

# CHELAN COUNTY BOUNDARY REVIEW BOARD

NOVEMBER 16, 2021 MEETING MINUTES

**6:03 pm** First meeting of the Chelan County Boundary Review Board called to order by Commissioner Bob Bugert

Present: Larry Cordes, member (appointed by Chelan County)  
Aaron Young, member (appointed by Governor's Office)  
Duane Goehner, member (appointed by Governor's Office)  
Steve Smith, City of Wenatchee attorney  
Susan Hinkle, Chelan County Deputy Prosecuting Attorney  
Deanna Walter, Interim BRB Clerk  
Frank Kuntz, City of Wenatchee Mayor

Absent: Dennis Johnson, member (appointed by Cities)

Introductions

**6:10** Review agenda

Susan Hinkle: Reminder that the BRB is a public entity subject to the Open Public Meetings Act & Public Records Act. All BRB members need to have a county email for recording and archiving to comply with Public Records Act.

**6:15** Susan Hinkle review of charge of BRB

1. Selection of 5<sup>th</sup> officer
2. Adopt rules & election procedures – Susan did propose the “practice & procedures” as a starting point

Susan Hinkle reviewed some housekeeping items with draft and identified specific RCW sections applicable to the BRB

Steve Smith reminded BRB that they act in a quasi-judicial capacity, including the appearance of fairness doctrine

Susan followed up with an explanation of ex-parte communications

**6:30** Deanna Walter review of current annexations & potential issues  
Mayor Kuntz voiced interest in watching the process

Susan Hinkle answered questions from Frank regarding who is the “initiator” or applicant. She will research that point more completely

Duane Goehner asked if there are any other BRB models to use as an example. Susan suggested maybe Yakima County BRB that had been established for many years

**6:50** Comm Bugert – time to address admin issues

1. Appointing 5<sup>th</sup> member
2. Appoint chairman
3. BRB procedures
4. Meeting schedule
5. Admin support

Comm Bugert solicited nominations for 5<sup>th</sup> member. Herb Gardner applied to Governor's Office but only 2 were selected

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Aaron Young recommended that Herb Gardner would be a good fit for the board given his history of county participation

Steve Smith recommended the board wait for the missing member, Dennis Johnson

Comm Bugert suggested holding off a decision until the next meeting and asked the other 3 board members to offer nominations to consider for the meeting

Susan Hinkle – need to select the 5<sup>th</sup> member, then elect officers, then file the proposed rules with Clerk of the Court (notice, before you adopt the rules). Susan will draft notice.

**7:05** Discussion on meeting dates and frequency. There was agreement among the members to schedule more dates (monthly instead of every 2 months) and cancel if needed rather than having special meetings to notice. Will still be the 4<sup>th</sup> Wed of each month, with the exception of November 2022, which falls on Thanksgiving week. Meetings will start at 6 pm.

Steve Smith suggested someone make a motion to have Susan prepare the Notice of Intent

**7:15** **MOTION**

Duane Goehner moved to have Susan prepare and file the Notice of Intent, containing the next meeting date, referencing authority and attach draft rules

Aaron Young – second

Vote: unanimous

Comm Bugert asked for a next meeting date and time – Dec 15<sup>th</sup>, 6pm

Comm Bugert will have Carlye post and advertise for 12/15 meeting

Deanna Walter will prepare minutes of this meeting and send out via USPS until County emails are set up and minutes will be posted on website

In the meantime, the board members will continue to look for willing members and see if there are additional interested parties for consideration at next meeting.

Comm Bugert sent out link to MRSC training videos that are required of all board members. Please forward your certifications

Deanna Walter brought up the need for budget discussions for BRB operations

Comm Bugert will address that with the other 2 Commissioners and mentioned that the board members will receive \$50 per meeting

**7:30** Next meeting 12/15 @ 6pm

Meeting schedule for 2022:

1/26, 2/23, 3/23, 4/27, 5/25, 6/22, 7/27, 8/24, 9/28, 10/26, 11/16, 12/28

**MOTION**

Duane Goehner moved to adjourn meeting

Aaron Young – second

No discussion

Vote: unanimous