

MEETING MINUTES

TUMWATER EQUITY COMMISSION
APRIL 27, 2026



- CONVENE:** 6:00 p.m.
- PRESENT:** Chair Michael Snow, Vice-Chair Ellen Matheny, Commissioners Vanessa Arita Reyes, Tina Crary, Sarah Ellison, Lisa Gorski, and Vonny Turner
- Mayor Leatta Dahlhoff and Councilmember Kelly Von Holtz
- Staff: Assistant City Administrator Kelly Adams
- CHANGES TO THE AGENDA:** No changes to the Agenda.
- APPROVAL OF MINUTES:** This was the first meeting of the Commission. There were no minutes to approve.
- PUBLIC COMMENT:** No public comment.
- WELCOME AND INTRODUCTIONS:** Mayor Dahlhoff and Councilmember Von Holtz welcomed and thanked the new Commission. Commissioners introduced themselves and shared their perspective on why they volunteered, what they were curious about, and what outcomes they sought from the meeting.
- OVERVIEW OF COMMISSION AUTHORITY AND ROLE:** Administrator Adams shared the definition of advisory boards and commissions, examples in Tumwater, and the guidance provided by Tumwater Municipal Code (TMC) 2.60. The Commissioners discussed their new purpose, duties, responsibilities, and authority. They also discussed their relationship with the City Council and the Mayor.

OPEN PUBLIC MEETINGS ACT TRAINING:

Administrator Adams shared information on the Open Public Meetings Act and the training requirement for Commissioners. Training is due by July 20, 2026.

COMMISSION BYLAWS:

Administrator Adams discussed the need for the Commission to have Bylaws, or rules of procedure. Administrator Adams provided a draft document to the group based on the current practices of the Planning Commission and an example from the City of Renton. The Commission will discuss Bylaws at the next meeting.

COMMISSION WORK PLAN:

Administrator Adams discussed the need for the Commission to have a work plan based on the *Duties and Responsibilities* listed in TMC 2.60.050. The Commission will discuss work plan development at the next meeting. Administrator Adams shared a brief lesson on Robert's Rules of Procedure and prepared the group to elect a Chair and Vice-Chair.

SELECTION OF COMMISSION CHAIR:

Nominations for Chair included Commissioners Snow, Matheny, and Crary.

VOTE OF AFFIRMATION:

By a majority roll call vote, Commissioner Snow was elected to serve as Chair of the Tumwater Equity Commission for one year.

SELECTION OF COMMISSION VICE-CHAIR:

Nominations for Chair included Commissioners Turner and Matheny.

VOTE OF AFFIRMATION:

By a majority roll call vote, Commissioner Matheny was elected to serve as Vice Chair of the Tumwater Equity Commission for one year.

NEXT MEETING DATE:

Administrator Adams requested a rescheduling preference for the next meeting, as the next meeting falls on a holiday. The Commissioners also discussed alternate meeting times.

MOTION:

Commissioner Gorski moved to hold the next meeting on May 27, 2026 seconded by Commissioner Arita Reyes. Motion carried unanimously.

NEXT MEETING DATE:

The next meeting is scheduled on Wednesday, May 27, 2026.

ADJOURNMENT: **With there being no further business, Chair Snow adjourned the meeting at 7:11 p.m.**

Prepared by Kelly Adams, Assistant City Administrator