

**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.