gmail.com

503-409-1681

Sarah Huling 7-30-25

RESOLUTION COVER SHEET

Name of District: Charter Review Commission

District Address: 223 East 4th Street, Ste. 4, Port Angeles, WA 98362

Date of Election: November 3, 2026

Contact Person/Title: [Insert Chair Name] – Charter Review Commission Chair

Contact Phone: [Insert]

Email: [Insert]

Attorney for District: Duncan Fobes, PBFL - Patterson Buchanan Fobes & Leitch, Inc., P.S.

Attorney Phone: Cell 206-418-9783; Work 206-462-6704

Email: dkf@pattersonbuchanan.com

Type of Election: Ballot measure for proposed amendment to the Clallam County Charter

Pass/fail requirement: Simple majority

Resolution Number CRC X

Resolution Proposing Charter Amendment Requiring Quarterly Town Hall Meetings by the Board of County Commissioners

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

1. The current Clallam County Charter does not require the Board of County Commissioners to engage directly with the public outside of regular board meetings, where public comment is permitted but not guaranteed a response.
2. Concerns have been raised regarding the lack of meaningful opportunities for direct two-way dialogue between County Commissioners and residents in each district.
3. State law (RCW 42.30 – the Open Public Meetings Act) provides general requirements for public meetings but does not require structured engagement opportunities such as town hall meetings.
4. Requiring Commissioners to hold town hall meetings in each district on a regular basis would enhance transparency, encourage public trust, and ensure equitable access to county government across all areas of Clallam County.

Therefore, the Clallam County Charter Review Commission hereby proposes that a new Section [X.XX] be added to the Clallam County Charter as follows:

New Section – Public Town Hall Meetings

The Board of County Commissioners shall hold a public town hall meeting in each commissioner district at least once per calendar quarter.

Town hall meetings shall be official public meetings subject to the Open Public Meetings Act (RCW 42.30), including proper public notice, agenda requirements, and the recording or minutes required by law.

The purpose of town hall meetings is to provide direct, two-way communication with constituents, including a structured opportunity for questions and answers. Town hall meetings are intended to facilitate public discussion and feedback and shall not be used for taking final action. For the purposes of this section, final action has the meaning set forth in RCW 42.30.020(3):

"Final action means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance."

Attendance by the full Board of County Commissioners at town hall meetings is encouraged. Still, compliance with this requirement shall be satisfied by ensuring that at least one town hall is held in each district each quarter, regardless of whether the entire Board is present.

Ballot Language

Ballot Title

Requiring County Commissioners to Hold Quarterly Public Town Hall Meetings in Each District

Ballot Measure

Shall the Clallam County Charter be amended to add a new section requiring the Board of County Commissioners to hold a public town hall meeting in each commissioner district at least once per calendar quarter, with such meetings conducted in compliance with the state's Open Public Meetings Act and no final actions taken at the meetings?

☐ Yes

☐ No

Explanatory Statement

This measure would amend the Clallam County Charter to require the Board of County Commissioners to hold a public town hall meeting in each commissioner district at least once per calendar quarter.

Town halls must comply with the Open Public Meetings Act (RCW 42.30), meaning they will be properly noticed, open to the public, and recorded or summarized in minutes.

Town halls are intended for two-way communication with constituents, including structured opportunities for public questions and commissioner responses. The meetings are not for taking official votes or final action.

The purpose is to ensure consistent and equitable public engagement by County Commissioners in all districts.

Operational Policy: Town Hall Meetings

****Policy Number:**** [To be assigned]

****Effective Date:**** [To be assigned upon adoption]

****Responsible Office:**** Clerk of the Board

****Applies To:**** Board of County Commissioners and staff supporting town hall meetings

1. Purpose

This policy establishes procedures for town hall meetings required by Clallam County Charter Section X.X.

Town hall meetings provide consistent, equitable opportunities for direct communication between County Commissioners and the public.

2. Scheduling

The Board of County Commissioners shall hold at least one town hall meeting in each commissioner district per calendar quarter.

The Clerk of the Board will publish an annual schedule of town hall meetings by January 31 of each year.

3. Notice Requirements

At least thirty (30) days' public notice is required for each town hall. Notice must be posted:

- On the county website and official social media accounts;
- At the county courthouse and at least two public locations within the hosting district;
- In a local newspaper of general circulation (if resources allow).

The notice must include the date, time, location, format, and general agenda.

4. Agenda

Each town hall agenda must include:

- Welcome and commissioner updates (10 minutes);
- Structured public question and answer session (minimum 60 minutes);
- Closing remarks and summary of follow-up actions.

Town halls shall not include any final action as defined in RCW 42.30.020(3). Town halls are informational and for public dialogue only.

5. Format and Accessibility

Town halls must be held in ADA-compliant venues. At least one town hall per district per year must offer a hybrid or remote participation option (e.g., Zoom or other virtual platform).

A neutral moderator is recommended to facilitate the session, ensure civility, and provide equal opportunity for public input.

6. Record-Keeping and Follow-Up

The Clerk of the Board is responsible for recording each town hall (audio or video) and/or preparing written minutes.

A summary and any responses to unanswered questions must be posted to the county website within fourteen (14) days of the meeting.

7. Accountability

The Clerk of the Board will track compliance with this policy and include an annual summary of town halls in the public record.

Failure to comply with the Charter requirement to hold town halls will be noted in the commissioners' annual public performance record.

Gores, Loni

From: noreply@civicplus.com
Sent: Thursday, July 31, 2025 12:39 PM
To: Gores, Loni
Subject: Online Form Submission #7826 for Contact the Clerk of the Board

Contact the Clerk of the Board

First Name	Brian
Last Name	Pulk
Email	brianpulk@hotmail.com
Phone	4252413171
Subject	Water Steward
Comments	Dear Charter Review Commission, We are residents of Mariners Outlook which is next to the planned Westbay development. We are writing in support of creating a Water Steward position to oversee this most valuable resource. We are currently experiencing a drought and have been asked to conserve water usage. This is without 600 new homes plus all the other developments in the pipeline. We cannot lose sight of the impact on water availability as developments are considered. Thank you for considering our input. Brian & Marilyn Pulk. 721 Spyglass Lane.

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: Sarmiento, Nina
Sent: Monday, August 4, 2025 3:21 PM
To: Gores, Loni
Cc: Richards, Ron; Pickett, Paul; Holy, Christy
Subject: August 4th Water Committee Draft Minutes
Attachments: July 4th Water Committee Meeting Minutes.docx

Hi Loni,

See attached meeting minutes from today.

Thanks!

Nina

Clallam County Charter Review Commission

Water Committee Minutes August 4th 2025

Commissioners in Attendance: Commissioner Richards, Commissioner Holy, Commissioner Pickett, Commissioner Sarmiento.

Meeting Call to Order at 1:35 pm

Action: Approval of the agenda

Action: Approval of the July 21 meeting minutes

Public comment: none

Business Items: Editing the Resolution and amendment to read as a recommendation to the Board of County Commissioners.

- Added title formatting for the resolution to be a recommendation to the clallam county board of commissioners.
- Took out “to forward to the director of community development for their consideration and action.”
- Added “1. hire a water resources specialist, under the following provisions:”
- Instead of “director”, added the full title “director of the department of community development”.
- Added "2. Require the following job description for the water resource specialist position:”
- All other language remained the same as the former resolution and amendment.

Action: Commissioner Sarmiento makes a motion to submit this resolution to the commission for the next meeting. Commissioner Richards seconded. All said i.

Next Steps:

- No future meeting scheduled.
- If the resolution is passed the County Commissioners will hold hearings about the recommendation, then they will make a public statement whether they will, or will not, implement the recommendation.

Public comment: none (one citizen stepped in briefly during business items but left).

Meeting Adjourned at 2:40

CHARTER REVIEW COMMISSION

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