

## Olympia - Tumwater RFA Planning Committee

### RFA Committee Action, Decision, Question Log

#### RFA Committee Action Item Log

**January 24, 2022**

Action taken	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	

#### Questions/Follow up Requests:

- Work plan - facilitator (Karen M)
- Communication plan – facilitator (Karen M)

**February 28, 2022**

**Attendees:** Erika Stone, Karen Meyer, Karen Reed, Brian Hurley, Jay Burney, James Oseberg, John Doan, Bill Cushman, Mark John, Faith Trimble, Steve Busz.

**Councilmembers:** Yen Huynh, Michael Althaus, Lisa Parshley, Eileen Swarthout, Leatta Dahlhoff

Action taken/action needed	Assigned to	Update
Form Comparables ad hoc sub-committee	Steven Busz, James Osberg, Jay Burney	Created preliminary spreadsheet.
Form Capital Assets ad hoc sub-committee	Brian Hurley, Mark John, John Doan	Financial spreadsheet updates, additional requests may be made by Bill.
Internal/External website, social media, news release discussion	John Doan, Jay Burney	

#### Questions:

- Tumwater and Olympia attorneys should have a discussion and discuss bandwidth and expertise. If not available, may need to look at hiring legal counsel

- Fire Benefit Charge requires 60% approval to create RFA. (Can County Assessor accommodate with timeline?)
- Can we consider a why/purpose statement for the RFA, for when public and staff ask questions?
  - Who will be on point at each city to prepare talking points, FAQs, etc?
- Agenda- Suggest we add main talking points to the agenda (to prepare our report out to councils)

**Follow ups:**

- Jay/John
  - Finalize staff team
  - Meet with Chiefs and Bill C.
- Karen M.
  - Examples of RFA plans
  - Survey who would like a binder for RFA committee documents (Erika/Susan can assist with creating binders)
  - Send out revised draft communications plan; revised draft charter
- 2nd and 4th Monday for RFA meeting proposal
  - Karen M. to plan with John and Jay. (Erika to schedule extra meeting)
- Karen Reed- next mtg - come back with new draft charter
- Steve Busz- send spreadsheet to Bill, John and Jay from comparable sub-committee.