

**WHATCOM COUNTY CONTRACT INFORMATION SHEET**

Whatcom County Contract No.  
**202112042**

Originating Department:	Executive Office
Division/Program: (i.e. Dept. Division and Program)	Non Departmental
Contract or Grant Administrator:	Tawni Helms, Administrative Coordinator
Contractor's / Agency Name:	Whatcom Council of Governments -Boundary Review Board
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="radio"/> No <input checked="" type="radio"/>	
Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____	
Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Contract Cost Center: 4520	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below:	
<input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency	
<input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	
<input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000.	
<input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 5,000	Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b> <ol style="list-style-type: none"> <li>1. Exercising an option contained in a contract previously approved by the council.</li> <li>2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.</li> <li>3. Bid or award is for supplies.</li> <li>4. Equipment is included in Exhibit "B" of the Budget Ordinance.</li> <li>5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.</li> </ol>
This Amendment Amount: \$ _____	
Total Amended Amount: \$ _____	
Summary of Scope:	
The purpose of this agreement is to perform the duties of a Boundary Review Board as defined in chapter 36.93 RCW and the "Boundary Review Board for Whatcom County Organization and Rules of Practice and Procedure".	
Term of Contract: 1 year	Expiration Date: 12/31/2022

Contract Routing:	1. Prepared by: S. Mildner	Date: 12/21/21
	2. Attorney signoff: Christopher Quinn	Date: 12/21/2021
	3. AS Finance reviewed: M Caldwell	Date: 12/27/21
	4. IT reviewed (if IT related):	Date: _____
	5. Contractor signed:	Date: 1/12/2022
	6. Submitted to Exec.:	Date: 12/30/21
	7. Council approved (if necessary):  AB2022-015	Date: 1.11.2022
	8. Executive signed:	Date: 1/12/2022
	9. Original to Council:	Date: _____

**WHATCOM COUNTY**  
**Executive Office**  
311 Grand Avenue, Suite 108  
Bellingham, WA 98225



**Satpal Singh Sidhu**  
County Executive

## MEMORANDUM

**TO:** Whatcom County Councilmembers and  
County Executive Satpal Sidhu

**FROM:** Suzanne Mildner, Grants Coordinator

**RE:** Whatcom Council of Governments – Boundary Review Board

**DATE:** December 21, 2021

---

Attached for your review is an Interlocal Agreement between Whatcom County and Whatcom Council of Governments to support the Boundary Review Board's activities.

▪ **Background and Purpose**

For many years the Northwest Regional Council (NWRC) has contracted with the County to provide a Chief Clerk and administration of the activities of the Boundary Review Board. Recently we received notice from NWRC that they are terminating the contract and will therefore no longer provide this service. Our office reached out to Whatcom Council of Governments and they have agreed to step in to take on this role.

The attached Interlocal Agreement provides for the execution of the duties as defined through Chapter 36.93 RCW. The new Chief Clerk will be Robert Wilson; a copy of the current roster of the Boundary Review Board is attached as additional information.

▪ **Funding Amount and Source**

Maximum consideration of this agreement is \$5,000 for one year, with the option to renew the agreement for two additional years. The funding source is the General Fund.

▪ **Differences from Previous Contract**

No substantive changes.

Please contact Tyler Schroeder at extension 5207, if you have any questions or concerns regarding the terms of this agreement.

**INTERLOCAL AGREEMENT BY AND BETWEEN  
WHATCOM COUNTY AND THE WHATCOM COUNCIL OF GOVERNMENTS**

**REGARDING ADMINISTRATION OF BOUNDARY REVIEW BOARD  
PER CHAPTER 36.93 RCW**

This Interlocal Agreement by and between the government of Whatcom County (hereinafter, "the County") and the Whatcom Council of Governments (hereinafter, "WCOG") – hereinafter together referred to as "the Parties" – is entered into pursuant to the provisions of Chapter 36.93 RCW for the purposes of performing the duties of a Boundary Review Board of Whatcom County.

**WHEREAS**, under Chapter 36.93.030 RCW the county is required to have established an active Boundary Review Board, and

**WHEREAS**, there is a Boundary Review Board which was previously established and is currently active in Whatcom County; and

**WHEREAS**, under Chapter 36.93.070 there is required to be a Chief Clerk to oversee the activities of the Boundary Review Board. The County desires to have a Chief Clerk appointed to the position, and it is in the best interest of the County to utilize an outside entity for such purposes. This will provide the citizens of Whatcom County impartial review, based on the consideration of specific legal factors and objectives, of proposed boundary changes. Most proposed boundary changes are settled through the Board process, without the need and cost of adjudication; and

**WHEREAS**, WCOG has agreed to administer and oversee the activities of the Boundary Review Board, including the appointment of a Chief Clerk.

**NOW, THEREFORE, IT IS AGREED THAT** the government of Whatcom County and the Whatcom Council of Governments will abide by the following terms regarding the administration of the Boundary Review Board:

**Section 1. WCOG Responsibilities**

WCOG agrees to provide staff support and a Chief Clerk who will oversee the activities and requirements of the Whatcom County Boundary Review Board in accordance with the Rules of Practice and Procedure under Chapter 36.93.200 RCW; as more fully and definitively described in Exhibit A hereto. WCOG will administer all activities of the Boundary Review Board, including the review and decision-making process for annexations, specific water/sewer extensions, incorporations, dissolutions and disincorporation of jurisdictions and partial mergers and consolidations of special purpose districts.

WCOG will maintain board membership records and all communications with board members. It will work with the County as well as Special Districts and the Washington State Governor's office in the process of appointments and reappointments to board membership. WCOG further agrees to maintain all board agendas and minutes, communications, findings, and related documentation of board activities per State archive regulations. Additionally, WCOG will maintain a webpage on their website with information about board membership and activities.

**Section 2. Funding**

The County agrees to provide funding to a maximum amount of \$5,000, which will assist in providing staffing costs associated with the Chief Clerk of the Boundary Review Board. The County agrees to reimburse WCOG following the latter's submittal to the County of invoices detailing services provided, no more frequently than quarterly.

**Section 3. Administrative Responsibilities**

The County administrative officer for the purpose of this Agreement is:

Tyler Schroeder, Deputy County  
Executive  
Whatcom County Courthouse  
311 Grand Avenue, Suite 108  
Bellingham, WA 98225

The WCOG administrative officer for the purpose of this Agreement is:

Robert H. Wilson, Executive Director  
Whatcom Council of Governments  
314 East Champion Street  
Bellingham, WA 98225

**Section 4. Effective Date, Duration, Amendment and Termination**

This Agreement shall be effective upon approval and signature by the Whatcom County Executive and the Executive Director of the Whatcom Council of Governments and it shall have a term of one year commencing on January 1, 2022 and expiring on December 31, 2022. This agreement can be terminated or amended by mutual agreement of the Parties. The term of this agreement may be extended by mutual written consent of the parties, for a period of up to one year at a time, and for a total of no longer than three years.

**Section 6. Relationship of the Parties**

The Parties agree that they are each an independent entity operating pursuant to the terms and conditions of this Agreement. No agent, employee or representative of any party shall be deemed to be an agent, employee or representative of any other party for any purpose. Each party shall be solely and entirely responsible for the acts of its agents and employees during the term of this Agreement.

**Section 7. Indemnification**

Each party, as an indemnitor, agrees to protect, defend, hold harmless and indemnify the other party from and against all claims, suits and actions arising from the intentional or negligent acts or omissions of such indemnitor, its agents or employees in the performance of this Agreement.

**Section 8. Extent of Agreement**

This Agreement contains all of the terms and conditions agreed upon by the Parties. The Parties agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Agreement.

IN WITNESS THEREOF, the Parties have signed this agreement, effective on the dates indicated below.

Each signatory below to this agreement warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the agreement and bind the party thereto.

**Whatcom County**

DocuSigned by:  
By Satpal Sidhu  
1192C7C18B664E3...

Satpal Sidhu, County Executive

Date 1/12/2022

Approved as to form:

DocuSigned by:  
Christopher Quinn 1/12/2022  
EC466EF5C88B4ED

Whatcom County Prosecutor

**Whatcom Council of Governments**

DocuSigned by:  
By Bob Wilson  
C24CB5DFD6984E0

Robert H. Wilson, Executive Director

Date 1/12/2022

Exhibit A

**BOUNDARY REVIEW BOARD FOR WHATCOM COUNTY**

**RULES OF PRACTICE AND PROCEDURE**

Pursuant to RCW 36.93.200, the Boundary Review Board for Whatcom County adopted the Rules of Practice and Procedure on July 13, 1978 and amended them on August 11, 1983; and again on June 13, 1996; now, therefore

BE IT HEREBY RESOLVED by the Boundary Review Board for Whatcom County that the Rules of Practice and Procedure are hereby reviewed and revised January 9, 2020 and adopted on July 28, 2021, as follows:

**I. ORGANIZATION**

**A. MEMBERSHIP**

The membership consists of five members chosen as follows, in accordance with RCW 36.93.061:

1. Two persons shall be appointed by the governor;
2. One person shall be appointed by the county appointing authority
3. One person shall be appointed by the mayors of the cities and towns located within the county; and
4. One person shall be appointed by the board from nominees of special districts in the county.

No appointee may be an official or employee of the county or a governmental unit in the county, or a consultant or advisor on a contractual or regular retained basis of the county, any governmental unit in the county, or any agency or association thereof.

**B. TERMS**

The terms of office shall be in compliance with RCW 36.93.063. The term of office for all appointees other than the appointee from the special districts shall commence on the first day of February in the year in which the term is to commence. The term of office for the appointee from nominees of special districts shall commence on the first day of March in the year in which the term is to commence.

Vacancies (36.93.063) on the board shall be filled by appointment of a person to serve the remainder of the term in the same manner that the person whose position is vacant was filled.

**C. OFFICERS, TERMS (36.93.070)**

The Board shall elect a Chair and a Vice-chair from its membership at a monthly meeting each year. The Chair and Vice-chair shall serve for a period of one year, and thereafter until their respective successors have been elected. If the Chair leaves the board prior to the expiration of his/her term, the Vice-chair shall reside until a new Chair is elected. The Vice-chair shall not have the power to waive review under RCW 36.93.110. The Chair and Vice-chair may be replaced at any time by a vote of the majority of the Board.

**D. COMPENSATION (36.93.070)**

Each member of the board shall be entitled to compensation from the county current expense fund for each regular or special board meeting, or hearing, (for time actually devoted to the work of the Boundary Review Board) in accordance with the current compensation rate established in RCW 36.93.070.

**E. ATTENDANCE**

Any member who misses three (3) consecutive meetings, may at the discretion of the Board, be asked to submit a letter of resignation. Consideration will be given to the reason for missing meetings. Attendance at the annual conference is highly encouraged, but not required.

**F. LEGAL COUNSEL**

All questions of law shall be referred by the Board to its designated Legal Counsel.

**G. CHIEF CLERK**

The Chief Clerk is appointed by the organization contracted by Whatcom County to facilitate the work of the Boundary Review Board in accordance with RCW 36.93.070, shall be accountable to the Board through the Chair and shall be entitled Chief Clerk.

**II. BOARD MEMBERS**

**A. CODE OF ETHICS**

Boundary Review Boards are state statute mandated. These boards are, therefore, state quasi-judicial bodies operating in the best and fair interest of the public, unencumbered by local, private, or political special interests.

The board shall demonstrate a level of conduct and a code of ethics equivalent to or exceeding those of a court of law. Each staff and board member carries an individual responsibility to act conducive to the public good, maintaining a positive opinion of the Board's fair and dignified service to the public.

**B. APPEARANCE OF FAIRNESS**

**1. Ex-Parte Communications**

In accordance with RCW 42.36.060, members shall abstain from any and all communications with persons or governmental or private entities which are or expect to be parties before the Board.

This restriction is limited to matters before the Board, or which may come before the Board. If a member receives a letter or other written communication relating to a matter before the Board from a source other than the Boundary Review Board Office, that member shall transmit the material to the Chief Clerk for inclusion into the record.

Members shall avoid conversations with any party to the action except when such conversation is on the record. It shall be the duty and the responsibility of each member to publicly disclose at the earliest opportunity any communication between said member and a party to a matter before the Board.

**2. Disclosure**

It shall be the duty and responsibility of each member to publicly disclose at the earliest opportunity any communication between said member and a party to the matter before the Board.

**III. OFFICE PROCEDURE**

**A. Correspondence**

All correspondence to the Board shall be received at the office of the Chief Clerk of the Board, ~~600 Lakeway Drive, Bellingham, WA 98225; or c/o Whatcom~~ County Courthouse, Bellingham, WA. 98225



All inquiries from the public to the Boundary Review Board requiring an official response shall be in writing. Any official reply by the Boundary Review Board for Whatcom County shall be in writing and signed by the Chair or the Board's legal counsel.

General correspondence and correspondence relating to the forty-five day elapse without jurisdiction having been invoked may be signed by the Chief Clerk.

## **B. NOTICE OF INTENTION**

### **1. Form**

All Notices of Intention shall be submitted in the appropriate form, which shall be furnished by the Chief Clerk, upon request. The Notice of Intention Form currently in use is incorporated by reference and made a part herein.

### **2. Legal Descriptions**

The legal description and assessor's map(s) shall have the signed approval of an engineer licensed in the State of Washington or County Engineer. The legal description may be altered according to the process described in RCW 36.93.130(3).

### **3. Contiguous Geographic Area Only**

A Notice of Intention shall describe no more than one (1) parcel of land, that is, a parcel whose boundary is defined by a single continuous line.

### **4. Environmental Review**

The initiator of a proposed action as the lead agency shall perform its duties according to the State Environmental Policy Act (RCW 43.21C) and WAC 197-11 and submit documentation of its completed environmental review with each Notice of Intention. This provision does not apply to actions exempted under RCW 43.21C.

If the initiator is not the lead agency, the initiator of the proposed action must determine the lead agency and cause such agency to complete its duties pursuant to RCW 43.21C and WAC 197-11 prior to filing the Notice of Intention. If the lead agency determines that a proposal is exempt, the reason and citation of the appropriate SEPA guidelines must be submitted with each Notice of Intention.

### **5. Filing Fees**

A fee of fifty dollars (\$50.00) shall be paid by the initiator of a proposed action in accordance with RCW 36.93.120. In no case may a fee be refunded.

### **6. Date of Filing of Notice of Intention**

All Notices of Intentions shall be in accordance with RCW 36.93.090. The Notice of Intention shall be filed with the Boundary Review Board for

Whatcom County by the initiator of the proposed action promptly after being reviewed by a legislative body or bodies when such approval is required by state statutes or when such action is initiated by the legislative body or bodies. In such cases, the legislative body or bodies shall be deemed the initiator.

In cases where the state statutes require the filing of a petition with the County Auditor or County Council prior to approval of or agreement by the legislative body or bodies of the city (or cities), town(s), or special purpose districts(s), the Notice of Intention shall be filed with the Boundary Review Board promptly following such approval. In such cases, the legislative body or bodies shall be deemed the initiator(s). Where such approval or agreement is not required, the Notice of Intention shall be filed with the Boundary Review Board prior to the filing of a petition with the County Auditor or County Council, whichever of the two is to occur first according to state statutes. In such cases the petitioners shall be deemed the initiators.

**7. Additional Information**

To facilitate consideration of the Notice of Intention, the Board or its Chief Clerk may request the initiator of the action to supply additional specified information regarding the subject of the Notice of Intention prior to officially accepting a Notice of Intention.

**8. Complete Information**

After receiving a Notice of Intention and upon determination that in accordance with RCW 36.93 and the Boards Rules of Practice and Procedure, that a Notice of Intention is legally sufficient, the Chief Clerk shall add a filing date to the Notice of Intention. A filing date shall be effective only after a Notice of Intention has been filed with the Board and perceived as legally sufficient, including a correct legal description and maps requested in Notice of Intention form. The initiator will be advised by letter of the assigned filing date.

**9. Routing**

Upon receipt of a Notice of Intention, the Chief Clerk will route the Notice of Intention to appropriate agencies for checking and comment, including the County Executive, Director of Public Works, and the Director of Planning. Others who may receive Notices of Intention include the Board's legal counsel, the Assessor's Office, the Auditor's Office and the Health Department, fire and water districts, and any interested party, upon request to the Board Office.

**10. Notice to the Board**

Upon assigning a filing date to a Notice of Intention, a copy of the file shall be mailed/delivered, at the discretion of the Chief Clerk, to the Board members.

**11. Notice to Entities Having Jurisdiction**

Upon assigning a filing date to a Notice of Intention, the Chief Clerk shall forward a copy or substance thereof to the governing body of each government unit having jurisdiction in or near the boundaries of that territory proposed to be affected and to all other entities having requested such information from the clerk.

**12. Withdrawal**

Any Notice of Intention filed with the Boundary Review Board may be withdrawn by the initiator at any time prior to the Board having taken jurisdiction over the matter, or the Chair having signed a waver form. Notice of Intention may be withdrawn thereafter with the consent of the Board.

**13. Fees Not Refundable**

In no case shall a filing fee be refunded in the event of withdrawal of the Notices of Intention or waived.

**14. Approval After 45 Days**

If forty-five days have elapsed without the Board's jurisdiction being invoked, the proposed action shall be deemed approved as in RCW 36.93.100.

**15. Certification**

In the case of annexations, one certified copy and five (5) additional copies of the final annexation resolution from the legislative body of the city, town, or special purpose district, shall be sent to the Clerk of the Boundary Review Board within ten (10) working days following final approval. After reviewing the final annexation resolution, including the legal description, for accuracy, (see page 11, Section 3, Validity) the BRB Clerk will distribute the copies to appropriate county departments, including the County Council, the County Executive, the Assessor, the Public Works, and Planning. This Certification is in addition to whatever the cities are required to do for the State Office of Financial Management or other state office.

**IV. MEETINGS, INVOKING JURISDICTION, HEARINGS, AND DECISION**

**A. MEETINGS**

**1. Regular Meeting Date**

Regular meetings shall be held during January and July each year. Regular meetings may be cancelled when no item of business is listed for action or there are no Notices of Intention for review.

The Board may hold special meetings at such other times and/or places as determined by Resolution.

**2. Agenda**

An agenda shall be prepared by the Chief Clerk for each Board meeting. The agenda shall contain a summary of all matters when known to require attention and shall be sent to the Board member at least five (5) days prior to the scheduled meeting.

**3. Rules of Order**

Except as modified by these Rules of Practice and Procedure, all meetings of the Board shall be conducted in accordance with Robert's Rules of Order, Revised Edition, which is, by this reference, hereby incorporated.

**4. Resolution and Minutes**

All official actions of the Board shall be adopted by the Board and shall be reduced to writing, incorporated in the official minutes of the Board. The official minutes of the Board shall incorporate the motions and actions of the Board.

When jurisdiction has been invoked, the final action of the Board on the Notice of Intention shall be in the form of a "Finding of Fact and Conclusions of Law". Upon request, such minutes shall be available to any interested party and copies may be obtained.

**5. Participation by Chair**

The Chair may make or second any motion and present and discuss any matter as a member, and shall be entitled to vote on all matters.

**6. Voting**

In the absence of objection, the Chairperson may order a motion unanimously approved. Any member not voting on roll call in audible voice shall be recorded as voting in favor of the motion unless the member requests that he or she be recorded as abstaining from voting. Each voting member's written statement or oral opinion may be recorded by the Chief Clerk and incorporated into the minutes or Findings of Fact on a Notice of Intention.

The affirmative vote of a majority of the members present shall be required for any action of the board.

In the case of a tie vote that cannot be broken the proposed action shall be deemed approved, unless a majority is required by state law.

A Board member may participate and vote at a meeting by telephone only for the limited purpose of ratifying a previous decision of the Board, such as, but not limited to, a final vote on Findings of Fact; and as long as all Board members can hear one another; and with prior consent of the Board Chair. A majority of Board Members must be physically present, with a maximum of

two members participating by telephone. All such Board members shall be deemed to be present in person at such a meeting.

**7. Postponements/Adjournments**

The Chairperson may continue or postpone any pending matter, or the board may adjourn to any particular time and place or to a time and place subject to notice as provided by law. (42.30 RCW)

**8. Quorum**

A quorum for the transaction of any business for the Board shall be the majority of the members. Whenever appointments under RCW 36.93.051 through 36.93.065 have not been made by the appointing authority, the size of the board shall be considered to be reduced by one member for each position that remains vacant or un-appointed in accordance with RCW 36.93.067

**B. INVOKING JURISDICTION**

**1. Review Fee**

All fees for initiators and requests for review shall be in accordance with the current rates established in RCW 36.93.120. The current rate to be paid by all initiators is two hundred (\$200.00) dollars. The person or entity seeking review, shall pay to the county treasurer and place in the county current expense fund the fee of two hundred (\$200.00) dollars.

The County is exempt from attaching the review fee. If the County is the entity seeking review, written notification of the Inter-fund transfer of the two hundred dollar Request for Review fee is sufficient indication of payment of the Request for Review fee to the county current expense fund.

**2. Withdrawal of a Request**

A Request for Review filed pursuant to RCW 36.93.100 (2) by the county or an affected governmental unit may be withdrawn by the initiator of the request at any time prior to the Board setting the time, place, and date for a hearing on the proposal. The Request for Review fee will not be refunded.

No Request for Review may be withdrawn following the establishment of a time, place, and date for such hearing.

**3. Additional Information for Review**

After jurisdiction has been invoked as provided in RCW 36.93.100, the Board may seek additional information from the initiator(s) of the action. Such inquiry shall be conducted at the request of any Board member, and such request and response shall be at a regular or special meeting of the Board with five (5) days notice, either by phone or by mail, to the initiator of the action and governmental units having jurisdiction in the area.

## **C. PUBLIC HEARINGS**

### **1. Notification**

When the jurisdiction of the Boundary Review Board has been invoked, hearings shall be established in accordance with RCW 36.93.160.

The Board shall give at least 30 days notice of the date, time and place of the hearing to interested governmental bodies, agencies, special purpose districts, etc.

### **2. Publication**

Notice shall be published in a newspaper of general circulation in the area of the proposed action at least three (3) times, the last publication of which shall be not less than five (5) days prior to the date set for the public hearing.

## **D. HEARING TESTIMONY**

### **1. Oath**

The Chief Clerk of the Board shall have the power to administer oaths and affirmations, certify to all official acts, issue subpoenas to any public officer or employee ordering him to testify before the Board and produce public records, papers, books or documents. The Chief Clerk may invoke the aid of any court of competent jurisdiction to carry out such powers.

### **2. Transcripts**

A verbatim record (audio recording) shall be made of all testimony presented at the hearing and upon request and payment of the reasonable costs thereof, a copy of the transcript of such testimony shall be provided to any person or governmental unit.

Verbatim transcripts (of the audio recording) may be accomplished by court reporters at the cost of the person(s) requesting the verbatim transcript. A copy of the verbatim transcript, if accomplished, shall be filed with the Chief Clerk and becomes part of the official record.

### **3. Witness Guidelines**

Any initiator of a proposed action, governmental unit or interested person(s) may appear before the Board represented by a duly authorized person(s). Any person desiring to address the Board must be recognized first by the Chair, then shall give his/her name and address to the Chief Clerk and the name(s) of the person(s) or governmental unit on whose behalf he/she is appearing.

The Chair may, in the interest of facilitating the business of the Board, limit the amount of time allowed to any person, group, or governmental unity. Anyone giving testimony is urged to provide a written statement of their views.

**4. Exhibits**

Any document or exhibit must be submitted to the Chief Clerk before testimony for labeling. A speaker must identify any document or exhibit by its assigned number and title. **Six (6) copies of each exhibit submitted are required.**

Any written position statement regarding a proposed action by a governmental unit received by the Chief Clerk shall automatically be made an exhibit at the hearing.

**5. Insufficient Information**

When upon the completion of the testimony by parties in an action, the Board is of the opinion that the information on the record is insufficient to permit and informed decision, the Board can either continue the hearing or deny the proposal.

If the hearing is continued, the Board sets a date and time and instructs the parties as to the type and extent of the information required.

Responsibility to provide information necessary for an approval lies solely with the initiator or governmental unit as the proponent.

**E. BOARD DECISION**

**1. Basis for Decision**

The basis for the Board's decision shall be set forth in RCW 36.93.010 (Purpose of the Boundary Review Board), RCW 36.93.170 (Factors to be Considered by the Board), and RCW36.93.180 (Objectives to be Met by the Board). The goals of RCW 43.21 C. (State Environmental Policy Act) shall also be considered in Board decisions. Board decision must also be consistent with the Growth Management Act (RCW 36.93.157).

**2. Hearing Decision**

The Board shall file its written decision within forty (40) days after the conclusion of the final hearing on a proposal but in no event, except by the agreement of both parties for an extension of the one hundred and twenty (120) day period, shall it be more than one hundred and twenty (120) days after the filing of a request for review. The proponent and the Board may agree to an extension of the one hundred and twenty (120) day period.

The decision shall be filed with the County Executive, the County Council, and the Clerk of each governmental unit directly affected. The decision shall

indicate whether the proposed change is approved, denied, or modified, and if modified the terms of such modification, in accordance with RCW 36.93.160.

### 3. Validity

Approvals given to annexations shall authorize the city, town, or special purpose district to proceed with the annexation of **the exact same area as legally described in the Board's written decision**. The approval shall not authorize any other legally described annexation.

## V. FINANCIAL IMPACT STATEMENT - INCORPORATION

When the proposed action is an incorporation, the proponent shall submit to the Board a Financial Impact Statement, containing, but not limited to, the following information:

1. The projected operations expenditures for a typical year for general government services (i.e., legislative, general administrative, support and planning, judicial and legal services); security of persons and property (i.e., police, fire emergency, medical, and corrections); physical environment (i.e., parks and recreation, building administration, transportation, health and cultural); and other services (e.g., community development, social and health services, library).
2. The estimated start-up costs of incorporation including the initial expense of providing equipment, facilities, and training for the offices/services necessary to the city. Consideration should be given to offices/services such as mayor/manager, clerk, city council, police department, building and codes, engineering, road and planning departments, public works (streets, including street lighting, water, sewer, traffic, drainage, etc.), fire department, garbage disposal, education, library service, parks and recreation, tideland protection, health services including drug and alcohol treatment, animal control, and other.
3. The new committees/boards/agencies necessitated by incorporation such as a civil services commission, park and recreation board, library board, substance abuse board, planning commission, etc.
4. The fiscal impact of incorporation on residents and businesses. Consideration should be given to the effect on property, sales, business and utility, and business and occupation taxes; licenses, permits, and fees; fines and forfeitures; state-shared revenue (e.g., motor vehicle excise taxes, liquor profits and taxes); federal revenue sharing; garbage collection fees; water and sewer charges; and bond indebtedness.



**VI. AMENDMENTS**

Any rule of practice or procedure of the Boundary Review Board may be added amended or repealed at any time by not less than a majority of the members.

No such action shall be taken without thirty (30) days prior notice of such action, which notice shall be given in such form and manner as required by RCW 36.93.200.

**VII. FORMS AND INSTRUCTIONS**

In accordance with the rules and regulations set forth in RCW 36.93, the Notice of Intention form, and the Review of the Factors and Objectives are hereby incorporated by reference as a section of the Rules of Practice and Procedures of the Boundary Review Board for Whatcom County.

**VIII. EFFECT OF RULES**

Reviewed and approved by the Boundary Review Board for Whatcom County this 28th day of July, 2021, and hereby considered the official Rules of Practice and Procedure for the Board.

DocuSigned by:  
*Bill Bliss* 8/6/2021  
 Board Chair – Bill Bliss

DocuSigned by:  
*Don Oehler* 8/12/2021  
 Board Vice-Chair – Don Oehler

DocuSigned by:  
*Dennis Hollander* 8/8/2021  
 Board Member – Dennis Hollander

DocuSigned by:  
*Christopher Moench* 8/11/2021  
 Board Member – Christopher Moench

DocuSigned by:  
*Brian K. Thompson* 8/6/2021  
 Board Member – Brian Thompson

DocuSigned by:  
*Kristine Glasgow* 8/6/2021  
 Chief Clerk – Kristine Glasgow