

# Cowlitz County Boundary Review Board Bi-Monthly Meeting

**LOCATION: General Meeting Room Administration Building 3<sup>rd</sup> floor**

**August 14, 2024 ~ 3:00 p.m.**

## **A G E N D A**

**ZOOM LINK:** <https://us06web.zoom.us/j/85875528296?pwd=boNaAasp5k4oZ9YTH3EKvXpjJliC3.1>

**Meeting ID:** 858 7552 8296

**Passcode:** 053930

**Phone:** 1 253 215 8782 (US)

1. **CALL TO ORDER:** *Jim Bain – Chair*
2. **ATTENDANCE / INTRODUCTIONS**
3. **APPROVAL OF MINUTES**
  - a. *June 12, 2024*
4. **PRACTICE HEARING – staff and BRB**
  - a. *Review meeting procedures with members.*
5. **LEGISLATIVE UPDATES:** *Marcel Goulet*
6. **EDUCATION & TRAINING – staff**
  - a. *WSABRB Annual Conference October 24, 2024 –online.*
    - i. *Conference Fee \$100 per attendee*
    - ii. *Check the website: <https://www.wsabrb.org>*
    - iii. *Discuss again at August meeting / Registration begins in September.*
  - b. ***E-mail – BRB specific***
    - i. *A specific e-mail address for BRB purposes only, keep the Chair and Executive Officer informed.*
7. **GOOD OF THE ORDER:**
  - a. *Open to ALL*
  - b. *Next meeting: proposed dates – in GMR*
    - i. *October 9, 2024 @ 3:00 pm*
    - ii. *October 24 (training) @ Museum*
    - iii. *December 11, 2024 @ 3:00 pm*
8. **ADJOURNMENT**

# Boundary Review Board Meeting

June 12, 2024

## Meeting Summary

**Members Present:** Jim Bain, Jerry Sorrell, Chris DeGallier

**Members Absent:** Chuck Davison - Excused, Marcel Gouet - Excused

**Staff Present:** Laura Gressett (Executive Officer), Adam Trimble (Senior Planner), and Terri Pierson (Admin Assistant).

**Public:** none

**Call to Order:** Chair Jim Bain called the meeting to order at 3:00 p.m. Introductions were provided.

**Approval of Minutes:** The minutes of 04-24-2024 were reviewed. Motion to approve by Chris DeGallier, second by Jerry Sorrell. All in favor, minutes approved.

### **Annexation:**

Laura reviewed the recent Annexation of parcel WL2507010 (Rutherglen Drive) into the City of Longview. The review period ended on May 30<sup>th</sup> and the approval letter was submitted to the City of Longview on June 3, 2024. From here the City Clerk and County Clerk will complete the process and notify the Executive Officer accordingly.

**Legislative updates:** none

**Education, Training & Certificates:** *Laura reviewed the following with the Board:*

- WSABRB Annual conference - will be virtual October 24, 2024. Confirmation of attendees needed by mid September. \$100 each member who attends, Office Manager will complete registrations. To be discussed again at August meeting.
- The BRB members would like to attend the conference in the same place.
  - Laura has reserved the Museum Meeting Room for 10/24/2024
- Discussed again the possibility of members creating a specific email for BRB matters. Remember to let the Executive Officer know if you change e-mail addresses.

### **Good of the Order:**

- Chair - Jim Bain announced the next meeting will be on Wednesday August 14, 2024, then October 9<sup>th</sup>. The General Meeting Room has been reserved at 3:00 pm
- The December 11, 2024 meeting will be at 1 PM - *need to contact the Museum to reserve their meeting room.*
- Changing of the Guard
  - Laura announced her retirement, with a last day in the office as June 26, 2024. Adam Trimble will be the new Executive Officer for the Board.

### **Adjournment:**

There being no further business, Chair - Jim Bain adjourned the meeting at 3:21 pm

---

Jim Bain, Chair

---

Adam Trimble, Executive Officer

# Cowlitz County Boundary Review Board

---

207 4<sup>th</sup> Avenue N, Kelso, WA, 98626-4195

Telephone:360-577-3052

## SUMMARY OF HEARING PROCEDURES

**Sign-in to Speak:** A roster will be found on the table near the speaker's podium. Those who wish to testify must sign in before witnesses are sworn. All speakers will be called from this list in the order in which they signed in.

**Administration of the Oath:** All those who have signed the roster to present testimony at the hearing will be asked to stand, raise their right hand and recite the oath administered by the Executive Officer.

**Exhibits:** Please submit all exhibits to the Executive Officer for labeling before the hearing is called to order. The Board must retain all exhibits until a decision is filed and the appeal period has ended.

**Speakers:** Please state your name and address (or agency) you represent for the benefit of the record prior to testifying. When referring to an exhibit, please state the exhibit number.

**Time Limits:** If necessary, the Chair may employ a time limit of *three minutes for individuals* and *five minutes for organized groups*.

**Testimony:** The Boundary Review Board Act requires the consideration of certain factors and specified objectives the Board must seek to accomplish as well as complying with the purpose of the Law.

**Cross-Examination:** Witnesses may not question other witnesses or the Board.

**Rebuttal:** The Chair may limit rebuttal. Rebuttal must be prefaced by a recitation of the disputed evidence. Rebuttal may not include closing statements, a summary, or any new evidence.

**Board Decision:** The Board reviews on the record the purpose of the Boundary Review Board Law (RCW 36.93.010), the factors to be considered by the Board (RCW 36.93.170), and the objectives of the Boundary Review Board (RCW 36.93.180). The Board must discuss on the record the evidence and exhibits and state how they relate to the above mentioned criteria. After the record is made, the Board may then either approve, approve and modify, or deny a proposal (RCW 36.93.150).

**Written Decision:** The Board has 40 days from the final public hearing but not more than 120 days from the date that jurisdiction was invoked to file its written decision.

1. Chair to open meeting and introduce Board:
  - \*
    - \*
      - \*
        - \*
          - Does any board member have a vested interest in the outcome of this hearing?
          - Has any board member had any communication with anyone about this annexation?
2. Will the Executive Officer please call the roll?
3. I would entertain a motion for approval of the \_\_\_\_\_ meeting.
4. OPEN PUBLIC HEARING – state purpose of hearing – to consider an annexation by the \_\_\_\_\_ File \_\_\_\_\_ to annex \_\_\_\_\_ acres into the \_\_\_\_\_.
5. If anyone has any written materials or exhibits, please submit them to the Board’s Executive Officer at this time. Will you pass the sign-in sheet to the chair please?
6. Will the Executive Officer please administer the oath to all who will be testifying at this hearing?
7. Will the Executive Officer please read the staff report in its entirety into the record?
8. I am requesting that the boundary review board members save their questions and comments until all presentations are made.
9. All who testify will give their name and address. I call the \_\_\_\_\_ to give the first presentation.
10. I call \_\_\_\_\_ to give the next presentation.
11. Testimony will now be received from those citizens who have signed the log requesting to be heard on this matter in the order that they are listed. Please try to limit your time to 3 – 5 minutes trying not to be repetitive if possible. Please make your comments to the Boundary Review Board members – do not address someone else.  
**CALL OUT THE NAMES ONE AT A TIME AS THEY ARE LISTED.**
12. The Boundary Review Board members may now address questions to any parties who have given testimony.
13. After hearing testimony, does the \_\_\_\_\_ have any rebuttal to any comments?
14. Does \_\_\_\_\_ have any rebuttal to any of the testimony?

15. **CLOSE PUBLIC TESTIMONY PART OF THE HEARING**

16. As required by state law, the Board will now review the Factors (RCW 36.93.170) and Objectives (RCW 36.93.180). A list of the factors and objectives to be considered are copied on the back of your agenda.
17. I will now read off each item and ask the Board for comments on each one as to whether they have been met adequately. If you believe that any item hasn't been adequately addressed, please state way.
18. The Board will now consider the follow Factors: (*read off of worksheet*)
19. The Board will now consider the following Objectives: (*read off of workshop*)
20. After going through all the factors and objectives, as the Board:  
Is there enough evidence to stop proceedings and halt the vote?
21. The Chair then advises the Board that:

In making a decision, you have three choices:

1. Approve the initial \_\_\_\_\_ acre \_\_\_\_\_ annexation (File #\_\_\_\_\_) as proposed by the \_\_\_\_\_.
  2. Approve the initial \_\_\_\_\_ acre \_\_\_\_\_ annexation (File #\_\_\_\_\_) as modified by \_\_\_\_\_
  3. Deny the entire annexation.
22. Ask for a motion to consider one of the options above
  - 23 Ask for discussion and a vote
  24. Read the sheet about filing the written decision and the appeal process (RCW 36.93.157)
  25. **CLOSE THE HEARING** unless a continuance of hearing is necessary to have time to gather more information for the board to consider before making a final decision.