Agenda for the Parks & Trails Commission
June 6, 2019
Meeting 6:30 p.m. to 8:30 p.m.
Council Conference Room, Redmond City Hall
15670 NE 85th Street, Redmond, WA 98052

Name | Time | Lead
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Call to Order
1. Approve June Agenda, May Meeting Minutes and May Retreat Minutes | 5 min | Chair

Items from the Audience
Public comment is limited to 3 minutes per speaker and limited to this portion of the agenda.

New Business:
1. Commissioner Recruitment Process | 5 min | Jeff Aken
2. Retreat Topics
   2.1. Open Public Meetings | 10 min | Jeff Aken
   2.2. Commission Role/Framework | 40 min | Carolyn Hope
   3. CIP Project Updates | 10 min | Carolyn Hope

Old Business:
1. Derby Days Update | 10 min | Bethany Kennedy
2. Project Updates
   2.1 Hartman Park Field Naming for Les Dow | 5 min | Jeff Aken
   2.2 Smith Woods Update | 5 min | Jeff Aken
   2.3 Commission Rules of Procedure | 5 min | Jeff Aken

Commission Talk Time
1. Events—outreach opportunities
   • Derby Days – Support open volunteer positions or other?
   • So Bazaar – Tree Canopy Outreach, Possible Tree Scavenger Hunt
   • Redmond Lights – Tree Canopy Outreach or Other | 10 min | Chair

   2. National Trails Day Recap
   3. Commission Items
      • Adopt-A-Trail

Staff Updates
1. Director Updates

Adjourn | 1 min | Chair

Upcoming Events & Meetings

<table>
<thead>
<tr>
<th>Date, Time</th>
<th>Topic</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4, 2019</td>
<td>Meeting Cancelled</td>
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<tr>
<td>July 12-13, 2019</td>
<td>Redmond Derby Days</td>
<td>Municipal Campus</td>
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<tr>
<td><strong>July 18, 2019</strong></td>
<td>Parks Trails Commission Meeting</td>
<td>Field Trip</td>
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</tbody>
</table>

_Parks and Recreation Department Vision_

We build community through people, parks and programs.

_Parks and Recreation Mission Statement_

We are leaders in providing sustainable parks, innovative recreation services, unique art and cultural experiences that continue to build a high quality of life in Redmond.

_Audiotapes of regular meetings are available at the Parks & Recreation Office. If you are hearing or visually impaired, please notify the Parks & Recreation office at 556-2311 as early as possible. Sign language and communication material in alternate formats can be arranged given sufficient notice. Washington Relay Service: 1-800-833-6384_
Grass Lawn Dome Renovation Project — Concrete footings were poured this week. Work continues on the skylight and roofing installations.

New Turf Maintenance Equipment — We received some much-needed replacement equipment this year. The Turf and Facilities Support crews are excited about getting the new machines!
City of Redmond
Parks and Trails Commission Meeting

**Draft** Meeting Minutes

Redmond City Hall
Council Conference Room
May 2, 2019
6:30 p.m. to 8:30 p.m. -Meeting

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**Parks & Trails Commissioners in Attendance:**
Shelly Bowman, Chair  
Shailee Jain, Vice Chair  
Heather Sheffer  
Aaron Knopf  
Joel Cherkis  
Kerry Monterey

**Absent and Excused:**
Susan Robertson  
Gregg Gottgetreu  
Gary Smith  
Kate Simmons, Youth Advocate  
Luke Rusak, Youth Advocate

**Consultant in attendance**
Kristen Lundquist, Capstone Partners, LLC

**Staff in Attendance:**
Carolyn Hope, Park Planning and Cultural Arts Manager  
Dave Tuchek, Park Operations Manager  
Jeff Hagen, Recreation Division Manager  
Jeff Aken, Senior Parks Planner  
David Lee, Senior Planner  
Teresa Kluver, Park Operations Supervisor  
Julie Holmes, Department Administrative Coordinator

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**I. Call to order/Welcome**
Meeting was called to order by Chair Bowman at 6:31PM
Approval of April Regular Meeting Minutes and the May Agenda
A Motion was made to approve the minutes from the April 4, 2019 regular meeting with the following changes. Add Commissioner Gottgetreu to “Commissioner in Attendance” List.
Motion by: Commissioner Cherkis
Second by: Commissioner Jain
Motioned carried: 6-0

II. Items from the Audience
None-No members of the public were in attendance.

III. New Business

Esterra Park-Carolyn Hope, Park Planning and Cultural Arts Manager, David Lee, Senior Planner, Consultant Kristen Lundquist, Capstone Partners, LLC (PPT & Handout)

Mr. Lee gave an overview of the Esterra Park Master Plan and the Development Agreement (an agreement between the developer and the city and lays out the conditions, vesting, phasing, and other expectations of the city). The master plan was approved in December 2011 and included: 1,400 minimum residential units, off-site tree mitigation, urban pathways, hotel/conference center, retail/office buildings and the 2.67-acre park located on the property.

Ms. Hope talked about this being the first park to be developed in the Overlake Village area. The Park Department hosted a public engagement/visioning process in late 2013-2014 for the Overlake Village. In Summer 2014, The Parks and Trails Commission approved a park master plan for the area. This is classified as a neighborhood park.

Ms. Lundquist from Capstone gave an update of the project in general. The park plan diagram is close to what was originally presented. The park is close in proximity to the Overlake Village light rail and to the north are two residential buildings facing the park, a hotel, 6-story office building ready to break ground, 3 more office buildings on 156th. The major change is with the move from office buildings to residential units, there will be more people living in the area.

The current proposal includes all the park features approved in the master plan and some additional features that were planned, including:

- Amphitheatre
- State
- Seat steps
- Festival street elements

Discussion was held.
Erratic Relocation-Jeff Aken, Senior Park Planner, PPT and Handout
This artwork needs to be moved to make way for the Sound Transit’s Downtown Redmond Link Extension (DRLE). The future light rail station will span 166th and the plaza will occupy the current site of Redmond’s Erratic. The artist and city staff evaluated 4 different spots for the Erratic and ultimately decided upon Gilman Landing. To meet Sound Transit’s timeline, the Erratic must be moved from the current location by March 2020. This project is being funded by Sound Transit and the original artist is involved in moving the artwork.

IV. Old Business

Green Redmond Partnership 2018 Accomplishments-Teresa Kluver, Park Operations Supervisor (PPT & Handout)
Ms. Kluver gave a background of the Green Redmond Partnership and an update on 2018 projects. The partnership provides both ecological and community benefits and has been in existence for Ten years. Citywide the partnership has planted over 11,000 trees, 23,000 shrubs, and enrolled 407 acres in active restoration.

Redmond Pool Improvements-Dave Tuchek, Park Operations Manager (PPT):
Update on the Redmond Pool project. They have a schedule with phase one beginning this year replacing all the mechanical equipment at a cost of $5M, construction begins June 24, 2019. The pool will be shut down until September 27, 2019. Phase 2 will begin in 2020 and address fire protection, lobby improvements, pool decking and the exterior façade. ARC Architects will be working on Phase 2. Design sessions will happen this summer. Bidding this winter. Extensive outreach through a variety of means.

Park Operations Update-Dave Tuchek, Park Operations Manager (PPT)
Mr. Tuchek reviewed park operations core maintenance work that park operations must do to keep the parks functioning and highlighted selected projects accomplished recently including Perrigo turf replacement, Grass Lawn Dome and innovative new fencing posts at Idylwood that will greatly increase the useable life of the fencing.

Recreation Update, Jeff Hagen, Recreation Division Manager (PPT & Handout)
Mr. Hagen discussed the kids fishing event which was new for 2019. 235 kids signed up and the event generated $3,300 in sponsorship.

Park Naming (Resolution 874) Jeff Aken, Senior Parks Planner (PPT)
Resolution 1516, the Park Naming resolution has replaced resolution 874. It now includes the ability for the City Council to waive the two-year moratorium on naming parks after people who meet all other criteria from the original resolution and are unusually outstanding over a lifetime of service. The Commission’s motion to waive the two-year waiting period and rename the Big Field at Hartman Park for Les Dow will go to City Council for consideration on May 21, 2019.

V. Commission Talk Time
Joint Meeting of Commission/City Council Recap, Chair Bowman (PPT)
There was much positive feedback and good dialogue at the joint meeting. The Mayor was very touched with the appreciation shown by the Commission.

National Trails Day 6.01.19, Chair Bowman
June 1, 2019 is National Trails Day. The Commission is hosting an event at Viewpoint Open Space from 9:00AM-1200PM.

Retreat Review, All
The Parks and Trails Commission retreat will be on Sunday, May 5, 2019 and includes park visits at Juel, Idylwood and Westside.

Events—outreach opportunity (Derby Days, So Bazaar and Redmond Lights)-Jeff Aken, Senior Park Planner
Volunteers are needed for the community events. Mr. Aken will create a Doodle Poll with the different dates.

The Commissioners discussed the idea of going paperless with the meeting packets. Staff will only print for those requesting a paper packet.

VI. Adjourn

Motion to Adjourn: Commissioner Knopf
Second: Commissioner Monterey
Motion Carried 6-0
Time: 8:28 p.m.

Next Regular Meeting
Thursday June 6, 2019
6:30 p.m. – 8:30 p.m.
Redmond City Hall
Council Conference Room
City of Redmond
Parks and Trails Commission Meeting

Draft Meeting Minutes

Redmond City Hall
Council Conference Room
May 5, 2019
9:00 a.m. to 2:00 p.m. -Meeting

Parks & Trails Commissioners in Attendance:
Shelly Bowman, Chair
Shailee Jain, Vice Chair
Aaron Knopf
Kerry Monterey
Gary Smith
Gregg Gottgetreu
Susan Robertson

Absent and Excused:
Heather Sheffer
Joel Cherkis
Kate Simmons, Youth Advocate
Luke Rusak, Youth Advocate

Staff in Attendance:
Carolyn Hope, Park Planning and Cultural Arts Manager
Dave Tuchek, Park Operations Manager (Park Tour Only)
Jeff Aken, Senior Parks Planner
Julie Holmes, Department Administrative Coordinator

I. Commission Field Trip

The Commission gathered at 08:30 a.m. in the lobby of Redmond City Hall to leave for the planned field trip to three parks.

Park Visit #1-Westside Park -Arrived 09:12 a.m.
• An explanation of the Master Plan and proposed public engagement for the third quarter of 2019 to prepare for the design was discussed.
• Some commissioners were interested in restrooms. Staff explained most Neighborhood Parks do not house restrooms. The cost to add a restroom to a park is up to $500,000 and $12,000 to maintain it per year. Concern was shared that small children need restrooms. It was an issue amongst neighbors during the master plan process.

**Park Visit #2-Idylwood Park-Arrived at 09:45 a.m.**
- Staff explained the parking lot overlay project. The commission expressed interest in expanding the parking lot.
- Mr. Tuchek talked about past improvements to the park-playground and picnic shelter. He also spoke about the restoration planning including fencing (post and pole) around the restoration area along the lake like what is around the creek.
- Discussion was held about the boat drop off/jet ski pull in area that is allowed on the north end of the park.
- Mr. Tuchek is researching the replacement of toilets in the women’s restroom to make them easier to access with a door. The commission discussed the idea of adding a foot wash area to the restroom.
- Staff described the public works pump station project and the impacts on the park. The Commissioners talked about the need to keep the trail/maintenance road to the pump station.
- The group looked at the restoration plantings.
- The commissioners suggested having more signage about dog rules at the parking lot.

**Park Visit #3-Juel Park-Arrived at 10:50 a.m.**
- Forest Steward Jake O’Brien met the group at the park. He described the Green Redmond Partnership restoration efforts at the park and gave a background of Green Redmond Partnership.
- Discussion was held regarding adding signage to warn about disc golf. The commission also discussed a future dog park and the subject of dogs in parks.

**Staff and the commissioners arrived back at City Hall at 11:45 a.m.**

II. **Call to order/Welcome**
Meeting was called to order by Chair Bowman at 11:40 a.m.
III. **Items from the Audience**
None-No members of the public were in attendance.

IV. **Lunch-Commissioner Bio’s and Conversation**
The commissioners participated in an exercise by answering the following questions to get to know each other.

1. Why did you join the commission?
2. What is most important for you to accomplish during your time on the commission?
3. What have you observed about the group and how it operates?
4. What is something we can improve upon?

The table on page 4 includes the comments by the commission.
<table>
<thead>
<tr>
<th>Why did you join the PTC?</th>
<th>What do you hope to accomplish?</th>
<th>Observations</th>
<th>Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Advocate</td>
<td>Adopt a trail program with focus on youth and/or families.</td>
<td>Wonder about the PTC’s impact-is whether we vote or not an issue.</td>
<td>Alert when email arrives on redmond.gov-provide more information on how to access.</td>
</tr>
<tr>
<td>Human Equity and Access to Nature</td>
<td>Alternate Funding-Foundation/Go Fund Me etc.</td>
<td>Appreciate the passion of individual commissioners to advocate for their issues. How can the commission make a difference and change old plans and policies outside of the formal planning process.</td>
<td>If expected to review long documents/complex issues for a vote. Some commissioners need more than one week to review.</td>
</tr>
<tr>
<td>Environmental Advocate, Water Quality, &amp; Tree Preservation</td>
<td>Finalize Rules of Procedure.</td>
<td>What can the commission do to advance issues/projects staff are working on.</td>
<td>Concrete objectives and timelines.</td>
</tr>
<tr>
<td>Tree Canopy</td>
<td>Implement Tree Canopy and ADA Plans-Stay on schedule.</td>
<td></td>
<td>Focus on joint meeting discussion earlier.</td>
</tr>
<tr>
<td>Interested in Parks and Trails Development</td>
<td>Advocate for environmental sustainability/climate change, and have a full-time position at the City.</td>
<td></td>
<td></td>
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<tr>
<td>Volunteer more</td>
<td>Have more environmentally sustainable features, amenities and education in parks. I.e. compostables, use of gray water, etc.</td>
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<td></td>
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<td>Maintain access into parks for future generations.</td>
<td>Restore Habitat to creek, pollinator habitat.</td>
<td></td>
<td></td>
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<tr>
<td>Interest/Expertise in Botany, wildlife, butterflies and bees.</td>
<td>Tree stand protection as part of tree canopy strategy, regulations don’t always support our adopted plans/update tree code.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain beautiful natural ecosystems and education about value. Interested in Juel, Dudley Carter and Perrigo Parks.</td>
<td>Public Health issues in parks-like swimming @ beaches with dogs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain our park system and facilities.</td>
<td>Maintain what we have-Idylwood Bath house.</td>
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<td></td>
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<tr>
<td>Ecology, Tree Canopy, Help shape how projects move forward.</td>
<td>Improvement in wayfinding-outside park system toward parks.</td>
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<tr>
<td>Learn how the city works.</td>
<td>More outreach about restoration projects and value of tree canopy strategic plan.</td>
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<tr>
<td>Be more involved in community.</td>
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<tr>
<td>Interested in trails and maintenance.</td>
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VI. New Business

Role of the Commission in relation to:
  o Regulatory Framework
    GMA
    Comprehensive Plan
    Comp Plan Amendments
    Draft slide (timeline)
    PARCC Plan
    Budget Process
    CIP
    Private Development/Master Planned Parks
    Key Projects

Commission Rules and Procedures
A subcommittee of the commission, consisting of Commissioners Robertson, Monterey and Bowman, prepared a revision to the Commission Rules and Procedures. Discussion was held on the revisions.

  o Review Rules and Procedures-Commissioner Monterey introduced the topic of Commission Rules and Procedures. Discussion was held about the edits to the document. Will be presented to the City Clerk and attorney for approval.
  o Open Meetings-Held over to June meeting
  o Public records-Held over to June meeting
  o Robert’s Rules-Held over to June meeting

Commission Initiatives
  • Role and Interface with other Commissions

IV. Adjourn
Motion to Adjourn: 2:10 p.m.
Motion Carried
Time: 2:10 p.m.

Next Regular Meeting
Thursday June 6, 2019
6:30 p.m. – 8:30 p.m.
Redmond City Hall
Council Conference Room
MEMO TO: Parks and Trails Commission

FROM: Jeff Aken, Senior Park Planner

DATE: June 06, 2019

SUBJECT: Commissioner Recruitment Process

I. PURPOSE ☒ For Info Only ☐ Future Motion Item ☐ Motion Requested

II. RECOMMENDATION

Information

Proposed Motion: N/A

III. DEPARTMENT CONTACTS

Rachel Van Winkle, Deputy Parks and Recreation Director, 425-556-2334
Carolyn Hope, Park Planning and Cultural Arts Manager, 425-556-2313
Jeff Aken, Senior Park Planner, 425-556-2328

IV. DESCRIPTION/BACKGROUND

Given Commissioner Monterey’s resignation, the Commission has an opening for someone who lives in Redmond. This position would fill out the rest of Commissioner Monterey’s term, which will expire on March 31, 2022. In addition, the position would be eligible for a second, four-year term at that time. The Commission attempts to balance interests between parks and trails, so we are recruiting for residents with an interest in trails.

At the discretion of the Mayor, the Chair and Vice-Chair and potentially other members of the Commission along with staff would interview prospective candidates and make a recommendation to the Mayor. We are requesting applications be submitted by Friday, June 28, 2019 and hope to have a new Commissioner on board later in 2019.

A. Analysis (Please include process to-date and any service delivery or fiscal considerations.)
V. **TIME CONSTRAINTS**
None, but there is a strong desire to have the Commission at full membership.

VI. **LIST OF ATTACHMENTS**
Press Release for Recruitment.
City Seeks Volunteer for Parks & Trails Commission

EFFECTIVE IMMEDIATELY
May 21, 2019

CONTACT
Jackie Lalor, Communications Project Administrator
jlalor@redmond.gov
425-556-2209

Redmond, WA – The City of Redmond is recruiting a new volunteer member for the Parks and Trails Commission. The vacant position is open to a Redmond resident residing within city limits (98052 zip code). Residents with an interest in trails are encouraged to apply, as the commission attempts to balance Commissioner interests between parks and trails. Parks and Trail Commissioners meet on the first Thursday of every month. The selected member would serve out a vacated term through March 31, 2022 and be eligible to seek a second four-year term.

In addition to monthly meetings, Commissioners participate on special committees and attend public meetings and events. They cultivate community engagement around Parks and Recreation Department projects and programs as well as occasionally attending City Council and other commission meetings. The Commission interfaces with the broader community, so that it can represent community members’ interests to the City Council.

The work program for the commission currently includes advising staff and City Council on the Redmond Pool renovation, Westside Park renovation, the future of Redmond’s Community Centers, trails projects, recreational programming fees and strategies, implementation of the Tree Canopy Strategic Plan’s goals for public education and outreach and the American’s with Disabilities Act Transition Plan for the parks system, and various planning and capital projects.

To learn more about the Parks and Trails Commission visit www.redmond.gov, click on “Government,” then “Boards and Commissions” and “Parks and Trails Commission.” To apply, go to http://www.redmond.gov/Government/BoardsCommissions/, click on “Community Service Application” and submit a completed online application. There is no deadline for applications, but interested citizens are encouraged to submit an application by June 28, 2019. The positions will remain open until filled.

For questions, please contact Jackie Lalor, Communications Project Administrator, at jlalor@redmond.gov or call 425-556-2209. This press release is available on www.redmond.gov.
The City of Redmond assures that no person shall, on the grounds of race, color, national origin, or gender, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. For more information about Title VI, please visit redmond.gov/TitleVI.
Question #1: Meetings Subject to the OPMA
The Parks Director is meeting with the staff liaison and two commissioners. Is this meeting subject to the OPMA?

a. Yes
b. No

Answer
No. The OPMA applies to meetings where a quorum of the governing body is present. Here, the only member of the governing body present is one councilmember, which is not a quorum of the governing body.

Question #2: The Meeting Agenda
Does the public need to be provided with an agenda prior to a regular meeting of the Parks and Trails Commission?

a. Yes
b. No

Bonus: Can the governing body amend the agenda after it has been made available to the public?

Answer
Yes, so long as the agency has a website (and employs at least 10 full time employees), the preliminary meeting agenda must be posted on the agency website no later than 24-hours in advance of the meeting (see RCW 42.30.077). The governing body can amend the agenda after it has been made available to the public. This can be done prior to the meeting (by the mayor, executive director, clerk, or other individual responsible for creating the preliminary agenda) or during the meeting by a vote of the governing body. Note, however, other statutes may otherwise require a jurisdiction to notify the public of the preliminary agenda of upcoming meetings (See, e.g., RCW 35A.12.160).

Question #3: Scheduling a Special Meeting
The Chair sends an email to all members of the Commission asking if they are free on Friday at 3:00 pm for a field trip to Smith Woods park. Each member “replies all” indicating their availability for the meeting. Do these email communications violate the OPMA?

a. Yes
b. No

Answer
No. Under RCW 42.30.080 a special meeting may be called at any time by the presiding officer of the governing body or by a majority of the members of the governing body. In order to give effect to this grant of authority, MRSC believes it’s permissible for a majority of the members of the governing body to confer outside of a public meeting for the sole purpose of discussing whether to call a special meeting.

Question #4: Traveling Together
Is it a violation of the OPMA for five out of nine members of the Commission to travel together to the trails conference in Wenatchee?

a. Yes  
b. No

Answer  
No. Per RCW 42.30.070: “It shall not be a violation...for a majority of the members of a governing body to travel together or gather for purposes other than a regular meeting or a special meeting as these terms are used in this chapter: PROVIDED, That they take no action as defined in this chapter.” 
In other words, so long as the five members do not discuss agency business during their travel to the conference, there is no OPMA violation.

Question #5: Conference Attendance
All five members of the governing body are attending the same conference. Must this be noticed as a special meeting?

a. Yes  
b. No

Answer  
No. Attending a conference together is not considered a meeting under the OPMA and does not need to be noticed as such so long as a quorum of the legislative body does not discuss agency business with each other while at the conference (see RCW 42.30.070). It is also fine for the individual members of the governing body to discuss agency affairs with other conference attendees.

However, MRSC does advise against a member of the governing body asking questions related to agency business during any Q&A portion of the conference when the other members of the governing body are in attendance (because the other members are now hearing about agency business, which may qualify as a “discussion” and, therefore, an “action” under RCW 42.30.020(3)).

Question #6: No Quorum
There is no quorum for tonight’s regularly scheduled meeting. Can the meeting still be held to take public testimony on a controversial commission matter?

a. Yes  
b. No

Answer  
No. A meeting of the legislative body cannot be held without a quorum. If less than a quorum of the governing body is present for a meeting, the only official action that can take place is to adjourn the meeting. For more information see RCW 42.30.090 and a previous MRSC blog post on cancelling public meetings.

Question #8: Remote Attendance
There are nine members of the governing body and none are able to attend the regularly scheduled meeting in person. Can the meeting be held?

a. Yes
b. No
   
   **Answer**
   
   **Yes.** The Attorney General's Office issued an opinion in 2017 stating that remote attendance by phone or video is not prohibited by the OPMA so long as the speaker phone or video is provided at the designated meeting place at the designated meeting time and the speaker phone or video allows attending members of the public to hear all discussion and participate in the discussion (if allowed by agency rule). I wrote a blog article a few years ago that describes the AGO's opinion.

Your quiz time is up! Put down your pens (i.e., stop clicking your mouse) and turn in your answers. The good news: everyone passes!
An Email Exchange Can Constitute a Meeting

If you, as a member of the governing body (e.g., city council, board of commissioners, planning commission), communicate with other members of the governing body by email, keep in mind that email exchanges involving a majority of members of the governing body can constitute a “meeting” under the OPMA. This principle also applies to text messaging and instant messaging.

What types of email exchanges can constitute a meeting? If a majority of the members of the governing body takes “action” on behalf of the agency through an email exchange, that would constitute a meeting under the OPMA. Note that taking “action” under the OPMA can occur through mere discussion of agency business, and that any “action” may be taken only in a meeting open to the public. The participants in the email exchange don’t have to be participating in that exchange at the same time, as a “serial” or “rolling” meeting can occur in violation of the OPMA. However, the participants must collectively intend to meet to conduct agency business.

Recommendations: As a member of the governing body, consider the following tips to avoid potential OPMA violations:

- Passive receipt of information via email is permissible, but discussion of issues via email by the governing body can constitute a meeting.
- An email message to a majority or more of your colleagues on the governing body is allowable when the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to a majority of members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: “For informational purposes only. Do not reply.”
- Unless for informational purposes only, don’t send an email to all or a majority of the governing body, and don’t use “reply all” when the recipients are all or a majority of the members of the governing body.
- Alternatively, rather than emailing materials to your colleagues on the governing body in preparation for a meeting, have a designated staff member email the documents or provide hard copies to each member. It’s permissible, for example, for a staff member to communicate via email with members of the governing body in preparation for a meeting, but the staff member needs to take care not to share any email replies with the other members of the governing body as part of that email exchange.
Phone Calls and Voice Messages Can Constitute a Meeting
As with email exchanges, if a majority of the members of the governing body is taking “action” (see above) on behalf of the agency through phone calls or a voice mail exchange, that would constitute a meeting. Such a “telephone tree” occurs, for example, when members call each other to form a majority decision. As above, the calls and messages can constitute a serial or rolling meeting if the members collectively intend to meet and conduct agency business.

Key Consideration Related to Conferring to Call a Special Meeting
Under RCW 42.30.080, a special meeting (in contrast to a regular meeting) may be called at any time by the presiding officer of the governing body or by a majority of the members of the governing body. In order to give effect to this authority granted under RCW 42.30.080, we believe it’s permissible for a majority of the members of the governing body to confer outside of a public meeting for the sole purpose of discussing whether to call a special meeting. This includes conferring for that purpose via phone, email or other electronic means.

Use of Social Media Can Implicate the OPMA
Question: If members of the governing body use social media (e.g., through a Facebook page or Twitter feed) to host a discussion about issues related to the agency, and the discussion includes comments from members of the governing body, could that violate the OPMA?

Answer: If the discussion includes comments from a majority of the members of the governing body, that discussion could constitute a public meeting under the OPMA. There’s no authority under the OPMA regarding what would constitute adequate public notice – if that’s even possible – for this kind of virtual meeting, so it’s best to avoid this type of discussion on social media.

Recommendation: Social media can be an effective tool to solicit comments from the public, but social media shouldn’t be used by your agency’s governing body to collectively formulate policy.

Failure to Comply with the OPMA Can Be Costly
Violation of the OPMA can result in personal liability for officials who knowingly violate the OPMA and in invalidation of agency actions taken at a meeting at which an OPMA violation occurred. Attorney fees and court costs are awarded to successful OPMA plaintiffs. OPMA violations can also lead to a loss of public trust in the agency’s commitment to open government.

*DISCLAIMER: These practice tips are meant to provide practical information to local government officials and staff about electronic records and requirements under the OPMA. The tips aren’t intended to be regarded as specific legal advice. Consult with your agency’s attorney about this topic as well. May 2016
Under the Open Public Meetings Act (OPMA), to ensure that agency deliberations and other actions are conducted and taken openly, agencies are required to provide sufficient public notice of their meetings. Use these practice tips as a starting guide for OPMA notice requirements.* For more information and resources visit www.mrsc.org/opmapra.

<table>
<thead>
<tr>
<th><strong>Regular Meetings (RCW 42.30.070)</strong></th>
<th><strong>Special Meetings (RCW 42.30.080)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>Anything other than a regular meeting. May be called by the presiding officer or a majority of the members of the governing body.</td>
</tr>
<tr>
<td><strong>Notice and Agendas</strong></td>
<td>The special meeting notice must specify the date, time, and place of the special meeting, and the business to be transacted.</td>
</tr>
<tr>
<td>- Agendas must be made available on the agency’s website at least 24 hours in advance of the meeting unless the agency:</td>
<td>- <strong>Personal notice.</strong> Written notice must be delivered personally, by mail, fax, or e-mail at least 24 hours before the meeting to:</td>
</tr>
<tr>
<td>1. Doesn’t have a website; or</td>
<td>1. Each member of the governing body, unless the member submits a written waiver of notice in advance with the clerk, or the member is actually present at the meeting; and</td>
</tr>
<tr>
<td>2. Employs fewer than 10 full-time equivalent employees.</td>
<td>2. Each member of the news media who has on file with the governing body a written request for notice of special meetings.</td>
</tr>
<tr>
<td>There are no other notice requirements for regular meetings in the OPMA. However, other relevant laws apply to some local governments. For example, cities and towns are required to establish a procedure for notifying the public of the preliminary agenda for the forthcoming council meeting and any upcoming hearings (although not necessarily online). RCW 35A.12.160; RCW 35.22.288; RCW 35.23.221; RCW 35.27.300. There are no similar requirements for counties or special purpose districts related to preliminary agendas.</td>
<td>- <strong>Website notice.</strong> Notice must be posted on the agency's website 24 hours in advance of the meeting, unless the agency:</td>
</tr>
<tr>
<td>1. Doesn’t have a website; or</td>
<td>1. Doesn’t have a website; or</td>
</tr>
<tr>
<td>2. Employs less than 10 full-time equivalent employees; or</td>
<td>2. Employs personnel whose duty, as defined by a job description or existing contract, is to maintain or update the website.</td>
</tr>
<tr>
<td>3. Doesn’t employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the website.</td>
<td>- <strong>Notice at agency’s principal location.</strong> Notice must be prominently displayed at the main entrance of the agency’s principal location and the meeting site if the meeting isn’t held at the agency’s principal location.</td>
</tr>
<tr>
<td><strong>Emergencies</strong></td>
<td>The notices required for special meetings aren’t required if a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.</td>
</tr>
<tr>
<td>In an emergency situation (e.g., fire, flood, earthquake, or other emergency), a meeting may be held at a site other than the regular meeting site, and the notice requirements under the OPMA are suspended during such an emergency.</td>
<td></td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td>Although not specifically addressed by the OPMA, we recommend that special meetings not be held on holidays out of consideration for public participation.</td>
</tr>
<tr>
<td>Regular meetings shall not be held on holidays. If a regular meeting falls on a holiday, the meeting must be held on the next business day.</td>
<td></td>
</tr>
<tr>
<td><strong>Business Transacted</strong></td>
<td>Final disposition cannot be taken on any matter not listed in the special meeting notice.</td>
</tr>
<tr>
<td>There are no restrictions on the type of business that may be transacted at regular meetings.</td>
<td></td>
</tr>
</tbody>
</table>

*DISCLAIMER: These practice tips are meant to provide summary information on the notice requirements of the OPMA; these tips are not intended to be regarded as specific legal advice. Consult with your agency’s legal counsel about this topic as well.*
Roberts Rules of Order Cheat Sheet

Opening a meeting

- Call to order
- Approval or correction of minutes
- Approval of agenda

Introducing New Business

- Member makes a clearly worded motion to take action or a position
  - “I move...”
  - Motions recorded in minutes
- Motion must be seconded
  - “Second!”
  - A second allows discussion to occur; it does not signify approval
  - A motion without a second does not move forward
- Chairman restates the motion.
  - “It is moved and seconded that....”
  - This provides clarity (and helps with the minutes)
- Discussion occurs
  - Maker of motions starts discussion
  - Chair should call on Commissioners
  - Everyone who wishes to speak should be allowed, before returning to Commissioners who have already spoken.
  - Amendments may be offered-return to step 1 to amend motion: “I move to amend the motion by...”
- Chair Closes discussion and states the question/asks for a vote.
  - “The question is on the adoption of the motion that...”
  - Motion repeated word-for-word
- Chair provides voting directions
  - “Those in favor of the motion, say aye“;
  - “Those opposed, say no”
- Chairman announces the result of the vote:
  - “The ayes have it and the motion is adopted” or
  - “The no’s have it, the motion is lost”
  - Record in minutes

Extending or Closing a Meeting

- “Madame Chair, I move to adjourn/extend the meeting...”
  - Adoption of the motion extends or closes the meeting.
  - A motion to extend should be made if meeting continues beyond published times.
Robert’s Rules of Order Additional Information

Why follow Robert’s Rules of Order?
▪ Allows for democratic speech and action
▪ Preservers order
▪ Rights of the organization supersede the rights of individuals
▪ Facilitates group decisions

Meeting Agendas
1. Approval of Minutes
2. New Business – items brought forward by motion procedure
3. Unfinished Business (replaces term “old business”)
4. Reports (Commission Talk Time)

Meeting Minutes
▪ Minutes are a legal record of meetings and the organization.
▪ Minutes are a record of what is done at a meeting, not what is said.
▪ Minutes should include:
  o Name, date and location of meeting
  o List of attendees (note presence of a quorum)
  o Time meeting was called to order
▪ Approval of previous meeting minutes
▪ Motion text and name of maker
▪ Status/results of motions
▪ Time meeting was adjourned

Minutes do not include:
▪ Discussion
▪ Personal opinion
▪ Motions withdrawn
▪ Entire reports (rather attach to minutes)

Motion
▪ A motion is a formal proposal by a member that the group take a certain action or position.
▪ A main motion is required to begin the decision-making process.
▪ A motion occurs prior to discussion

Ground Rules for Debating
▪ Remarks must be germane (relevant and appropriate to the discussion); stay on subject.
▪ Debate issues, not personalities

Resources:
MEMO TO:  Parks and Trails Commission
FROM:  Jeff Aken, Senior Park Planner
DATE:  June 6, 2019
SUBJECT:  Commission Rules of Procedure Development

I.  PURPOSE  ☒ Future Motion Item  ☐ Motion Requested

II.  RECOMMENDATION

   Review updated rules and procedures in advance of August motion.

   Proposed Motion: N/A

III.  DEPARTMENT CONTACTS

   Rachel Van Winkle, Deputy Parks and Recreation Director,  425-556-2334
   Carolyn Hope, Park Planning & Cultural Arts Manager,  425-556-2313
   Jeff Aken, Senior Park Planner,  425-556-2312

IV.  DESCRIPTION/BACKGROUND

   The Redmond City Council adopted Ordinance 2581 (Attachment A) in 2011, which provides guidance on commission Rules of Procedure (Section 4.40.050(A)) and allows each commission to develop their own specific Rules of Procedure. There is no record of the Parks and Trails Commission adopting formal Rules of Procedure to date.

   In 2016-2017, the Commission embarked on this effort and was close to adopting the draft Rules of Procedure, which a sub-committee including Commissioner’s Robertson, Monterey and Bowman used as a starting point along with RMC 4.40 and Ordinance 2344.

   There is renewed interest and there are new ideas from the current Commissioners to revisit the draft Rules of Procedure and adopt them.

   A.  Analysis
The Ordinance 2518, Section 4.40, describes the role of the Parks and Trails Commission, while Section 4.40.050 describes the general content of the Rules of Procedure. The Rules of Procedure shall not add duties to the Parks and Trails Commission that are not covered in the Ordinance, rather they should guide the operations of the Commission. Furthermore:


The rules of procedure were updated using the guidance above along with RMC 4.40, Ordinance 2344 and Ordinance 2581. The Commission reviewed the sub-committee’s work at the May 5, 2019 retreat and edits were incorporated for the Commission’s review. After review at the June 6, 2019 meeting, the draft will be reviewed by the City Attorney and Mayor’s office and then brought back to the Commission at the August meeting for a potential motion.

V. **TIME CONSTRAINTS**

There is no time constraint other than the commission will likely operate more smoothly once all the Commissioner agree to the Rules of Procedure.

VI. **LIST OF ATTACHMENTS**