

## Special Meeting Minutes

**Tuesday, August 25, 2026**

**5:30pm**

**Microsoft Teams Online**

### **Commissioners Present:**

Ford, Bennett, Mendoza, Gaspar, Tan, and Harris

### **Commissioners Absent:**

Lewis

### **Guests:**

David Linehan (Madrona Law Group, PLLC)

### **Item 1: Call to Order**

Commissioner Bennett made a motion to call August 25, 2026, Special Meeting of the Culture, Arts & Heritage Commission to order at 5:32p.m. The motion was seconded by Gaspar and unanimously approved in the absence of President Lewis.

The Commission met via Microsoft Teams.

### **Item 2: Introduction to Madrona Law & Legal Services Overview**

Perlick provided background on the City Attorney's Office determined that CAHC operates as a separate legal entity as a Public Development Authority. We received recommendations about a number of firms who could provide legal support to CAHC, and staff held an initial interview after research and contacting multiple firms.

Perlick introduced David Linehan from Madrona Law Group, PLLC. Linehan shared his practice and exclusive background in municipal law advice, intellectual property, and code enforcement matters. He has practiced law for over 25 years, representing public and private clients across a broad range of legal issues.

## Members

**Ruby Lewis**  
President

**Vacant**  
Vice President

Michelle Tan  
Ricky Gaspar  
Rosalinda Mendoza  
Russell Ford, CCAC  
Shon-Lueiss Harris  
Jeanne Bennett  
Vacant

**Parks, Recreation and  
Cultural Services  
Department**

P.O. Box 1995  
Vancouver, WA 98668  
360-487-8311  
TTY: 711  
[cityofvancouver.us](http://cityofvancouver.us)

Linehan brings experience in matters of culture and arts, culturally relevant projects, art festivals, museum openings, and artists of all levels in securing copyright and trademark rights.

Rachel Turpin, also from Madrona Law Group, would be serving the CAHC. While Turpin was unable to attend, she has experience working for parks departments with cultural programs, public arts, and has helped facilitate negotiations in public-private partnerships. Both would be available for future meetings and would serve as CAHC's legal team if selected.

As specialists in general municipal law, Linehan and Turpin have expressed interest in serving the CAHC for its robust program and high community impact and come highly recommended by PRCS staff.

An open Q&A was held for commissioner questions. Tan asked for clarification regarding whether the Client in the Madrona contract represents the CAHC as a governing body, or the President. Perlick clarified that the client is the CAHC collectively, and the contract represents the President's signature as authorized by the CAHC. Perlick also shared that the City is responsible for the contract invoices.

Bennett asked for examples of issues coming up to CAHC that would require legal counsel. Perlick noted navigation of potential conflicts of interest as an example. Other examples include grant approvals and outlining roles and responsibilities according to what is ordained by City Council. If selected, Madrona's duties would serve the Commission as its own entity, operating by consensus to direct work.

Ford and Gaspar asked for clarification around confidentiality. As a governing body working under the OPMA, Madrona can help determine whether the requested topic is appropriate for discussing in an open meeting, or in an executive session.

Gaspar asked if the services extend to the Grant Review Committee (GRC). If authorized, Madrona can work with the GRC. The Madrona team would follow the client's objectives and goals, and it was recommended going through legal review for consideration before any commission agreements or RFPs.

Perlick added that staff are committed to City legal counsel and Commission legal counsel working in collaboration to support our work.

Commissioners thanked city staff for bringing Madrona before the commission for consideration, and thanked Linehan for his time and expressed enthusiasm for the team's background.

Upon conclusion of the commission's questions, Linehan withdrew from the meeting to allow for open discussion among commissioners. Commissioner Bennett also left the meeting prior to action items due to a scheduling conflict.

### **Item 3: Action Items**

Gaspar commented that Turpin and Linehan's backgrounds will serve as an asset. Gaspar asked if there is a budget limit for communication with Madrona. Perlick acknowledged that billing rates will be investment for Madrona to complete initial research, review agendas, and attend every meeting. It was agreed that the commission check in after a quarter to assess if the services are meeting commission needs.

Tan expressed appreciation of the City's offer of legal support, commenting on the timeliness. She posed that the team consider support for subcommittees if the need arises. Mendoza and Ford expressed appreciation and enthusiasm for working with Madrona. Harris added that they would be valuable for onboarding new commissioners in the future.

**Action:** The commission held a vote to direct the President to sign the engagement letter for contract with Madrona Law, PLLC for CAHC legal counsel; contingent on consent from commissioner Bennett to ensure quorum. The pending motion was made by Gaspar, seconded by Tan, and unanimously approved.

The motion was later approved by Bennett and unanimously passed.

**Item 4: New Business – Volunteers Needed**

Perlick shared that the City of Vancouver will be holding a Boards & Commissions Open House on September 9 at the Cascade Park Community Library to boost board recruitment and engagement. The event will be held from 2:30pm – 4:30pm. Nilo will email commissioners more details about the event in the request for volunteers to represent CAHC.

Tan shared that she submitted letter of resignation due to work responsibilities with the City of Beaverton. She has kindly offered to stay on to ensure that we meet quorum, and support as needed.

Next Regular Meeting: September 10, 2026

This meeting adjourned at 6:28pm.