



**Town of Yacolt  
Council Meeting Agenda  
Monday, May 06, 2019  
7:00 PM  
Town Hall**

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**Call to Order**

**Flag Salute**

**Roll Call**

**Late Changes to the Agenda**

**Minutes of Previous Meeting(s)**

- [1.](#) Approve 4-15-19 Council Meeting Minutes
- [2.](#) Approve 4-22-19 Special Meeting Minutes

**Citizen Communication**

*Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.*

**Old Business**

- [3.](#) NCLL update

**New Business**

4. Brad and Melissa Yahn with Impact Automotive requesting Yacolt Rd closure for Car Show August 3rd from 10am to 4pm.
5. Approve NCEMS 10 Year Levy for November Ballot
- [6.](#) Approve Council Member Amy Boget to represent Town of Yacolt on The Clark County Community Action Advisory Board.
- [7.](#) Nominate a Citizen or Council Member to represent the Town of Yacolt on the Clark County Arts Commission panel.
- [8.](#) Compromise and improper handling of protected information by Council Member

9. Violation of Public Records Release by Councilmember

**Public Works Department Report**

**Town Clerk's Report**

**Council's Comments**

**Mayor's Comments**

**Attorney's Comments**

**Approve to Pay Bills on Behalf of the Town**

**Executive Session**

**Adjourn**

**Town of Yacolt  
Council Meeting Minutes  
Monday, April 15, 2019  
7:00 PM  
Town Hall**

**Call to Order**

**Flag Salute**

**Roll Call**

**PRESENT**

Mayor Vince Myers  
Council Member Tami Bryant  
Council Member Amy Boget  
Council Member Malita Moseley  
Council Member Herb Noble  
Council Member Rhonda Rowe-Tice  
Public Works Director Bill Ross  
Clerk Dawn Salisbury

**Late Changes to the Agenda**

None

**Minutes of Previous Meeting(s)**

1. Approve 4-1-19 meeting minutes

Motion made by Council Member Bryant, Seconded by Council Member Boget.

Voting Yea: Council Member Bryant, Council Member Boget, Council Member Moseley,  
Council Member Noble. Abstain Council Member Rowe-Tice

**Citizen Communication**

Mary Rowe- Concerned with ADA compliance with sidewalks being blocked by toys, basketball hoops, etc. Mary Rowe to send emails with addresses that are blocking sidewalks to Council Member Moseley and she will contact them.

**Old Business**

None

## **New Business**

2. Approve Resolution # 583 Acknowledging the Town's Wellness Policy and Program

Motion to approve Resolution #583 with spelling correction made by Council Member Boget, Seconded by Council Member Moseley.

Voting Yea: Council Member Bryant, Council Member Boget, Council Member Moseley, Council Member Noble, Council Member Rowe-Tice

3. Adopt a Wage Scale, Raise Policy and update insurance coverage percentages discussion.

Motion to schedule workshop made by Council Member Boget, Seconded by Council Member Noble.

Voting Yea: Council Member Bryant, Council Member Boget, Council Member Moseley, Council Member Noble, Council Member Rowe-Tice

Council members to email Clerk Salisbury with available dates for workshop.

## **Public Works Department Report**

Library is getting pressure washed in preparation for painting and awning install by Fort Vancouver Library Maintenance. Did first mowing of the year. Dealing with Contractors.

## **Town Clerk's Report**

Been doing REET research and found many stipulations that must be followed to utilize money. Easter donations were so incredible we were able to add baskets to each category and add an additional raffle basket. 12 runners so far for Bigfoot Fun Run. Advertising on Facebook run clubs' pages. Called schools for flower baskets and bands for parade. Lots of citizens coming in for permit questions. Bids for Ball Park fence will be going out soon.

## **Council's Comments**

Council Member Noble asked how we thanked our volunteers and updated on CTRAN progress. We should be getting an additional bus soon. Council Member Rowe-Tice would like to see appreciation plaques versus certificates. Council Member Bryant requested update on Schindler Elevator. Council Member Rowe-Tice gave update on former Council Member Dave Hancock's health.

## **Mayor's Comments**

Mayor Myers read CDBG Proclamation for National Community Development Week. NCLL update. Mayor Myers to schedule a meeting with NCLL President to resolve issues. Terry Gardner will donate restaurant equipment for the snack shack if needed. Been receiving compliments on new 4 way stop. Miss Clark County group has been invited to be our Grand Marshals this year.

**Attorney's Comments**

None

**Approve to Pay Bills on Behalf of the Town**

Motion made by Council Member Boget, Seconded by Council Member Moseley.

Voting Yea: Council Member Bryant, Council Member Boget, Council Member Moseley, Council Member Noble, Council Member Rowe-Tice

001 Current Expense	\$16,391.00
101 Streets	\$ 7,413.02
103 Cemetery	\$ 83.41
403 Storm Water	<u>\$ 1,675.28</u>
	\$25,562.71

Claims: Check #16816 – 16829	\$ 8,702.66
Payroll: EFT	\$ 16,860.05

**Executive Session**

None

**Adjourn**

Mayor Myers adjourned meeting at 8:24 pm.

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Vince Myers, Mayor

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Dawn Salisbury, Clerk

**Town of Yacolt  
Special Meeting Minutes  
Monday, April 22, 2019  
6:30 PM  
Town Hall**

**Call to Order**

Mayor Myers called meeting to order at 6:30 pm.

**Flag Salute**

**Roll Call**

PRESENT

Mayor Vince Myers

Council Member Amy Boget

Council Member Malita Moseley

Council Member Herb Noble

Council Member Rhonda Rowe-Tice

ABSENT

Council Member Tami Bryant

**Executive Session**

Mayor Myers called for Executive session at 6:32 pm to last 30 minutes reconvening at 7:02 pm.

7:02pm Mayor Myers extended executive session for additional 15 minutes until 7:17 pm.

Special Meeting was reconvened at 7:18 pm. No action taken

**Adjourn**

Mayor Myers adjourned the meeting at 7:21 pm.



**CLARK COUNTY WASHINGTON**

**[www.clark.wa.gov](http://www.clark.wa.gov)**

**COMMUNITY SERVICES**

1601 E Fourth Plain Blvd, Bldg 17  
PO Box 5000  
Vancouver, WA 98666-5000  
564.397.2130

Mayor Vince Myers  
Town of Yacolt  
P O Box 160  
Yacolt, WA 98675

Dear Mayor Myers:

There are 46,542 people living in poverty in Clark County including 13.4% of all children under age 18 and 7.2% of all seniors aged 65 and over. These are your constituents, and they need your help.

Being part of the Clark County Community Action Advisory Board (CAAB) is one effective and visible way you personally can help your constituents get back on their feet. Helping them helps all who live in our county.

This twelve member volunteer Board is charged with making recommendations to the Clark County Council for funding non-profit organizations which serve this population. The board meets every other month and will provide all the information and training you need.

There are vacancies for elected officials representing county council districts 3 and 4. If you were elected by constituents from these districts or county-wide, please contact me for information on becoming part of this effort to find solutions for our residents. I can be reached at 564.397.7863 or [rebecca.royce@clark.wa.gov](mailto:rebecca.royce@clark.wa.gov). I've enclosed a copy of the application or you can download an electronic version at <https://www.clark.wa.gov/community-services/community-action-advisory-board>.

For more information about the needs of people living in poverty in our community, check out the Community Needs Assessment Report at [https://www.clark.wa.gov/sites/default/files/dept/files/community-services/Community%20Action/7383Community\\_Needs\\_Assessment\\_Report\\_web.pdf](https://www.clark.wa.gov/sites/default/files/dept/files/community-services/Community%20Action/7383Community_Needs_Assessment_Report_web.pdf).

Sincerely,

Rebecca Royce  
Program Coordinator  
Clark County Community Services





To: Vince Myers, Mayor, Town of Yacolt  
From: Lynne Bowden, Chair, Clark County Arts Commission  
CC: Alyssa Weyhrauch, Clark County Office Administrator  
RE: Nomination to Clark County Arts Commission  
Date: April 19, 2019

Dear Mr. Myers,

We are excited to invite you to nominate a Town of Yacolt representative to the Clark County Arts Commission.

Yacolt is currently without representation on the Arts Commission. The Commission is comprised of eleven members representing each city and/or town, and one representative for arts related education, business, an At-Large position, and one seat nominated by the Vancouver City Council. Each term on this volunteer commission is four years.

The Clark County Arts Commission promotes awareness and support of the arts as a vital part of our community and local economy by creating a more visually pleasing environment, while also expanding the opportunity and accessibility of citizens to experience art in public spaces. (County Res. 2010- 03-07)

We strongly encourage you to nominate a citizen volunteer to represent your city. It is crucial for each municipality in Clark County to have a voice at the table to represent and advocate for art and arts related endeavors.

We are a county diverse in its needs, economics, topography, and culture. The Clark County Arts Commission strives to maintain a representative balance so that every resident may experience the abundance of arts related opportunities we so proudly enjoy. We all benefit from broad, County-wide representation. We sincerely urge you to nominate a representative to the Clark County Arts Commission.

**To nominate an individual for the Clark County Arts Commission, please contact Alyssa Weyhrauch, Clark County Office Administrator at 564.397.2232.**

Composition of the Clark County Arts Commission:

- Battleground: LaRae Zawodny
- Camas: Vacant Council, City of Camas, 616 NE 4th Ave, Camas, WA 98607
- La Center: Kay Nemjo
- Ridgefield: Liz Kollings
- Vancouver: Lynne Bowden
- Washougal: Chuck Carpenter
- Woodland: Vacant Council, City of Woodland, 230 Davidson Ave., Woodland, WA 98674
- Town of Yacolt: Vacant Council, Town of Yacolt, P.O. Box 160, Yacolt, WA 98675
- At Large: Connie Bushnell
- Business: Toni Lumbrazo Luna
- Education: Jack Osier





## Town of Yacolt

### Request for Council Action

#### CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

**Name:** Mayor Myers

**Group Name:**

**Address:**

**Phone:**

**Email Address:**

**Alt. Phone:**

vince.myers@townofyacolt.com

#### ITEM INFORMATION:

**Item Title:** Compromise and improper handling of protected information by Council Member

**Proposed Meeting Date:** 5/6/2019

**Action Requested of Council:** Authorize expenditure to provide identity theft protection for individuals potentially affected by the improper removal, dissemination and retention of protected personal information and to settle potential claims.

**Proposed Motion:** Propose that appropriate funds be allocated to offer identity theft protection for 2 to 5 years to applicants whose protected information was improperly removed and retained outside of Town Hall.

**Summary/Background:** Council Member Rowe-Tice did on or about May 2018 remove from Town Hall the applications of all 10 applicants for the Town Clerk position.

Sometime between then and February of 2019 an unauthorized person had access to the protected private information removed by Council Member Rowe-Tice. As a result, a private citizen obtained access to the information and contacted Town Clerk Dawn Salisbury's past employers purportedly conducting their own personal reference check months after Mrs. Salisbury had been appointed to the Town Clerk position. Mrs. Salisbury became aware of this effort on 25 February 2019 when one of her past employers contacted her to ask if she was up for a promotion.

On 6 March 2019 Mrs. Salisbury filed a whistleblower complaint regarding the improper disclosure of her protected information.

The Town Attorney, Bill Eling, investigated the complaint finishing it on 8 April 2019. The conclusion was that protected information had been improperly removed from Town Hall and disclosed to a private citizen as a result of Council

Member Rowe-Tice's failure to return and her removal of the protected information from Town Hall.

The Mayor and Council Member Nobel (Mayor Pro Tem) met with Council Member Rowe-Tice on 17 April to discuss the complaint and results of the investigation into her actions. During the conversation Council Member Rowe-Tice was asked if she had any hiring information on Mrs. Salisbury that the Council Member had received as part of the Town Hiring Committee for the Clerk's position. She stated she did. She was directed to return all such information to the Mayor. When the hiring information was returned on 18 April, it was discovered that she had improperly retained and stored the protected information of all 10 applicants.

This action has exposed the Town to liability for damages to both the Town Clerk and the nine other individuals whose protected information was removed and retained and was made available/accessible to unauthorized third parties.

I further recommend the Council authorize me to extend identity theft protection to our Town Clerk as a result of this breach and the nine other candidates for that office.

Approval of this expenditure serves as my official admonishment of Council Member Rowe-Tice for her negligent handling of protected information and allowing it to be obtained by a private citizen.

**Staff  
Contact(s):**

Mayor Myers



## Town of Yacolt

### Request for Council Action

#### CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Councilwoman Boget

Group Name:

Address: 202 W Cushman St

Phone: 503.553.9714

Email Address:

[Amy.boget@townofyacolt.com](mailto:Amy.boget@townofyacolt.com)

Alt. Phone:

#### ITEM INFORMATION:

Item Title: Violation of Public Records by Councilmember

Proposed Meeting Date: 5-6-2019

Action Requested of Council: *Discuss potential council action with regards to requesting the resignation and/or Official Reprimand of Council member Rhonda Rowe-Tice*

#### Potential Motions:

- A. I make a motion to formally request the resignation of Council Member Rowe-Tice due to Violations of the Public Records Act including RCWs 42.56.250, 42.52.050, and 42.56.230. \* *Request only. Council member Rowe-Tice has the ability to decline the council's request.*
- B. I make a motion to formally reprimand Council Member Rowe-Tice for their official misconduct in regards to violations of the Public Records Act including RCWs 42.56.250, 42.52.050, and 42.56.230. And include removal from any additional positions, committees, or advisory boards beyond their elected seat for the term of 1 year. \* *"reprimand" is a formal vote by the majority of members present disapproving a member's conduct.*

**Summary/ Background:** An official complaint was lodged concerning the release of information that is not available under the Public Records Act for release. The town's investigation concluded that the release originated from Councilmember Rowe-Tice.

The laws regarding confidential information provide for specific ways where information may be released and what information is not subject to public view.

The process for releasing information was explained in an open public meeting, which Council Member Rowe-Tice attended. This information is also available in the Mayor/Councilmember handbook, which was provided to each council member, including examples of exempt information.

This action causes a legal liability to the town as well as a lack of confidence that personnel records and/or any confidential information is safe.

**Staff Contact(s):**