



## CLALLAM COUNTY DISTRICTING COMMISSION SPECIAL MEETING MINUTES of February 9, 2021

### MEETING OF THE DISTRICTING COMMISSION (DC)

Chair Teichert called the meeting to order at 1 p.m., February 9, 2021. Also present were Commissioners Livingston, Collins, Hetrick-Oosterveld and McEntire. All Commissioners appeared by either video or audio. Due to Governor's Proclamation (COVID-19) in person attendance was prohibited.

### CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

### APPROVAL OF AGENDA

Teichert noted since this is a special meeting the published agenda will not be amended.

### PUBLIC COMMENT

- Ed Bowen, Clallam Bay, commented on public participation and the website.
- Thomas Erickson, Port Angeles, commented on COVID.
- Clerk Gores noted that the DC received written comments from: Ed Bowen (see attached).

### APPROVAL OF MINUTES

- Minutes January 25, 2021

**ACTION TAKEN: McEntire moved to approve, Livingston second, motion carried**

### BUSINESS ITEMS

Teichert briefed the DC on the items that are included in the agenda packet for the Districting Master (DM). He noted that the Clallam County Charter requires the DC to have the DM hired by March 15. DC Commissioners discussed the Census data, request for proposals (RFP) packet, interviews, due date for RFP and the agreement/payment terms. McEntire recommended making it clear that this is for a Contractor and not a position. Collins recommended making it clear that work may be delayed due to when Census data is received.

- Review and approval of the request for proposal packet for the recruitment of the Districting Master
  - Review press release and approve

**ACTION TAKEN: Collins moved to issue the press release with March 4, 2021 as the deadline for the RFP, McEntire second, motion carried**

- Review notice for request for proposals and approve
- Review request for proposals summary sheet and approve
- Review application and approve
- Review job description and approve
- Request for proposals final packet – approve to issue to the public

**ACTION TAKEN: Collins moved to approve the RFP notice and include the summary sheet, application, and the short form job description as the final RFP packet, Hetrick-Oosterveld second, motion carried**

- Development of selection criteria of the application and review agreement for the Districting Master
  - Selection criteria
  - Review personal services agreement and Policy 560
  - Review/approval/acceptance of the work products of the Districting Master – partial payment under contract

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McEntire requested that the Clerk email the DC County Code Section 3.12. McEntire briefly discussed the section and requested to put on the March 10, 2021 agenda for discussion and approval of the selections criteria. Collins recommended adding to the February 22, 2021 agenda instead. DC Commissioners discussed the selection criteria for the DM, County Policy 560 and County Code Section 3.12. The DC agreed with the discussion taking place on February 22, 2021.

- Discussion on overall timeframe for the Commissions work  
Teichert mentioned that the timeframe would be dependent upon when we receive the Census data. Collins recommended adding to the March 15, 2021 agenda. There was no objection to holding the discussion on March 15, 2021.

- Review of proposed by-laws of the Districting Commission  
DC Commissioners discussed proposed changes to the by-laws.  
**ACTION TAKEN: Hetrick-Oosterveld moved to approve the bylaws as amended, McEntire second, motion carried**

- Districting Commission webpage  
Teichert noted that there is a document in the agenda packet that references where the public can find information on the DC. Collins stated his concerns with the address including BOCC. Gores noted that the webpage is included on the Board, Commission and Committee page and to get to that page you need to go through the BOCC page to get to the Board, Commission and Committee page. She noted this is more of a website structural issue and not that the DC is part of the BOCC. She mentioned that she can ask the IT Department to add the DC page to the main homepage.

- Schedule of availability of the individual Commissioners for the next 6 months
  - Confirm regular scheduled meeting date – Mondays at 1 p.m.Teichert noted that the next 3 meeting dates would be on February 22, 2021, March 10, 2021 and March 15, 2021. Collins noted there will be no meeting on February 15, 2021 and March 1, 2021. Collins discussed the meeting schedule once Census data is received. DC Commissioners discussed the meeting schedule.

- Confirm next meeting date  
Next meeting date Monday, February 22, 2021 at 1 p.m.

**PUBLIC COMMENT**

- Ed Bowen, Clallam Bay, commented on precincts, Districting Master RFP process, bylaws and public hearings.

**ADJOURNMENT**

Meeting concluded at 2:38 p.m.

Respectfully submitted,



Loni Gores, CMC  
Clerk to the Districting Commission

Approved: February 22, 2021

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# **DISTRICTING COMMISSION**

**Comments received and announced at  
the February 9, 2021 meeting**

## Gores, Alanna

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**From:** Ed Bowen <rockypt@olympen.com>  
**Sent:** Tuesday, January 26, 2021 12:32 PM  
**To:** Gores, Alanna  
**Subject:** Districting Commission

\*\*\* EXTERNAL EMAIL \*\*\* This message was sent from outside our County network.

It appears you are the appointed staff to the Districting Commission; please verify and inform me if my assumption is correct or different/incorrect.

Looking at the web site:

[Districting Commission \(clallam.net\)](http://clallam.net)

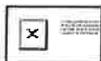
Besides the general text, it appears there is only posting links of the meeting agendas and minutes. What other postings are planned (what staff plans to support and what the commission has requested)?

Aside from the posting of meeting announcements at the Current Events page, where else might the dates be posted? (I noticed there isn't anything currently posted to the Granicus meeting page, this question is more of a planning for an upcoming meeting date than anything)

Contact for the commissioners, as a whole or individually; what is that procedure?

Thank you.

Ed Bowen



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