



COUNTY COMMISSIONERS

Carolina Mejia
District One
Gary Edwards
District Two
Tye Menser
District Three

BOUNDARY REVIEW BOARD

Creating Solutions for Our Future

MEETING NOTICE & AGENDA

When: Tuesday, February 21, 2023– 6:30 p.m.
Where: Primarily through remote access. Members of the public who are unable to attend virtually can attend at:
Thurston Regional Planning Council, 2411 Chandler Ct SW, Olympia, WA 98502
Room B

For information contact: Katrina Van Every, Chief Clerk
Thurston County Boundary Review Board
360. 971.7575, brbchiefclerk@trpc.org

Participation in the Boundary Review Board meeting will be primarily through remote access. For anyone without the ability to access the meeting remotely, TRPC will provide access to the meeting at 2411 Chandler Court SW, Olympia, WA 98502.

Join Zoom Meeting: <https://trpc-org.zoom.us/j/82265698560?pwd=OGY4VUhkbE9vWXdNTDQzbXUwZGlmdz09>

Meeting ID: 822 6569 8560
Passcode: 931484

Dial by your location
+1 253 215 8782 US (Tacoma)

AGENDA

- A. **Call to Order**
 - 1. Attendance
 - 2. Review and Approval of Agenda
 - 3. Public Comment
- B. **Approval of Minutes**
 - 1. January 26, 2021
- C. **2023 Election of Officers**
- D. **March and April Special Meeting Schedule**
- E. **Chief Clerk Appointment**



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ENCLOSURES

- A. Minutes for January 26, 2021
- B. Staff Memo: Election of Officers
- C. Staff Memo: March and April Special Meeting Schedule
- D. Staff Memo: Chief Clerk Appointment

The final agenda and meeting packet will be posted online at: <http://www.trpc.org/925/Meeting-Agendas-Minutes>.

TRPC ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person based on race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding TRPC's Title VI Program, you may contact the Department's Title VI Coordinator at 360.956.7575.

If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial 360.956.7575.

MINUTES OF MEETING

THURSTON COUNTY BOUNDARY REVIEW BOARD

Tuesday, January 26, 2021 – 7:00 p.m.

REMOTE ACCESS

Chair Marchand called the meeting to order at 7:00 pm

CALL TO ORDER

Attendance

- **Members Present:** Chair Michael Marchand, Vice-Chair Lance Caputo, Mr. Gary Pearson, Mr. Zahid Chaudhry
- **Staff Present:** Chief Clerk Katrina Van Every

Review and Approval of Agenda. Mr. Pearson moved to approve the agenda. Mr. Caputo seconded. Motion carried.

Public Comment. None given.

APPROVAL OF MINUTES

Mr. Caputo moved to approve the minutes from January 28, 2020. Mr. Pearson seconded. Motion carried.

2021 ELECTION OF OFFICERS

Mr. Pearson moved to keep the board members in their same positions: Mr. Marchand as Chair and Mr. Caputo as Vice-Chair. Mr. Caputo seconded. The Board voted three in favor with one abstaining (Mr. Chaudry). Motion carried.

ADJOURNMENT

Mr. Chaudhry moved to adjourn the meeting at 7:08 pm. Mr. Marchand seconded. Motion Carried.

Mr. Michael Marchand, Chair

Prepared by Katrina Van Every for the
Washington State Boundary Review Board for Thurston County



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Memo

To: Washington State Boundary Review Board for Thurston County
From: Katrina Van Every, Chief Clerk
Date: February 15, 2023
Re: 2023 Election of Officers

According to its Rules of Procedure, the Boundary Review Board (BRB) is required to hold a meeting on the fourth Tuesday of January each year to hold elections and consider other business as deemed necessary. Due to the BRB's staffing contract getting approved after this time, this business will be taken care of at a special meeting in February. In general, the Boundary Review Board may reelect the Chair and Vice Chair or choose a new Chair and Vice-Chair.

An election of officers took place at the January 2021 meeting. Michael Marchand was elected Chair of the Board while Lance "Cap" Caputo was elected Vice-Chair. A quorum was not available for the January 2022 meeting, and the chair and vice chair continue in their roles until their respective successors are elected (see I.A. of the BRB's Rules of Practice and Procedure).



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Memo

To: Washington State Boundary Review Board for Thurston County
From: Katrina Van Every, Chief Clerk
Date: February 16, 2023
Re: March and April Special Meeting Schedule

Staff suggests the Boundary Review Board for Thurston County hold special meetings in March and April to appoint a member to the Board from nominees brought forward by special districts and to update the Rules of Practice and Procedure.

Special Purpose District Nominations.

Per RCW 36.93.063, the Washington State Boundary Review Board for Thurston County appoints a member to the Board from nominees brought forward by special purpose districts (such as fire districts). Nominations are due no later than March 6, 2023. The Board must make its appointment from the list of nominees, and a special meeting will need to be scheduled to take care of this matter. Staff has identified the following potential meeting dates:

- Tuesday, March 21st
- Wednesday, March 22nd
- Thursday, March 23rd

Rules of Practice and Procedure

The Board's Rules of Practice and Procedure are in need of updating. Staff will need sufficient time for the Board's attorney to review the proposed changes and to provide notice of the special meeting, including publishing the notice at least once in The Olympian and any other newspaper requested by the Chair of the Board.

Staff has identified the following potential meeting dates:

- Tuesday, April 11th
- Wednesday, April 12th
- Thursday, April 13th



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Memo

To: Washington State Boundary Review Board for Thurston County
From: Katrina Van Every, Chief Clerk
Date: February 16, 2023
Re: Appointment of a Chief Clerk

Per state law, the Boundary Review Board for Thurston County selects the Chief Clerk and Thurston County is responsible for paying the costs of running the Boundary Review Board. In 2018, Thurston County contracted with Thurston Regional Planning Council (TRPC) for Chief Clerk Services, and the Boundary Review Board moved forward appointing Katrina Van Every as the Chief Clerk.

In 2022, Ms. Van Every took on a new role at TRPC and is no longer able to serve as the Chief Clerk. TRPC would like to put forward for your consideration Casey Mauck, an Assistant Planner at TRPC, to step into the Chief Clerk role at the next BRB meeting. Ms. Van Every will provide Ms. Mauck necessary training to fulfill the role and is also willing to serve as Acting Chief Clerk when Ms. Mauck is unavailable. Ms. Mauck previously worked at the City of Yelm and has experience working with councils and committees.

Suggested Motion

Move to appoint Casey Mauck as the Chief Clerk of the Boundary Review Board for Thurston County, and further move to appoint Katrina Van Every as Acting Chief Clerk when Ms. Mauck is unable to serve as Chief Clerk.