



Ethics Board Regular Meeting
Wednesday, May 14, 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

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

4.B Outreach Opportunities

4.C Review Status of Pending Complaints

4.D Training Updates

5. AGENDA FOR NEXT MEETING

6. NEXT MEETING DATE: June, 11, 2025

7. GOOD OF THE ORDER

General comments, updates, or announcements not related to specific agenda items. This is not a forum for new business or extended discussions, but an opportunity for informal input that does not require immediate action.

8. 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, 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, 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

ID	Start time	Completion time	Email	Name	Last modified time	How familiar are you with our Ethics Program? (1) Not Very (5) Very	Did you receive the Ethics Board Program training in 2024?	If "yes, how satisfied are you were you with the training program? (1) Least - (5) Very	Optional comments on satisfaction of training:	How could the Ethics Program Training be improved?	Are there any ethics topics within your specific committee assignments that could be better addressed or explored?	Please select your committee:	Column3	Column1	Column2
1	3/6/25 13:41:10	3/6/25 14:17:49	anonymous			4	No				Include discussion of ethics beyond the legal RCW code (addressing transactional and financial conflicts) to include the appearance of conflict of interest and its importance to disclose for transparency and trust.				
2	3/13/25 14:43:09	3/13/25 14:44:02	anonymous			2	No					Climate Change Advisory Committee			
3	3/15/25 9:31:28	3/15/25 9:34:09	anonymous			2	No					Climate Change Advisory Committee			
4	3/16/25 21:34:26	3/16/25 21:38:37	anonymous			2	No				Work conflict and real or the appearance of conflicts with other volunteer activities on the Island should be addressed. Maybe they are but because I don't recall receiving training this year I'm not sure if these topics are covered or not.		Climate Change Advisory Committee		
5	3/25/25 22:23:55	3/25/25 22:29:20	anonymous			4	Yes		It's a mandatory, prohibitory module. I can only really be happy when done that it wasn't too long or boring.	Add some real world cases to exemplify how things get off the rails quickly when ethics are overlooked. Florida man style antidotes			Planning Commission Race Equity Advisory Committee		
6	4/4/25 12:57:07	4/4/25 12:59:26	anonymous			1	No				Not sure.		Climate Change Advisory Committee		
7	4/9/25 10:16:30	4/9/25 10:25:11	anonymous			5	Yes		5				Climate Change Advisory Committee		
8	4/11/25 11:28:17	4/11/25 11:32:29	anonymous			2	No				conflicts of interest, records requirements and public records (even though records aren't strictly an ethics issue)		Climate Change Advisory Committee		
9	4/17/25 19:44:48	4/17/25 19:52:36	anonymous				No		I think it has not been presented to me since 2016.				Utility Advisory Committee		
10	4/18/25 19:27:49	4/18/25 19:28:57	anonymous			2	No						Design Review Board		

RESOLUTION NO. 2025-09

A RESOLUTION of the City Council of Bainbridge Island, Washington, relating to amendments to the Code of Conduct and Ethics Program.

WHEREAS, Chapter 2.07 of the Bainbridge Island Municipal Code (“BIMC”) provides that the City Council shall establish, by resolution or ordinance, an Ethics Program (“Program”) for the City of Bainbridge Island; and

WHEREAS, on May 10, 2006, the City Council passed Resolution No. 2006-25, adopting the Program for the City of Bainbridge Island; and

WHEREAS, the City Council has previously amended the Program through the passage of Resolution Nos. 2011-07, 2011-13, 2012-11, 2018-10, 2019-26, 2020-13, 2021-10, and Resolution No. 2022-20; and

WHEREAS, in their 2022 and 2023 annual reports and 2024 workplan, the Ethics Board recommended that (i) the City Manager be included in the Program for advisory opinions, (ii) establish a limit of 12 months for complaints, (iii) Ethics training be mandatory for City advisory group members and the City Council, and (iv) Ethics Board materials be distributed and posted in a timely manner; and

WHEREAS, on November 12, 2024, Council directed the City Manager to prepare amendments to the Program in accordance with the recommendations provided by the Ethics Board; and

WHEREAS, as part of the Ethics Board’s 2024 report and 2025 workplan on March 19, 2025, the City Council considered recommendations from the Ethics Board to remove references to a training pamphlet since pamphlets are no longer created and distributed; and

WHEREAS, City Council approved the 2025 workplan at the April 8, 2025, regular business meeting.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. Article III, Section A(1) of the City of Bainbridge Island Ethics Program is hereby amended to read as follows:

A. Submission and Review of Code of Conduct Complaints

1. Any individual may submit to the City Clerk a complaint alleging violations of the Code of Conduct (Article I) by a Councilmember or a member of a City Committee or Commission. Complaints must be received within one year of the

action that is the subject of the complaint, and the individual(s) must be a current Councilmember or a member of a City Committee or Commission or have left the position within 12 months for complaints to be considered.

Section 2. Article III, Section B(1) of the City of Bainbridge Island Ethics Program is hereby amended to read as follows:

B. Submission and Review of Ethics Complaints

1. Any individual may submit to the City Clerk an ethics complaint alleging violations of ~~one of the following:~~a. — The Code of Ethics (Article II) by a Councilmember or a member of a City Committee or Commission, or the ethics standards contained in the City of Bainbridge Island Employee Manual by a City employee other than the City Manager. Complaints must be received within one year of the action that is the subject of the complaint, and the individual(s) must be a current Councilmember or a member of a City Committee or Commission or have left the position within 12 months for complaints to be considered.

~~b. — The ethics standards contained in the City of Bainbridge Island Employee Manual by a City employee other than the City Manager.~~

Section 3. Article III, Section D(1) of the City of Bainbridge Island Ethics Program is hereby amended to read as follows:

D. Requests for Advisory Opinions by City Councilmembers ~~or~~, Members of City Committees or Commissions, or the City Manager

1. To the extent described below, the following individuals or bodies may submit to the City Clerk a request for an advisory opinion from the Ethics Board:

a. A Councilmember or member of a City Committee or Commission may request an advisory opinion from the Ethics Board as to whether their own behavior has violated or might in the future violate the Code of Conduct (Article I) or the Code of Ethics (Article II).

b. The City Council or City Manager may request an advisory opinion from the Ethics Board regarding City policies or practices in relation to the Code of Conduct (Article I) or the Code of Ethics (Article II).

c. City Committees and Commissions may request an advisory opinion from the Ethics Board regarding operating rules or practices in relation to the Code of Conduct (Article I) or the Code of Ethics (Article II).

d. A Councilmember may request an advisory opinion from the Ethics Board concerning the applicability of the Code of Ethics (Article II) to hypothetical

circumstances and/or situations related to the actions, or potential actions, of a Councilmember or a member of a City Committee or Commission.

Section 4. Article V, Section B of the City of Bainbridge Island Ethics Program is hereby amended to read as follows:

B. Training Provided by the Ethics Board

~~The Ethics Board shall perform the following training related duties:~~

~~1. — At least every two years, the Ethics Board shall prepare and distribute a pamphlet describing the Code of Conduct (Article I) and Code of Ethics (Article II) to all Councilmembers and members of City Committees and Commissions, after review of the pamphlet by the City Attorney's Office. The Ethics Board shall ensure that all new Councilmembers and members of City Committees and Commissions receive a pamphlet on this Code of Ethics.~~

2. The Ethics Board shall develop and present a mandatory training course on the Code of Conduct and the Code of Ethics to be presented annually to all Councilmembers and members of City Committees and Commissions. City staff will provide the public with access to the training materials by promptly posting them on the Ethics Board's web page.

Section 5. Article V, Section D of the City of Bainbridge Island Ethics Program is hereby amended to read as follows:

D. Annual Report

By February 15 of each year, the Ethics Board shall submit an annual report to the City Council summarizing its activities during the previous calendar year and work plan for the following year. The report shall include any recommendations for modifying the Code of Conduct and Ethics Program as well as all training requested by the Ethics Board. City staff will promptly post the Annual Report on the Ethics Board's web page.

Section 6. Severability. If any one or more sections, subsections, or sentences of this resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this resolution and the same shall remain in full force and effect.

Section 7. Effective Date. This resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this ___ day of _____, 2025.

APPROVED by the Mayor this this ___ day of _____, 2025.

Ashley Mathews, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

May 9, 2025
_____, 2025
2025-09

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).