

Charter Review Commission – Town Hall Subcommittee Meeting Minutes

Date: August 27, 2025

Time: 9:00 a.m.

Location: Clallam County Courthouse, BOCC Boardroom

1. Call to Order

The meeting was called to order by Chair **Nina Sarmiento** at 9:01 a.m.

2. Roll Call

All subcommittee members were present:

- Chair Nina Sarmiento
- Commissioner Ron Cameron
- Commissioner Ron Richards
- Commissioner Jeff Tozzer

3. Approval of Agenda

The meeting agenda was approved on a motion by Commissioner Sarmiento, seconded by Commissioner Richards.

4. Approval of Minutes

Past minutes and these minutes will be presented for approval at the next Subcommittee meeting, or possibly at the next regular CRC meeting.

5. Public Comment

- **Ed Bowen** provided remarks regarding the recent Board of County Commissioners (BOCC) forum.
- **John Worthington** also provided comments regarding the recent BOCC forum.

6. Business Items

a. Draft Charter Amendment

- Commissioner Richards presented revisions and additions to the draft proposed charter amendment.

- General language cleanup was conducted during review.
- With minor edits, the proposal will be presented as “Step 1” to the full Charter Review Commission at the next meeting.

b. Structure of Town Halls

- Considered holding BOCC Town Halls simultaneously in all districts. *Decision: Not adopted.*
- Agreed in concept to hold **six Town Halls annually**:
 - Two per district.
 - One with only the district commissioner present.
 - One with all three commissioners present.
- Discussed making the Town Hall schedule rotational to avoid one district consistently having the same seasonal slot.
- Considered providing financial incentives for participation (e.g., voting on dedicating funds to a project). *Decision: Not adopted.*

c. Procedural Considerations

- Subcommittee confirmed compliance with the **Open Public Meetings Act (OPMA)**, including notice requirements.
- Discussed mandating at least **30 days’ advance notice**. *Decision: No reminders written into draft.*
- Discussed requiring a Zoom/hybrid option. *Decision: Not included in draft.*
- Discussed specifying the length of Town Halls. *Decision: Not included in draft.*

7. Public Comment (Second Session)

- **John Worthington** and **Ed Bowen** both expressed general support for the progress of the Town Hall Subcommittee.

8. Adjournment

The meeting was adjourned at 10:45 a.m.

Minutes submitted by: Commissioner Jeff Tozzer