

**CITY OF BELLEVUE  
COMMUNITIES OF COLOR COORDINATING (CCC) TEAM  
Meeting Minutes**

May 22, 2025  
5:30 p.m.

Conference Room 1E-120  
Bellevue City Hall

**ATTENDEES:**           Laurren Chase  
                          Tulika Dugar  
                          Ruhi Gadde  
                          Regina Glenn  
                          Dr. Elba Moise  
                          Tina Morales  
                          Dr. Randy Nunez  
                          Ricardo Perezchica

**ABSENT:**               Jeri Tiernan  
                          Paige Wilson

**STAFF:**               Sara Boyle, Equity and Inclusion Outreach Administrator, City  
                          Manager's Office  
                          Erik Mercado, Equity Coordinator, City Manager's Office

**CONSULTANT:**       Tanya Ranchigoda

**BDAN LIAISON:**     None.

**1.     CALL TO ORDER**

The meeting was called to order at 5:46 p.m. by Ms. Ranchigoda.

      (a)     Approval of Agenda

The agenda was approved by consensus.

      (b)     Approval of Meeting Minutes: None.

**2.     PUBLIC COMMENT**

Alex Tsimerman said he has been prosecuted five times by the City. He said the mayor has excluded him from City Council meetings.

**3.     TRAINING ON OPEN PUBLIC MEETINGS ACT**

City Attorney Trisna Tanus provided information regarding the Open Public Meetings Act (OPMA), which applies to all Washington public agencies, cities, counties and special purpose districts. The law requires open public meetings and requires OPMA training no later than 90 days after joining a committee or governing body. Training is required every four years thereafter.

Ms. Tanus said that all meetings where City business is received, discussed or acted upon must include a quorum of the governing body or committee. Action is defined as transactions of City business including the receipt of information, deliberations, discussions, considerations, reviews, evaluations and final actions. Final action is defined as a collective positive or negative decision.

Ms. Tanus said there are three types of meetings under state law: Regular, Special and Executive Session. A Special Meeting may be called by the chair/presiding officer or a majority of the committee members. Executive Sessions are private and restricted to specific topics under state law.

A violation of the OPMA occurs when action is taken by a quorum of the members outside of a public meeting. Ms. Tanus advised committee members to avoid congregating together if they are at a community or social event to avoid the occurrence or appearance of a potential violation. She said committee members should be careful about small group conversations, including emails, that could turn into a serial conversation and therefore violate the OPMA. She said simply receiving an email is not a violation as long as there are no interactions or responses to the group. Other violations include the use of secret ballots or taking preliminary votes outside of a public meeting. Ms. Tanus said committee members should not make commitments outside of public meetings about how they plan to vote on an issue. The consequences for violating the OPMA include fees and costs against the City, civil penalties (fines), invalidation of an action and/or the loss of public trust.

Responding to Ms. Glenn, Ms. Tanus said that committee members absent that evening still need to receive OPMA training. She said a video of the presentation will be available for them to review. In further response to Ms. Glenn, Ms. Tanus said committee members should limit social media comments to their personal opinions but should not mention the committee.

Ms. Tanus advised against the use of subcommittees, noting that they are not provided for in the committee's bylaws. She said none of the boards or commissions work in subcommittees. The intent is to have open public meetings where anyone can listen to full discussions.

Ms. Tanus presented information regarding the Public Records Act (PRA), which is designed to increase government transparency and accountability by making City records available to the public. As with the OPMA, officials are required to receive training about the PRA. The law requires the disclosure of all public records when requested. No official format is needed for a records request and requesters need not specifically reference the PRA.

Ms. Tanus said a public record is any writing containing information relating to the conduct or performance of a City function. This includes emails, texts, call logs, voice messages, tweets,

instant messages, photos, videos and electronically stored documents. Ms. Tanus said AI inquiries and outputs could potentially be considered public records as well.

Ms. Tanus advised committee members to keep official/City records separate from their personal records. She said they should organize documents and records in a secure and accessible filing system, and they should be aware of the City's records retention schedules. Ms. Tanus said committee members should not use their City email accounts for personal business or vice versa. She said if a member receives a public records request, including an oral request, they should contact City staff as soon as possible. Violations of the PRA can occur if a response to a records request takes too long and the consequences include fees, costs and potentially fines.

Responding to Ms. Glenn, Ms. Boyle said City email accounts have been established for committee members and training will be provided regarding their use.

Responding to Ms. Gadde, Ms. Tanus said the retention period of emails and other documents is based on the content of the email. The City Clerk's Office can provide more information about retention schedules. Ms. Tanus encouraged committee members to discard items beyond their retention period. However, if the documents/records still exist beyond the retention period, they must be provided in response to a public records request. Ms. Boyle noted that emails are automatically deleted after 90 days.

#### **4. REVIEW AND UPDATE OF CCC BYLAWS**

Katie White, Assistant City Attorney, said the committee's bylaws were last updated in March 2023. She referred the committee to the copy of the bylaws provided in the meeting materials. She noted that the proposed changes are intended to better align with the boards and commissions and include clarifications, corrections and the documentation of current practices.

Ms. White reviewed the proposed changes to the bylaws addressing the committee membership term, removal from the committee, vacancies, officer nominations, meeting schedule and remote participation. If the committee chair is participating remotely, another member attending in person must preside over the meeting.

Responding to Mr. Perezchica, Ms. White said the city manager may remove a CCC member for neglect of duty, conflict of interest, unexcused absences or any other reason deemed sufficient by the city manager. She confirmed this is a change from the current bylaw specifying three consecutive unexcused absences.

Staff responded to brief questions of clarification.

Ms. Glenn moved to adopt the proposed changes to the bylaws. Ms. Dugar seconded the motion, which carried unanimously.

At 6:41 p.m., Ms. Ranchigoda declared a short break. The meeting resumed at 6:49 p.m.

Ms. Boyle noted that the City Council reviewed the updated draft Diversity Advantage Plan (DAP) and it is now undergoing legal review. She said the CCC team's scope of work will incorporate goals and priorities reflected in the DAP.

## **5. VALUES EXERCISE**

Ms. Ranchigoda distributed a handout and led a values exercise. Committee members discussed their values related to the CCC team's work including collaboration, safety, respect, gratitude, passion, ambition, inclusion, community, curiosity and justice.

## **6. CLOSING**

Ms. Boyle said the next meeting is scheduled for June 26.

The meeting was adjourned at 7:35 p.m.