

*The Washington State Boundary Review Board  
For King County*

***REGULAR MEETING***

***7:00 P.M.***

***Thursday, January 8, 2026***

***Bellevue Fire Department Station 9 a/k/a Newcastle Fire Station  
12412 Newcastle Way, Bellevue, WA 98006***

***Hybrid Option: Zoom Meeting ID: 869 0339 3324, Passcode: 446243***

***NOTE TO THE PUBLIC:***

***This meeting is open to the public pursuant to the Open Public Meetings Act (OPMA).***

***I. CALL TO ORDER – 7:00 PM***

***Stephen Toy, Chair***

***II. ROLL CALL***

Mary Lynne Evans
Matthew Everett
Chandler Felt
Jay Hamlin
Ken Hearing
Teresa Platin
Cheryl Scheuerman

***III. PUBLIC COMMENT***

***IV. MINUTES:***

Regular Meeting of November 13, 2025  
Regular Meeting of December 11, 2025

***V. ADMINISTRATION***

- A. Chair's Report
- B. Executive Secretary's Report
- C. Committee Reports
  - 1. Budget Committee
  - 2. Legislative Committee

***VI. 2026 COMMITTEE MEMBERSHIP DISCUSSION AND VOTE***

**AGENDA**

**January 8, 2026**

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**VII. DISCUSS AND POSSIBLE VOTE FOR CHAIR ELECT 2026/CHAIR 2027**

**VIII. CHAIR TRANSITION**

Board Chair Stephen Toy will pass the chairpersonship to Chair Elect Cheryl Scheuerman.

**IX. NEW BUSINESS:**

A. New File: 2422 which related to the King County Drainage District 5-5A proposing to withdraw territory from the district within and near the City of Enumclaw.

<a href="#"><u>File No. 2422</u></a>
<a href="#"><u>Maps</u></a>
KING COUNTY DRAINAGE DISTRICT 5-5A – ENUMCLAW WITHDRAWAL OF TERRITORY
45-Day Deadline: 2/20/26

B. Masterlist  
C. Upcoming Actions/Other Updates

**X. ADJOURNMENT**

**2025 COMMITTEE MEMBERSHIP LIST**

Steering Committee*
CHAIR: Cheryl Scheuerman
Mary Lynne Evans
Ken Hearing

Nominating Committee*
CHAIR: Ken Hearing
Jay Hamlin
Matthew Everett

Personnel Committee*
CHAIR: Ken Hearing
Jay Hamlin
Teresa Platin
Chandler Felt

Legislative Committee*
CHAIR: Mary Lynne Evans
Cheryl Scheuerman
Chandler Felt

Budget Committee*
CHAIR: Jay Hamlin
Teresa Platin
Matthew Everett

**WASHINGTON STATE BOUNDARY REVIEW BOARD  
FOR KING COUNTY**

**REGULAR MEETING**

**November 13, 2025**

**MINUTES**

**I. CALL TO ORDER**

Chair Stephen Toy convened the meeting at 7:01 P.M.

**II. ROLL CALL**

The following members were present:

Mary Lynne Evans

Matthew Everett

Chandler Felt

Jay Hamlin

Ken Hearing

Teresa Platin

Cheryl Scheuerman

Other attendees: Shelby Miklethun, Angelica Velasquez, Robert C. Kaufman, Board Counsel

**III. PUBLIC COMMENT**

There were no public comments.

**IV. MINUTES**

**REGULAR MEETING – OCTOBER 9, 2025**

Chair Toy presented the minutes of the Regular Meeting of October 9, 2025, for review and action by the Members.

*Action: Chandler Felt moved and Matthew Everett seconded the motion to adopt the draft minutes for the Regular Meeting of October 9, 2025.*

*Board members voted five in favor of approving this record of the Regular Meeting. Cheryl Scheuerman and Ken Hearing abstained as they did not attend the October 9, 2025, Regular Meeting. Teresa Platin did not vote as she joined the meeting after the vote.*

**JOINT STEERING COMMITTEE MEETING AND LEGISLATIVE COMMITTEE MEETING – AUGUST 14, 2025**

Chair Toy presented the minutes of the Joint Steering Committee and Legislative Committee Meeting of August 14, 2025, for review and action by the Members of those committees.

*Action: Ken Hearing moved and Cheryl Scheuerman seconded the motion to adopt the draft minutes for the Joint Steering Committee and Legislative Committee Meeting of August 14, 2025, with an amendment to correct the spelling error in the title of Agenda Item III.*

*Committee members Cheryl Scheuerman, Mary Lynne Evans, Chandler Felt, Ken Hearing and Stephen Toy voted five in favor of approving this record of the Joint Committee Meeting.*

## **V. ADMINISTRATION**

### **A. CHAIR'S REPORT**

Chair Toy reminded Members that the Board would be doing outreach in 2026 to local elected officials and interested groups regarding the work of the Board. He added that he looked forward to working with the newly-elected officials.

### **B. EXECUTIVE SECRETARY'S REPORT**

Ms. Miklethun shared that she was working on securing a location for the Board's end-of-the-year celebratory meeting in December. She then reported that Girmay Zahilay had been elected as King County Executive and would be taking office on November 25, 2025. She added that his transition team was already working towards planning for the new administration. She stated that the County would also be welcoming several new councilmembers. Next, she relayed that there was a new applicant for one of the Board's open positions and added that she would reach out to the King County Executive's Office and City of Seattle regarding the respective processes for the County position and the Mayors' position. Ms. Miklethun then shared that she has been working on analyzing data regarding outstanding voucher payments to Members. She then shared that the current payment process has not worked for the staff as well as she had hoped and that she and Ms. Velasquez would process any outstanding payments by the end of the year. She added that she would suggest process changes after those payments have been made. She and the Members discussed the same. Next, she relayed that there would likely be a public hearing regarding an ILA method annexation before the Snohomish County BRB in January that Members may wish to watch. Finally, Chair Toy reminded the Nominating Committee and Members that the Board will need to hold a Chair Elect 2026/Chair 2027 vote in January.

## **VI. DISCUSS AND POTENTIALLY VOTE TO AMEND BOARD ORGANIZATION AND RULES OF PRACTICE AND PROCEDURE (ORPP)**

Ms. Miklethun reported that per the Board's direction, she filed the Draft Amended ORPP with the King County Superior Court Clerk's Office and caused notice to be published on October 29, 2025, in the Seattle Times regarding the Board's final vote regarding this matter at this meeting. She then provided a brief overview regarding the proposed changes and added that the Board received no public comments or other communications regarding the proposed changes. Chair Toy noted that the proposed amendments had not changed since the October 9, 2025, Regular Meeting.

*Action: Chandler Felt moved and Mary Lynne Evans seconded the motion to approve the Draft Amended ORPP.*

*Board members voted eight in favor of approving Draft Amended ORPP.*

## **VII. 2025 WSABRB ANNUAL CONFERENCE DEBRIEF**

Ms. Miklethun thanked Jay Hamlin for his work on the [WSABRB](#) website and demonstrated for Members where to find [2025 Annual Conference Materials](#). She added that she felt that the Conference was very successful. Jay Hamlin provided an overview of the Conference Feedback Survey. In general, he shared that attendees generally liked the venue, presentation topics/materials, speakers and format. He also demonstrated where the presentation audio and materials are located on the website. The Members and Ms. Miklethun discussed that the 2026 WSABRB Annual Conference will be virtual and that there are positives and negatives to in person vs. virtual format and also possible different engagement strategies for both formats.

**VIII. NEW BUSINESS:****A. NONE****B. THE MASTERLIST**

There were no updates to the Masterlist.

**C. UPCOMING ACTIONS**

Ms. Miklethun relayed information regarding upcoming annexation activity and specifically provided a status update regarding a potential upcoming file from Enumclaw Drainage District 5-5A. She and the Members also discussed the ILA method of annexation and available training materials regarding the same:

- <https://app.box.com/s/pc6vn4u0j18v9moy00dwfoph2iiflxct>
- <https://cdn.kingcounty.gov/-/media/king-county/independent/governance-and-leadership/government-oversight/boundary-review-board/docs/other/1425-ila-methods.pdf?rev=50fe635296564e88bc87602aec006d10&hash=ED073BC77880455A549296DCCD0D9323>

**IX. ADJOURNMENT**

Chair Toy adjourned the Regular Meeting at approximately 8:26 P.M.

**WASHINGTON STATE BOUNDARY REVIEW BOARD  
FOR KING COUNTY**

**REGULAR MEETING**

**December 11, 2025**

**MINUTES**

**I. CALL TO ORDER**

Chair Toy convened the meeting at 7:11 P.M.

**II. ROLL CALL**

The following members were present:

Mary Lynne Evans

~~Matthew Everett~~

Chandler Felt

Jay Hamlin

Ken Hearing

~~Teresa Platin~~

Cheryl Scheuerman

Stephen Toy

Other attendees: Shelby Miklethun

**III. CHAIR'S 2025 YEAR IN REVIEW & MEMBER REMARKS**

Chair Toy thanked Members and Ms. Miklethun for all their work over the year. Members and Ms. Miklethun then shared their highlights of the year, including specific meetings, projects and events that they found particularly meaningful. Members and Ms. Miklethun thanked Chair Toy for his excellent leadership.

**IV. ADJOURNMENT**

Chair Toy adjourned the Regular Meeting at approximately 7:33 P.M.

**Steering Committee:** To assure continuity and predictability in the actions and decisions of the Board, there is hereby created a Steering Committee. The Chair-Elect of the Board shall be the Chair of the Steering Committee. The Steering Committee is a standing Committee on the Board's *Organization and Rules of Practice and Procedure*. Its duties shall also include, but are not limited to, the following:

- Review of current rules, policies, procedures to make recommendations to the Board for additions or changes to assist the Board in meeting the objectives of the Boundary Review Board Act; and
- Review and report to the Board regarding State or County policies that relate to decisions of the Board; and
- Review operations of the Boundary Review Board to make recommendations to the Board for changes in procedure which will enable the Board to better serve the needs of its members, staff, and clients; and
- Report to the Chair and Board at least annually, on or before the close of the calendar year, of findings, recommendations, or general comments of this Committee

**Budget Committee:** The Committee duties and responsibilities include but are not limited to the following:

- May make fiscal policy recommendations to the Steering Committee for its consideration.
- Through its Chair, assist the Executive Secretary in preparing and presenting the Budget and its background documents (in accordance with the then-applicable King County requirements) to the Executive and Legislative Branches of King County; and
- At least biennially, confer with the Executive Secretary and present to the Board at its regular meeting(s) a proposed Budget in accordance with the then-applicable King County requirements.

**Legislative Committee:** The Committee duties and responsibilities include but are not limited to the following:

- Keep informed concerning legislation, proposed or adopted, that will or could affect the performance and/or decisions of the Board; and
- Report such legislation to the Board at a meeting of the Board on as regular a basis as required by activities of the Legislature; and
- Work as closely as possible with the Executive Secretary on legislative issues; and
- Attend Legislative hearings and testify when required on behalf of the Board and its interests and, as appropriate, for the Washington State Association of Boundary Review Boards.

**Nominating Committee:** The Committee duties and responsibilities include but are not limited to the following:

- Nomination of candidates to serve as Chair and as Chair-Elect of the Boundary Review Board.
- Recruitment and assessment of candidates for Board positions. Recommendations for candidates to serve on the Board may be provided to appointing authorities (i.e., the King County Executive's Office and Cities in King County). The Cities and the County have final authority over appointments to the Board.
- Recruitment and assessment of candidates for Special Purpose Districts. These candidates shall be interviewed by the Nominating Committee and shall be presented for the approval of the full Board.

**Personnel Committee:** The Committee duties and responsibilities include but are not limited to the following:

- Recruitment, assessment, and selection of candidates for Board staff positions. Candidates shall be presented for the approval of the full Board in Executive Session.
- Preparation of an annual performance review of the Executive Secretary, which shall be completed in writing and presented for the evaluation of the full Board in Executive Session.
- Responsibility for addressing personnel matters as necessary.