



CITY OF
TUMWATER

**EQUITY COMMISSION
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Council Chambers,
555 Israel Rd. SW, Tumwater, WA 98501**

**Monday, June 08, 2026
6:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Equity Commission Meeting, May 27, 2026
5. Public Comment
6. Coach's Corner
7. Bylaws Review
8. Work Plan Goal Setting
9. Next Meeting Date - July 13, 2026
10. Adjourn

Meeting Information

The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

https://us02web.zoom.us/webinar/register/WN_fVNKZE_GRKyAYOZb7wAovQ

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 812 3196 5377 and Passcode 747633.

Public Comment

The public may submit comments by sending an email to kadams@ci.tumwater.wa.us, no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Commission members and will not be read individually into the record of the meeting.

Post Meeting

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and

benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

MEETING MINUTES

TUMWATER EQUITY COMMISSION
MAY 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

Staff: City Administrator Paul Simmons and Assistant City Administrator Kelly Adams
- CHANGES TO THE AGENDA:** No changes to the Agenda.
- APPROVAL OF MINUTES:** **Chair Snow moved to approve the minutes of May 27, 2026, as presented with no objections by any Commissioners.**
- COACH'S CORNER:** In the spirit of his role as a youth basketball coach, Chair Snow offered an opening question for group discussion to promote discussion and team unity. This meetings question: How have you explained a difficult topic to someone in your life? Discussion ensued amongst the Commissioners.
- BYLAWS DEVELOPMENT:** Administrator Adams shared edits collected from Commissioners by email. The Commission reviewed sections, made suggestions, and requested an updated draft for consideration at the next meeting.
- COMMISSION WORK PLAN:** Administrator Adams presented feedback collected from the Commissioners on a draft Work Plan outline. This feedback was collected via an interactive presentation survey. Commissioners discussed the feedback, requested an updated draft document, and proposed to work on each section together at future meetings.

**MEETING
SCHEDULE
DISCUSSION:**

Commissioner Arita Reyes requested to hold future Equity Commission meetings on the second Tuesday of each month at 6:00 p.m.

MOTION:

Commissioner Arita Reyes moved to hold future Equity Commission meetings on the Second Tuesday of each month at 6:00 p.m. seconded by Commissioner Crary. Motion carried unanimously.

STAFF UPDATE:

Administrator Adams shared information on upcoming proclamations at the City, a regional meeting of Equity Commissions in September, and a Joint Work Session for the Equity Commission and City Council on November 10, 2026.

ADJOURNMENT:

With there being no further business, Chair Snow adjourned the meeting at 7:47 p.m.

Prepared by Kelly Adams, Assistant City Administrator

Equity Commission Bylaws

Adopted June 8, 2026 (sample date for draft)



We, the Tumwater Equity Commission members, adopt, publish, and declare the following bylaws, based on [Chapter 2.60 of the Tumwater Municipal Code \(TMC\)](#).

A. NAME AND AUTHORITY

The official name of this body is the Tumwater Equity Commission. The Commission is an advisory body to the City Council and has no independent decision-making or regulatory authority unless expressly authorized by ordinance. The Commission and its individual members may not speak on behalf of the City of Tumwater or commit any city resources.

B. PURPOSE

The Commission will help community concerns and perspectives reach city council. Its purpose is to:

- identify and promote activities related to city services and facilities that foster a more welcoming community;
- enhance participation from underrepresented community members;
- address gaps and barriers to full engagement in city governance and public policy; and
- provide recommendations to the city council to improve local government practices and policies.

C. MEMBERSHIP

1. Composition and Residency

The Commission consists of 7 members, appointed by the Mayor and confirmed by the City Council. Six members must reside within the City limits of Tumwater. One member may reside within the city's Urban Growth Area.

2. Compensation

Commission members are volunteers, serving without compensation.

3. Terms of Office

Members serve three-year terms, with initial staggered terms as established by ordinance. Open positions will be filled for the unexpired term in the same way as the original appointment. See TMC 2.60.030 (B) and (E).

4. Removal

The mayor may remove members prior to the expiration of their term, as referenced in TMC 2.60.030(F).

D. OFFICERS

1. Officers

The Commission will elect a Chair, Vice Chair, and other officers as the members deem necessary.

2. Election of Officers

The Commission will conduct a vote annually at or soon after the first regular meeting of the calendar year.

3. Duties

Chair: Presides at all meetings, calls special meetings, when necessary, represents the Commission in communications with the city council and staff, and signs documents on behalf of the Commission when authorized.

Vice Chair: Performs the duties of the chair in the chair's absence or incapacity.

E. MEETINGS

1. Public Meeting and Notice Requirements

All Commission meetings are open to the public, except as permitted by law. All meetings are noticed to comply with the [Washington Open Public Meetings Act \(RCW 42.30\)](#).

2. Regular Meetings

The Commission meets on a regular schedule established by the members.

3. Special Meetings

The Chair or a majority of the Commission members may call special meetings.

4. Quorum

A simple majority of the currently appointed membership must be present at meetings to make the proceedings of that meeting valid (also known as quorum), as provided in TMC 2.60.030(C).

F. AGENDA AND CONDUCT OF MEETINGS

1. Agenda

Staff will help prepare meeting agendas which will include time for public comment.

2. Rules of Order

The Commission will conduct meetings in accordance with Robert's Rules of Order, Newly Revised, as commonly applied by Tumwater advisory bodies.

3. Public Comment

The chair will provide reasonable opportunities for public comments in accordance with city practice and applicable law.

G. RECORDS AND MINUTES

An accurate record will be kept of the proceedings of all meetings by supporting staff. Minutes and other materials are public records and will be shared with the City Clerk after each meeting, in accordance with TMC 2.60.040(B).

H. DUTIES AND WORK PROGRAM

The Commission will review equity issues, advise the City Council, and make recommendations related to city policies, practices, and community engagement subject to Council direction and available resources. See TMC 2.60.050.

I. STAFF SUPPORT

Staff support will be provided as assigned by the City Administrator or designee. Support does not grant authority on the Commission beyond that granted by ordinance.

J. AMENDMENTS

These bylaws may be amended by the Commission's majority vote, provided that any amendment is consistent with TMC Chapter 2.60 and applicable law. Amendments will be forwarded to the city council for informational purposes.

K. EFFECTIVE DATE

These bylaws take effect upon adoption by the Tumwater Equity Commission.