

1. 01/06/2016 - Snohomish County Charter Review Commission Agenda

**SNOHOMISH COUNTY CHARTER REVIEW COMMISSION**

**JACKSON BOARD ROOM**

**WEDNESDAY, JANUARY 6, 2016**

**06:30 p.m.**

**3000 Rockefeller Ave  
Everett, WA  
8th Floor Robert J. Drewel Building**

**Jackson Board Room**

**6:30 p.m.**

**1. Call to Order**

**2. Opening Remarks**

**3. Administer Oaths of Office**

**4. Introductions of Charter Review Commissioners**

**5. Election of Chair and Vice-Chair**

**6. Topics of Discussion**

**a. Hiring Clerical Staff**

**b. Schedule for Commission Meetings**

**7. Other Business**

2. 01/06/2016 - Snohomish County Charter Review Commission Minutes

## **Snohomish County Charter Review Commission**

Jackson Board Room  
January 6, 2016  
06:30 p.m.

**3000 Rockefeller Ave  
Everett, WA  
8th Floor Robert J. Drewel Building**

**Jackson Board Room**

**6:30 p.m.**

### **1. Call to Order**

PRESENT:

Commissioner John Koster  
Commissioner Raymond Miller  
Commissioner Jim Donner  
Commissioner Dan Matthews  
Commissioner Jennifer Gegerson  
Commissioner Shawn O'Donnell  
Commissioner Natalia Fior  
Commissioner Carin Chase  
Commissioner Marko Lias  
Commissioner Edward Barton  
Commissioner Cheryl Stanford  
Commissioner Bob Terwilliger  
Commissioner Kristin Kelly  
Commissioner Douglas Roulstone  
Commissioner Wendy Valentine  
Dave Somers, County Executive  
Carolyn Weikel, County Auditor  
Debbie Eco, Ex-Officio Clerk

John Koster called the meeting to order at 6:30 p.m. and provided brief comments.

### **2. Opening Remarks**

Executive Somers provided welcoming remarks and thanked members for serving on the Commission. He offered any assistance from his office to help make the Commission's job easier. He asked the Commission to consider any economic impacts for any proposals it may make before moving forward.

### **3. Administer Oaths of Office**

Carolyn Weikel, County Auditor, administered a swearing in for all of the commissioners.

#### **4. Introductions of Charter Review Commissioners**

Each commissioner introduced themselves and provided brief background information.

#### **5. Election of Chair and Vice-Chair**

Commissioner Liias nominated Commissioner Gregerson for Chair. Commissioner Barton nominated Commissioner Koster for Chair. Commissioner Chase nominated Commissioner Terwilliger for Chair.

Commissioner Liias made a motion to close nominations, Commissioner Gregerson seconded the motion and it carried unanimously.

Each nominee for Chair expressed their interest and spoke briefly about their experience and qualifications.

After discussion regarding process for electing a Chair and Vice-Chairs, a vote was taken and Commissioner Jennifer Gregerson was elected as the Commissioner Chair. The Commission moved forward to nominations for vice-chairs.

Commissioner Chase nominated Commissioner Miller for First Vice-Chair. Commissioner Barton nominated Commissioner Terwilliger for First Vice-Chair.

Commissioner Liias made a motion to close nominations, Commissioner Chase seconded the motion and it carried unanimously.

A vote was taken and Commissioner Bob Terwilliger was elected as First Vice-Chair.

Commissioner Chase nominated Commissioner Miller for Second Vice-Chair. Commissioner Liias nominated Commissioner Fior for Second Vice-Chair. Commissioner Barton nominated Commissioner Koster for Second Vice-Chair. Commissioner Fior nominated Commissioner Chase for Second Vice-Chair.

Commissioner Liias made a motion to close nominations, Commissioner Barton seconded the motion and it carried unanimously.

A vote was taken and Commissioner Raymond Miller was elected as Second Vice-Chair.

#### **6. Topics of Discussion**

##### **a. Hiring Clerical Staff**

Lengthy discussion ensued regarding past practice for hiring Commission support staff. They spoke about advertising, RFP process, fees, and timelines.

The topic was brought forward about when proposals needed to be submitted. Ms. Weikel explained that the resolution to place items on the ballot has to be in the Auditor's Office by August 2, 2016. Chair Gregerson will work with the County Council Chair Ryan to make sure items are submitted timely.

Commissioner Liias made a motion to have the chair and vice-chairs form a committee to bring back a process for staff hiring to the next meeting. Commissioner Barton seconded the motion and it carried unanimously.

The Commission looked to members for interest and volunteers for the committee. Commissioners Fior and Chase volunteered to be on the committee along with the Chair and Vice-Chairs.

##### **b. Schedule for Commission Meetings**

Chair Gregerson led a discussion about the need to deliver final recommendations to the County Council by the very beginning of June. Discussion ensued regarding locations, times, dates, frequency of meetings, and participation.

The commissioners agreed to have the next meeting scheduled for Wednesday, January 20th at 7:00 p.m. here in the Jackson Board Room of the County Council's Office and possibly February 3rd. Meeting times will be reassessed after that.

Commissioner Miller made a motion for commissioners to participate by phone, Skype or, another form if they are unable to be at any meeting. Commissioner Chase seconded the motion. Commissioner Valentine expressed concerns and discussion on the motion ensued. The question was called for and the motion for participation by phone, Skype, or other means carried unanimously.

Vice-Chair Terwilliger suggested that a committee also be formed to draft operating rules to bring back to the next meeting.

Commissioner Liias suggested that members provide their schedules and any pre-planned trips for the next few weeks to help with calendaring Commission meetings.

Discussion ensued regarding meeting schedules and rules. Commissioner Stanford volunteered to look further into rules and procedures.

Chair Gregerson spoke about the Open Public Meetings Act and required training. She said she will provide additional information for members. Discussion ensued related to handling Commission business on personal computers and the possibility for initiating county e-mail addresses.

## **7. Other Business**

Commissioner Chase inquired about parking passes. Chair Gregerson said she will look into it.

Commissioner Roulstone proposed that at the next meeting, the Commission come up with deadlines for final submission of charter amendments.

Commissioner Liias said, as operations procedures are worked on, he suggested that mileage, parking and the reimbursement process also be reviewed.

Commissioner Matthews asked about the Charter Review website. Debbie Eco, Ex-Officio Clerk, explained how the website is currently under construction and that she is working with the County's Information Services Department to get it up and running.

Chair Gregerson provided a recap for the meeting's discussion; each Commissioner will bring back possible locations for in-district meetings; next meeting will be January 20th at 7:00 p.m. here [Council Chambers]; Vice-Chairs, Chair, and Commissioners Chase and Fior fill work on a RFP for staff support, in addition, Chair, Vice-Chairs, and Commissioner Stanford will work on rules and procedures; Chair Gregerson will reach out to the County about e-mails, OPMA compliance, parking reimbursement, and when Council wants the Commission's work product delivered.

Commissioner Valentine asked about process for people who want to attend the Commission meetings with presentations. She said there are a lot of people that have interest, including councilmembers, judges, and the Planning Commission. She asked how the Commission will handle that when there is only time to handle one or two presentations per meeting.

Commissioner Koster responded and recommended that Chair Gregerson extend

invitations to the separate electeds, initially, and try working the rest into the schedules.

Meeting was adjourned at 7:25 p.m.

Documents: [SNOHOMISH COUNTY CHARTER REVIEW COMMISSION -DRAFT MINUTES.PDF](#)