



## CLALLAM COUNTY CHARTER REVIEW COMMISSION MINUTES of January 9, 2020

### SPECIAL MEETING OF THE CHARTER REVIEW COMMISSION (CRC)

Convening member Lotzgesell called the meeting to order at 6 p.m., Thursday, January 9, 2020. Also present were members Stoffer, Miller, Erzen, Pratt, Doherty, Morris, Cameron, Richards, Turner, Hunter, Murray, Fleck, Stokan and May.

### OATHS OF OFFICE TO NEW COMMISSIONERS

- Loni Gores, CMC, Notary Public administered the oaths of office.

### ROLL CALL/INTRODUCTIONS OF COMMISSIONERS

- Convening Chair Lotzgesell administered roll call:
  - District I: Stoffer, Miller, Lotzgesell, Erzen and Pratt (all present)
  - District II: Doherty, Morris, Cameron, Richards and Turner (all present)
  - District III: Hunter, Murray, Fleck, Stokan and May (all present)

### ELECTION OF OFFICERS

- Chair – Miller and Erzen were nominated; Erzen was elected.  
(5 votes for Miller and 10 votes for Erzen)

Stokan moved to table the voting on 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairs (see attached), Hunter seconds with discussion. She stated her concerns with the roles of 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairs. She noted she's mostly concerned with the agenda process being dealt with by the executive committee. CRC Members had discussion regarding the motion. Turner, Stoffer, May, Miller and Morris addressed Stokan's statement.

**ACTION TAKEN: Stokan moved to table the voting on 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairs, second with discussion; motion defeated (1 vote in favor of and 14 voted opposed)**

- 1<sup>st</sup> Vice Chair – Turner, May and Stokan were nominated; Turner was elected.  
(8 votes for Turner, 5 votes for May and 2 votes for Stokan)
- 2<sup>nd</sup> Vice Chair – May, Stokan and Murray were nominated; May received 7 votes, Stokan received 3 votes and Murray received 7 votes (no majority vote). Commission voted again; May received 4 votes, Stokan received 1 vote and Murray received 10 votes; Murray was elected.  
(1<sup>st</sup> vote: 5 votes for May, 3 votes for Stokan and 7 votes for Murray)  
(2<sup>nd</sup> vote: 4 votes for May, 1 vote for Stokan and 10 votes for Murray)

Stokan moved to table the discussion of electing a Parliamentarian until CRC can recruit, interview and hire the right candidate for this position and who isn't a member of the CRC (see attached), no second

**ACTION TAKEN: No action taken**

- Parliamentarian – May and Miller were nominated; May was elected.  
(10 votes for May and 5 votes for Miller)

### REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Turner requested to remove the wording ON AGENDA ITEMS from heading PUBLIC COMMENT ON AGENDA ITEMS since there are no significant agenda items. She would like it to read PUBLIC COMMENT. CRC Board consensus was to make the change to PUBLIC COMMENT.

Stokan moved to form a committee to review the 2015 Bylaws and delay the discussion and ratification of the Bylaws until a future meeting of CRC (see attached), Hunter seconds with discussion. She stated

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she doesn't see a need to haste in the process. She noted in preparing for the meeting she took time to review the proposed 2020 Bylaws and didn't have much time to review the proposed 2015 Bylaws. She feels we should form a committee to review.

CRC members had discussion regarding the motion and the process on how to amend if approved. Lotzgesell, Stoffer, Miller, Morris, Murray, addressed Stokan's statement.

**ACTION TAKEN:** Stokan moved to form a committee to review the 2015 Bylaws and delay the discussion and ratification of the Bylaws until a future meeting of CRC, second with discussion; motion defeated (1 vote in favor of and 14 voted opposed)

**ACTION TAKEN:** Turner moved to adopt the agenda as modified, second, motion carried (15 voted in favor of)

### CORRESPONDENCES AND PETITIONS

Gores noted receipt of correspondences from Ed Bowen and Dale Wilson (see attached).

### PUBLIC COMMENT

- Ed Bowen, Clallam Bay, requested the Charter Review stay with review every 5 years. He addressed his written comments that were sent in regarding public comment (see attached). He asked for some feedback from the CRC Board on what they would like to see from a citizen when submitting petitions. He noted he likes how the Clerk is maintaining the websites to get information out to the citizens.
- Tyler Ahlgren, LaPush, congratulated everyone that ran for the CRC. He commented on previous CRC meetings and not much work getting done. He hopes that the CRC will work together and get work done.
- Dale Wilson, Port Angeles, thanked the CRC for taking the time to make a better government for Clallam County. He noted he's waiting for all the CRC deliberations and decisions. He pointed out he represents Peninsula Area Public Access Television (PAPA) and they don't livestream. He commented on his written comments that he sent in (see attached).
- Marlee Smith, Port Angeles, questioned where the website is that can assist citizens in finding information on the CRC. She requested direction from the CRC on how to present items for discussion. She noted she'd like to see discussion on how to make the Prosecuting Attorney (PA) position nonpartisan, pull coroner out of the PA position, and a number of issues with the County Commissioners position.
- Gene Turner, Port Angeles, commented on being able to hear the meeting.

Stokan moved that CRC solicit proposals from interested attorneys asking what legal representation they could provide CRC, and for how much. This solicitation should be sent to the Clallam County Bar and the Washington State Bar, and published in the Peninsula Daily News, the Port Townsend Leader, and the Washington State Bar monthly magazine – The Northwest Lawyer (see attached), Miller second. She stated there have been some credibility issues with the current legal counsel. She addressed a League of Women Voters session where 4 inaccurate statements were made and she feels it's important to have someone who isn't familiar with the County in case there are conflict issues. CRC members had discussion regarding the motion. Morris, Fleck, Lotzgesell, Doherty, Murray, May, Cameron and Hunter addressed Stokan's statement.

**ACTION TAKEN:** Stokan moved that CRC solicit proposals from interested attorneys asking what legal representation they could provide CRC, and for how much. This solicitation should be sent to the Clallam County Bar and the Washington State Bar, and published in the Peninsula Daily News, the Port Townsend Leader, and the Washington State Bar

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monthly magazine – The Northwest Lawyer, second; motion defeated (1 vote in favor of and 14 voted opposed)

**PUBLIC COMMENT**

- Charlie McCaughan, commented there is a meeting at the city next week regarding running an effective meeting using Robert’s Rules of Order.

Chair Erzen closed the public comment period.

**INTRODUCTIONS – STAFF SUPPORT**

- Budget - Mark Lane, Clallam County Chief Financial Officer, commented he can assist the CRC with financial support throughout the Charter process. He explained the current budget is \$8,200 and Commission members are eligible for mileage reimbursement. He noted he will have the Clerk forward copies of reimbursement forms at the next meeting. He briefly discussed the Clerk and Prosecuting Attorney positions are not included in the budget, the line breakdown of the budget and how to request more funds.
- Legal Counsel – Elizabeth Stanley, Civil Deputy Prosecuting Attorney, commented two major roles for her are to assist the CRC with legal advice and ballot titles. She noted she will communicate legal opinions at the next CRC meeting after the request is submitted. Stanley provided a Legal Action Request form, Open Public Meetings Act (OPMA) – Electronic Communications handout and OPMA – Notice Requirements handout (see attached).
- Clerk – Loni Gores, Clerk of the Board of County Commissioners, commented she is available to Clerk the CRC if the Commission wishes.

**ADMINISTRATIVE SUPPORT**

**ACTION TAKEN:** Fleck moved to appoint Loni Gores as Clerk, second; motion carried (15 in favor of)

**MEETING SCHEDULE**

- 2020 Meeting schedule, location and length:  
CRC members discussed the meeting schedule, location and length. It was agreed to hold meetings on the second and fourth Thursday of each month in the Board of Commissioners Board Room 160. It was suggested to hold the meetings from 6 to 8 p.m.

**METHOD OF COMMUNICATION**

- Method of communication to fellow Commissioners which complies with Public Records Act and Open Public Meetings Act:  
Gores updated the Commission that there will be a main CRC email address directed towards the Clerk. She explained that the County IT Department can set-up individual email addresses for each of the CRC members.

**ACTION TAKEN:** Stoffer moved to use County email addresses, second; motion carried (15 in favor of)

CRC members discussed issuing press releases.

**BYLAWS AND RULES**

- Bylaws

CRC members discussed the Bylaws, proposing amendments to the Bylaws and quorums.

**ACTION TAKEN:** Fleck moved to adopt the 2015 Bylaws with the amendment of naming them the 2020 Bylaws as they were received in the packet, second; motion carried

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**(1 vote opposed and 14 voted in favor of)**

- Rules of Procedures

CRC members discussed the rules of procedures.

**ACTION TAKEN:** Fleck moved to adopt the 2015 Rules of Procedures as the 2020 Rules of Procedures, second; motion carried (13 voted in favor of, 1 abstain, and 1 not present)

**ACTION TAKEN:** Fleck moved to amend the main motion that meetings will read: Meetings shall be on the second and fourth Thursday of each month commencing at 6 p.m. Meetings shall not exceed 3 hours in duration, second; motion carried (14 voted in favor of and 1 voted opposed)

**ACTION TAKEN:** Fleck moved to amend the main motion that order of business will read: The order of business will be determined by the executive committee with assurance of 2 public comment periods not exceeding 3 minutes each per speaker, second; motion carried (14 voted in favor of and 1 voted opposed)

**PUBLIC COMMENT**

- Ron Richards, Port Angeles, stated his concerns with county government and he doesn't think the Commission recognizes how significant the issues are. He noted it's up to the Commission to resolve these issues. He addressed the scheduling of the Charter Review, limits on word count to ballot title and amendments, and powers of Officials in the Charter.
- Chanda Masta, Carlsborg, pointed out that she represents the younger people who live in Clallam County. She feels the younger community feels intimidated coming to these meetings. She requests the Commission to think about what the younger community wants and needs are when they come to the table.
- Dale Wilson, Port Angeles, commented on the CRC budget. He stated that he spoke with Craig Ritchie regarding a conflict of interest in having the Prosecuting Attorney's Office represent the CRC.
- Ed Bowen, Clallam Bay, commented that he has a duty to participate in the Charter Review. He felt the CRC did a good job tonight. He addressed the public comment rule of 3 minute limits.
- Vicki Rudin, Port Angeles, commented she is a representative of the League of Woman Voters and the Charter Review has been important to them for over 20 years. She noted that they have viewpoints to share at the appropriate time.
- Maralee Smith, Port Angeles, requested more outreach to the community. She mentioned newspaper, websites, press releases and radio stations. She stated she'd like to see more people involved.

Chair Erzen closed the public comment period.

**ITEMS FOR DISCUSSION AT NEXT MEETING**

- Lotzgesell proposed to have the Department of Community Development Director, Prosecuting Attorney, and/or Sheriff to come before the Commission to express their thoughts and desires for Charter amendments focusing on code enforcement within Clallam County.
- Fleck proposed to have the executive committee bring forward a proposed schedule of meetings and hearings with the idea CRC submits the 2020 ballot items no later than June 18 to the Prosecuting Attorney's Office. Anything after June 18, 2020 will be in 2021. He also requested the executive committee and Gores reach out to all elected officials to offer them a 20-30 minute period of time in next couple of meetings to see what works, what problems are and what are other issues that have been raised with the Charter for them. He also proposed to ask the County Administrator and Chief Financial Officer to attend.

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- Turner proposed all CRC members to send their lists of priorities to Chair Erzen. CRC members discussed process to submitting priorities.
- Murray pointed out Commission is talking about agenda items and not solving problems at this time. He proposed to table the conversation on submitting priorities for another meeting. He proposed adding motions and how they get recorded to the agenda.
- May requested update from IT Department on email addresses.

**ADJOURNMENT**

**ACTION TAKEN: Fleck moved to adjourn, second, motion carried**

Meeting concluded at 9:15 p.m.

Respectfully submitted,

Loni Gores, CMC  
Clerk to the Charter Review Commission

Approved: January 23, 2020