

BOUNDARY REVIEW BOARD FOR WHATCOM COUNTY

Wednesday, July 30, 2025

Conference Room, Whatcom Council of Governments

314 E Champion St, Bellingham WA

1:00 p.m.

DRAFT MEETING MINUTES

PRESENT:

BOARD MEMBERS PRESENT: Bill Bliss, Constance Ohana, and Chris Moench (in-person).

STAFF: Lethal Coe, Chief Clerk of the Board and Emily Moran, Clerk.

WELCOME AND ROLL CALL

Bill Bliss, Acting Chair, called the Regular Meeting of the Boundary Review Board for Whatcom County to order at 1:06 p.m. All board members were present.

REVIEW / REVISE AGENDA

No revisions were suggested.

REVIEW OF JULY 28, 2021 AND AUGUST 25, 2021 MINUTES

Chris and Bill recalled attending the August 25, 2021 meeting and that the agenda proceeded as expected. Upon motion duly made, seconded, and passed, the July 28, 2021 and August 25, 2021 meeting minutes were accepted as written.

ELECTION OF A CHAIR AND VICE-CHAIR

The board discussed the matter and nominated Bill Bliss to continue as Chair and Chris Moench to serve as Vice-chair. Upon motion duly made, seconded, and approved, the board agreed to move forward with the nominated officers: **Bill Bliss, Chair and Chris Moench, Vice-chair.**

REVIEW OF RULES OF PRACTICE AND PROCEDURE

The clerks provided copies of the current Rules of Practice and Procedure for the board to review. Lethal explained that the clerks will review the current document and prepare recommended changes before the board at the next regular meeting in January 2026. Lethal explained some points of confusion that arose with BRB File # 2025-01 related to filing dates and timely requests for review. Elements of interest to address in the revision of the Rules of Practice and Procedure include:

- The Notice of Intention (NOI) submission process and determination of a filing date
- Requirements for a complete and timely request for review
- Board member compensation
- Various clerical updates such as address changes

PROCESS FOR ANNEXATION, INCORPORATION, AND REDUCTION OF CITY LIMITS

The board discussed their familiarity with various methods of annexation. Most board members had encountered the petition method but were less familiar with election methods.

The board had a preliminary discussion on the City of Blaine's proposed de-annexation of approximately 573 acres of rural land in east Blaine. Blaine City Council passed Resolution 1982-25 on July 14, 2025 to submit to its voters a proposal to reduce the city corporate limits to remove certain property that has remained rural in character. The clerks will reach out to Kellen Kooistra, the board's legal counsel, for guidance.

OPMA TRAINING REQUIREMENT

All board members are to complete the Open Public Meetings Act (OPMA) training within 90 days of appointment and every four years thereafter. Emily will follow up with the board to ensure they are current with their training.

OPEN FORUM

Board members shared about themselves, including their professional careers, hobbies, and interests that led them to serve on this Boundary Review Board.

Constance requested that the OPMA training video and other educational resources be linked on the Boundary Review Board page of WCOG's website, for easier future access.

ADJOURNMENT

Upon motion duly made, seconded, and passed, the meeting was adjourned at 2:04 p.m.

NEXT MEETING

The next meeting will be scheduled for January 2026, unless relevant matters arise earlier.

Prepared and submitted by Emily Moran, Clerk.

Lethal Coe, Chief Clerk of the Board

Date

Bill Bliss, Board Chair

Date