

# Snohomish County Charter Review Commission

January 28, 2026

5:30 p.m.

## MINUTES

### **PRESENT:**

Commissioner Chair Brett Gailey  
Commissioner Vice-Chair Mark James  
Commissioner Rob Toyer (*remote*)  
Commissioner Don Vanney  
Commissioner Jennifer Gregerson  
Commissioner Demi Chatters  
Commissioner Shawn O'Donnell  
Commissioner Janelle Cass  
Commissioner Patrick Decker  
Commissioner David Preston  
Commissioner Amanda Dodd  
Commissioner Ben Mahnkey  
Commissioner Dale Kaemingk  
Commissioner Robin McGee  
Commissioner Carolyn Eslick (*remote*)  
Heidi Beazizo, Council Chief of Staff  
Debbie Eco, Ex Officio Clerk

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

Chair Gailey called the meeting to order at 5:30 p.m.

### **2. Roll Call**

The clerk called the roll and stated that 14 members were present. Commissioner Decker entered immediately following roll call. All 15 members were present.

Commissioner Vanney made a motion accepting the roll call. Commissioner Mahnkey seconded the motion and it carried unanimously.

**APPROVE: 15-0**

### **3. Public Comment**

There were no persons present wishing to provide public comment.

#### 4. Approval of Minutes

Commissioner Vanney made a motion to approve the minutes of the last meeting (January 14, 2026). Commissioner Mahnkey seconded the motion.

Commissioner Chatters explained there was a scrivener's error in the minutes that read Commissioner McGee both nominated and seconded Commissioner Jennifer Gregerson for Commission Vice-Chair. Commissioner Chatters stated she made the nomination and Commissioner McGee seconded the nomination. She said she notified the team of the error.

*[CLERK NOTE: The minutes were corrected upon notice of scrivener's error as described above.]*

The question was called for and the motion to approve the minutes from January 14, 2026, carried 14 in favor, 0 opposed, 1 abstention.

**APPROVED: 14-0-1**

#### 5. Topics of Discussion

- a. Proposal Process and Procedure
- b. Finalize Rules and Procedures

Chair Gailey referred commissioners to section (5) Proposal Submission and Deliberation of the Proposed Rules and Procedures. He asked if there were any questions and asked how they worked out for the last Charter Commission.

Commissioner Gregerson responded and proposed four (4) votes required instead of five (5) for additional staff/policy/legal review. *[Page 2, No. 2, under Proposal Process Stages]*

Brief discussion ensued related to Charter timelines.

Heidi Beazizo, Council Chief of Staff, provided information related to Council timelines for Charter to consider when submitting proposals. Discussion ensued. Chair Gailey confirmed, to meet Council agenda deadlines, Ms. Beazizo suggested moving the date back to May 29<sup>th</sup> from June 1<sup>st</sup>. Ms. Beazizo concurred.

Chair Gailey turned to the Commission for a motion. Ms. Beazizo responded to Commissioner Gregerson for further clarification.

Commissioner Gregerson made a motion to pass the Rules and Procedures. Commissioner Cass seconded the motion.

Commissioner Gregerson made a motion to change the number of votes needed to move pending proposals to be under consideration to four (4) commissioner votes from five (5). Commissioner Chatters seconded the motion. Lengthy discussion ensued.

The question was called for and the clerk called the roll. The motion failed six (6) to nine (9).

Vice-Chair James made a motion to change the timeline *[final vote to transmit to County Council]* from June 1<sup>st</sup> to May 29<sup>th</sup>. Commissioner Dodd Seconded the motion and it carried unanimously.

*[Clerk Note: to meet agenda deadlines, please submit by 10:30 a.m.]*

The question was called for on the main motion to pass the Rules and Procedures. Rules and Procedures as amended carried unanimously.

#### **APPROVED AS AMENDED: 15-0**

#### **c. Hiring Committee**

Chair Gailey noted there are three applications for the coordinator position and none for the law firm, at this time. He suggested the Hiring Committee take a 15-minute break to review the applications and try to make a decision for the coordinator tonight.

5:56 p.m. Hearing no objections, the Hiring Committee, consisting of Commissioners Gregerson, Decker, Cass, Mahnkey, and Vice-Chair James, moved to a private room to discuss the applications.

At 6:12 p.m., Chair Gailey called the meeting back to order.

Commissioner Gregerson reported back for the Hiring Committee. She asked that they be allowed to interview the top two candidates by Monday *[February 2<sup>nd</sup>]* and from that, advance them to the County to negotiate the professional services agreement. Brief discussion ensued.

Commissioner Chatters made a motion to authorize the Hiring Committee to interview top two candidates *[for coordinator]* by Monday *[February 2<sup>nd</sup>]* and advance one candidate for the County to negotiate a professional services agreement. Commissioner Gregerson seconded the motion and it carried unanimously.

#### **APPROVE: 15-0**

#### **d. Public Submissions (including comments)**

Chair Gailey noted there is only one public submission at this time and that SharePoint is good spot to collect them.

**e. Advertise Public Participation**

Chair Gailey stressed the importance of promoting the Commission's work and asked for suggestions. He said he thought this would become the hired coordinator's responsibility. Commissioners proposed ideas.

**6. Other Business**

There was no other business.

**7. Adjourn**

At 6:20 p.m., Commissioner Toyer made a motion to adjourn. Commissioner McGee seconded the motion, and it carried unanimously.

# Rules of Procedure

Amended & Approved by the Snohomish County Charter Review Commission, 1/28/2026

## 1. Authority and Purpose

These Rules of Procedure are adopted to govern the operations of the Snohomish County Charter Review Commission (“the Commission”), established under Article 9 of the Snohomish County Charter, and in accordance with the Revised Code of Washington (RCW) and the Open Public Meetings Act (OPMA).

## 2. Officers of the Commission

Chair

- Presides over all Commission meetings.
- Sets meeting agendas.
- Represents the Commission before the public, Council, and County departments.
- Supervises support staff and legal counsel.

First Vice Chair & Second Vice Chair

- Assist the Chair.
- Assume the Chair’s duties in their absence (First, then Second Vice Chair).

Officers are elected by majority vote of the full Commission at the first meeting.

## 3. Meetings

- Regular Meetings: Held twice monthly, typically the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays at 6:30 PM.
- Committee Meetings: Held as needed, typically the 1<sup>st</sup> Wednesday of each month.
- Special Meetings: May be called by the Chair or by a majority of Commissioners.
- Remote Attendance: Permitted in compliance with OPMA and counts toward quorum.
- Quorum: A majority of seated Commissioners (i.e., at least 8 of 15).
- Minutes & Recordings: All meetings will be recorded and minutes approved at subsequent meetings.

## 4. Public Participation

- Public comment is welcomed at each meeting.
- Speakers are limited to 3 minutes unless extended by the Chair.
- Comments must relate to the Commission’s scope and maintain civility.
- Written comments are accepted via email or at meetings.
- Commissioners may not respond directly during public comment but may refer matters for later discussion.

## **5. Proposal Submission and Deliberation**

Sponsorship: Only Commissioners may introduce or sponsor a proposal.

Public Ideas: Public suggestions must be sponsored by a Commissioner to proceed.

Structure: Proposals must include a clear summary, legal text, and rationale.

Proposal Process Stages

1. Pending Proposals: Newly introduced items.
2. Under Consideration: Requires 5 Commissioner votes to advance.
3. Final List: Requires 8 votes to move forward for legal review and Council transmission.

Timeline

- By April 1: All proposals to be considered must be moved to “Under Consideration.”
- By May 15: Final proposals must be adopted for ballot consideration.
- By May 29: Final vote to transmit to County Council.

## **6. Committees**

- Committees may be formed by motion of the Commission.
- Committees report their findings or recommendations at Commission meetings.
- Committee membership and chairs are determined by the Chair in consultation with Vice Chairs.

## **7. Public Hearings**

- A minimum of three public hearings will be held in different locations throughout the county.
- Hearings are for gathering public input on proposals and general feedback.
- Hearings may be in-person, virtual, or hybrid.

## **8. Staff and Legal Support**

- The Commission may hire a Commission Coordinator and Legal Review Firm, subject to budget.
- Selection of support staff may be delegated to the Chair and Vice Chairs by motion of the Commission.
- Staff serve at the direction of the Commission Chair and provide administrative, public engagement, and legal guidance.

## **9. Amendment of Rules**

These Rules may be amended at any time by motion and a vote of at least 8 Commissioners.

## **10. Parliamentary Authority**

Unless otherwise specified, Robert’s Rules of Order, Newly Revised shall govern procedural matters.