



CITY OF
BAINBRIDGE ISLAND

Ethics Board Regular Meeting
Wednesday, June 11, 2025, 6:30 PM
Chamber Conference Room, City Hall
280 Madison Ave N
Bainbridge Island, WA 98110

The Ethics Board will hold this meeting in person, in the City Hall Council Conference Room. Attendance may be in person or the meeting is also accessible via the Zoom meeting platform.

REMOTE MEETING ON ZOOM
PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

<https://bainbridgewa.zoom.us/j/86365762700>

OR TELEPHONE: US: 1-253-205-0468

WEBINAR ID: 863 6576 2700

AGENDA

1. CALL TO ORDER / ROLL CALL – 6:30 PM

2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

- June 11, 2025 Meeting Agenda

3. PUBLIC COMMENT

In person public comment is accepted at this time on any topic of public interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not taken on individual agenda items during the meeting. Public comment is simply received by the Board, with no response, and the Board cannot deliberate on items that are not on the agenda. Please refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below. The lack of comment is not an endorsement or a denial of the comment. Remote public comment is allowed with advance notice to the City Clerk, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

3.A Instructions for Providing Public Comment

4. REGULAR BUSINESS

4.A Approval of Minutes:

- April 9, 2025 Meeting Minutes (corrected)
- May 14, 2025 Meeting Minutes

4.B Outreach Opportunities (Farmers Market Update)

4.C Review Status of Pending Complaints

4.D Training Updates: Schedule Training Date(s)

5. NEW BUSINESS

5.A Board Member Resignation & Acknowledgment of Service: Hildja Saas

5.B Appointment of Chair (1-year term beginning July 2025) Section 2.A. of Ethics Board Operating Rules (Effective Date: February 12, 2025): The Chair will serve for one year and may be re-elected. However, one individual may not hold the position of Chair for more than two successive terms. Responsibilities of the Chair include: presiding over meetings of the Board, organization of the meeting agenda in coordination with the Deputy Chair, distributing work of the Board to individual members, communication with City staff, informing respondents of complaints, requesting responses to complaints, and communicating receipt of complaints to the Ethics Board.

5.C Appointment of Deputy Chair (6-month term beginning July 2025) Section 2.B. of Ethics Board Operating Rules (Effective Date: February 12, 2025): The Deputy Chair will serve for six months. One individual may not hold the position of Deputy Chair for two successive terms, but may be re-elected to non-successive terms. Responsibilities of the Deputy Chair include: presiding over meetings of the Board in the absence of the Chair, organization of the meeting agenda in coordination with the Chair, taking minutes of meetings of the Board, and serving as time-keeper during public comment periods.

5.D Ethics Code Recommendations: Council Response and Next Steps

Background: At its May 27 meeting, City Council declined to pass the resolution associated with the Ethics Board's 2022 & 2023 Annual Reports / 2023 & 2024 Work Plans. Councilmember Hytopolous raised two concerns previously expressed during the March study session: (1) the starting point of the proposed one-year limitation on complaints; and (2) a proposal to exempt former Councilmembers entirely from ethics complaints. Additional edits made by City staff to Article III were not part of the Board's recommendations. This item is on the agenda to clarify the record, discuss next steps, and consider whether a formal response should be prepared.

6. AGENDA FOR NEXT MEETING

7. NEXT MEETING DATE: July, 11, 2025

8. GOOD OF THE ORDER

9. ADJOURNMENT



Meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



Public Comment

Members of the public are encouraged to submit public comment to the City Advisory Committees. Interested parties may provide comment by:

- Emailing the [City Clerk \(cityclerk@bainbridgewa.gov\)](mailto:cityclerk@bainbridgewa.gov). This comment may be submitted at any time.
- Providing in-person comment at a meeting.
- Providing comment at a meeting via Zoom, in accordance with the advance notice and camera requirements.

Members of the public who wish to provide public comment in-person at a meeting should sign up to speak on the sign-in sheet. The Chair will call the people signed up on the sign-in sheet, and speakers will have three minutes (or such other time set by the Chair) to speak. The Chair or a designee will indicate when the time has elapsed.

Remote public comment is allowed with advance notice to the City by 4:00 p.m. on the business day before the meeting at cityclerk@bainbridgewa.gov, provided that all remote commenters shall be required to display their true name and to keep their camera turned on to show their true uncovered face while delivering their comments.

Guidelines for public comment are below. These guidelines were established for and approved by the City Council and also apply to all advisory boards, committees and commissions of the City Council.

Excerpts from the Governance Manual regarding public comment:

5.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below. Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

5.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

- a) Speaking without being recognized by the Presiding Officer.
- b) Continuing to speak after the allotted time has expired.

- c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- d) Throwing objects.
- e) Speaking on an issue that is not a public topic, in violation of Section 9.12.2.
- f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.
- g) Impersonating a City Councilmember or a member of the City staff.
- h) Shouting or otherwise engaging in loud or boisterous behavior.
- i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- k) Booing, hissing, or otherwise disrupting the comments of another speaker.
- l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, under circumstances where such words constitute “fighting words” under constitutional law.
- m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

5.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.

9.12.2 Subjects – Whether or Not on the Current Agenda

Public comments received during the public comment period may be on any public topic, whether or not on the agenda, but a comment on the subject that is covered by a public hearing at that meeting must be made during the period of the public hearing. All public comments shall be made consistent with Section 5.6.

9.12.3 Use of Microphones

Comments shall be made directly into the microphone, as it is necessary for the public record and for the audience to hear all proceedings. No comments shall be made from any other location.

COBI ETHICS BOARD
Regular Meeting
Wednesday, May 14, 2025
In-person and via Zoom

Minutes

1. CALL TO ORDER/ROLL CALL—6:39 PM

Present: Doña Keating (Chair), Hildja Saas (Deputy Chair), Donna Davison, Karen Anderson, Andrew Tsoming (Counsel), and Peggy Nimb (City Staff). Absent: Rafael Escandon, Rosemary Hollinger

2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Approval of May 14, 2025 Agenda

MOTION: Donna Davison **SECOND:** Karen Anderson Passed Unanimously

No conflicts of interest disclosed.

3. PUBLIC COMMENT – None received.

3.A Instructions for Providing Public Comment

4. REGULAR BUSINESS

4.A Approval of Minutes

April 9, 2025 Regular Meeting Minutes

MOTION: Donna Davison **SECOND:** Hildja Saas Passed Unanimously

4.B Update: Outreach Opportunities – Ms. Nimb only received three board member responses regarding May availability for Farmers Market. May 24 is the designated date and Chair Keating will confirm Mr. Escandon’s availability so both can confirm participation.

4.C Review Status of Pending Complaints - Three Complaints remain on hold due to recent U.S. Court of Appeals filing. No additional complaints.

4.D Training Updates – Ms. Anderson made a motion to table the discussion of survey results until the June meeting, citing the potential for full board attendance. The motion was not seconded and did not carry.

The board proceeded to review the survey responses. Ms. Anderson proposed conducting in-person training sessions for all Advisory Groups. Chair Keating reminded the board that previously approved decisions, including the training format and schedule outlined in the Annual Report and Work Plan, should be upheld unless new, compelling information arises. She

noted the importance of maintaining consistent governance practices and operating within the board's mandate.

Chair Keating and Ms. Davison emphasized that with City Council set to approve mandatory ethics training, it would be more appropriate to implement the new requirement and then reassess training outcomes through a future survey. Of the ten respondents, eight indicated they had not completed 2024 training, despite City staff distributing the materials. However, no feedback warranted a change to the current training content or delivery method.

City Council is expected to vote on the Resolution adopting the board's proposed Code updates at its May 27 Regular Business Meeting. Once approved, training sessions can be scheduled accordingly. A brief discussion followed regarding modifications to Article III, Section B(1), including the addition of language addressing City employees and the removal of subsection B(1)(b). Mr. Tsoming agreed to follow up, and Chair Keating offered to attend the Council meeting to provide clarification and answer any questions.

5. AGENDA FOR NEXT MEETING - All existing items, with the addition of new business to appoint the Chair and Deputy Chair.

6. NEXT MEETING DATE: Wednesday, June 11, 2025, at 6:30 pm.

7. GOOD OF THE ORDER – Chair Keating and Ms. Anderson spoke about the Volunteer Appreciation Event and expressed gratitude to the City for hosting. Chair Keating advised that an applicant for the Ethics Board was being interviewed on May 15.

8. ADJOURNMENT - 7:19 PM

MOTION: Donna Davison **SECOND:** Hildja Saas Passed Unanimously

Doña Keating, Chair

Date

COBI ETHICS BOARD

Regular Meeting
Wednesday, April 9, 2025
In-person and via Zoom

Minutes

1. CALL TO ORDER/ROLL CALL—6:30 PM

Present: Doña Keating (Chair), Hildja Saas (Deputy Chair), Rafael Escandon, Rosemary Hollinger, Donna Davison, Drew Pollom (Counsel), and Peggy Nimb (City Staff). Absent: Karen Anderson

2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Approval of ~~March 12~~, April 9, 2025 Agenda

MOTION: Rafael Escandon **SECOND:** Rosemary Hollinger Passed Unanimously

No conflicts of interest disclosed.

3. PUBLIC COMMENT – None received.

3.A Instructions for Providing Public Comment

4. REGULAR BUSINESS

4.A Approval of Minutes

March 12, 2025 Regular Meeting Minutes

MOTION: Hildja Saas **SECOND:** Donna Davison Passed Unanimously

4.B Update: Outreach Opportunities – Chair Keating provided an update on the status of the podcast upload to the BARN website, which will allow the City to include a link in its materials and on its website.

The Board discussed participation in the upcoming Farmers Market. Ms. Nimb will circulate a Doodle poll for members to indicate their availability on open dates.

The Board also discussed placing a sign at the booth with a QR code linking to the Ethics Board webpage.

Chair Keating noted that, as of this meeting, there has been no response from the City regarding her email requesting Ethics Board involvement in planning the youth engagement event.

4.C Review Status of Pending Complaints - Three Complaints remain on hold due to recent U.S. Court of Appeals filing. No additional complaints.

4.D Update: Training Subcommittee – Ms. Nimb reported that seven survey responses had been received, most of them from members of the Climate Change Advisory Committee. The Board discussed extending the deadline by two weeks to allow additional Advisory Groups and City Council members time to respond. A spreadsheet will be sent to the Board for review, discussion, and potential revisions to the training materials.

Updated training slides were reviewed, and no further edits or corrections were suggested. A vote will be taken once the survey responses are complete and City Council votes to approve the Resolution referencing changes to the Code.

The Board reviewed proposed updates to the Ethics Board page on the City’s website, as well as revisions to the Complaint Forms for Article I and Article II and the Advisory Opinion Request Form.

Approval of Forms and Website Updates (contingent on final City Council approval of the relevant Resolutions)

MOTION: Doña Keating **SECOND:** Donna Davison Passed Unanimously

~~Chair Keating reminded the Board that City Council has not yet placed a meeting on its agenda to approve the Resolution adopting recommended changes to the Code from prior Annual Reports / Work Plans. Training cannot be scheduled until this occurs. She will email the Mayor and Deputy Mayor to urge that this be scheduled.~~

Chair Keating reminded the Board that City Council has not yet scheduled a meeting to vote on the Resolution adopting recommended changes to the Code from prior Annual Reports and Work Plans. As a result, training sessions cannot be scheduled. She will email the Mayor and Deputy Mayor to request that this item be added to an upcoming Council agenda.

The Board discussed the remaining tasks of the Training Subcommittee. Chair Keating noted that most of the work had been completed and recommended sunsetting the subcommittee.

Sunset the Training Subcommittee

MOTION: Rosemary Hollinger **SECOND:** Rafael Escandon Passed Unanimously

5. NEW BUSINESS

5.A March 18 City Council Study Session - The Board discussed a statute of limitations question raised during the session and affirmed that the applicable timeframe begins on the date the violation occurred, not the date it was discovered. In light of the two-year timeline outlined in the Code regarding conflicts of interest, the Board also expressed a willingness to extend its one-year recommendation to two years for consistency, should City Council request such consideration.

5.B Board Vacancy and Term Expirations: Application, Selection, and Interview Process - Mayor Mathews and City Councilmembers Moriwaki and Deets will be reviewing and selecting candidates for interviewing.

5.C COBI Website Refresh - Online community survey was mentioned, and Board encouraged to provide feedback.

5.D Operating Rules - The meeting date in Section 2.D. needed to be updated to reflect the second Wednesday of each month.

6. AGENDA FOR NEXT MEETING - All existing items, except items under new business. Training updates will now be general and not per subcommittee work.

7. NEXT MEETING DATE: Wednesday, May 14, 2025, at 6:30 pm. Board counsel will be substituted due to Mr. Pollom's absence.

8. GOOD OF THE ORDER – Chair Keating and Mr. Pollom again addressed OPMA mindfulness when communicating via email. The Board was asked to RSVP for the May 7 Volunteer Appreciation event, and a Doodle will be sent in order to schedule a group photo via Zoom.

9. ADJOURNMENT - 7:16 PM

MOTION: Rafael Escandon **SECOND:** Donna Davison Passed Unanimously

Doña Keating, Chair

Date

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).