

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

REGULAR MEETING

November 14, 2024

MINUTES

I. CALL TO ORDER

Chair Robert Cook convened the meeting at 7:01 P.M.

II. ROLL CALL

The following members were present:

Robert Cook	Hank Margeson
Mary Lynne Evans	Paul MacCready
Chandler Felt	Teresa Platin
Marlin Gabbert	Cheryl Scheuerman
Jay Hamlin	Stephen Toy
Ken Hearing	

Other attendees: Shelby Miklethun, Angelica Velasquez

III. PUBLIC COMMENT

There were no public comments.

IV. MINUTES

AMENDED MINUTES OF THE REGULAR MEETING – AUGUST 8, 2024

Ms. Miklethun reported that there was an error in the meeting minutes of August 8, 2024. She explained that she erroneously listed Mary Lynne Evans as present at the August 8, 2024, Regular Meeting and also erroneously listed Mary Lynne Evans as voting to approve the minutes of the June 13, 2024, Regular Meeting at that meeting.

Action: Hank Margeson moved and Cheryl Scheuerman seconded the motion to amend the minutes for the Regular Meeting of August 8, 2024, to correct the following error: Mary Lynne Evans was not in attendance at the August 8, 2024, Regular Meeting and did not vote to approve the minutes of the June 13, 2024, Regular Meeting.

Board members voted nine in favor of amending the minutes of the Regular Meeting of August 8, 2024.

REGULAR MEETING – SEPTEMBER 12, 2024

Chair Cook presented the minutes of the Regular Meeting of September 12, 2024, for review and action by the members.

Action: Ken Hearing moved and Cheryl Scheuerman seconded the motion to adopt the draft minutes for the Regular Meeting of September 12, 2024.

Board members voted six in favor of approving this record of the Regular Meeting. Hank Margeson, Paul MacCready and Chair Cook abstained as they did not attend the Regular Meeting of September 12, 2024.

V. ADMINISTRATION

A. CHAIR'S REPORT

Chair Cook thanked Chair-Elect Toy for chairing the September 12, 2024, Regular Meeting during his absence.

B. EXECUTIVE SECRETARY'S REPORT

Ms. Miklethun shared that the Board's December 12, 2024, Regular Meeting and volunteer appreciation celebration would be held at McMenamin's Anderson School in Bothell.

C. COMMITTEE REPORTS

1. Steering Committee

Steering Committee Chair Stephen Toy reported that the Steering Committee met on October 29, 2024. He stated that the Committee Members discussed potential future work items for the Committee including drafting a de-escalation/emergency response plan and associated scripts for public hearings, drafting a code of ethics for board members, updating the Organization and Rules of Practice and Procedure and/or revising the Notice of Intention (NOI) Instructions. Additionally, he shared that Committee Members decided that drafting a de-escalation/emergency response plan and associated scripts for public hearings would be its priority in 2025. He also reported that Committee Members directed Ms. Miklethun to draft an update to the NOI instructions for the Committee's review. Finally, Committee Chair Toy stated that the Committee Members also directed Ms. Miklethun to bring her draft of the Board's 2024 Year in Review to the Steering Committee for its review and edits prior to its presentation to the full Board. Board members then discussed the Washington State Ethics in Public Service Act ([RCW 42.52.](#))

2. Budget Committee

Budget Committee Chair Jay Hamlin reported that Ms. Miklethun and Ms. Velasquez met with Gabby Lacson of King County Office of Performance Strategy & Budget and Olivia Brey of the King County Council Central Staff as part of King County's 2025 Budget process. He shared that he was able to join the meeting briefly but then had to leave for another commitment. Ms. Miklethun reported that she shared information regarding the Board's structure, work and budget with Olivia Brey. Ms. Miklethun added that she felt the meeting was positive and productive.

VI. DISCUSSION AND VOTE RE STANDARD OPERATING PROCEDURE DRAFT

The members and Ms. Miklethun discussed the newest version of the Declarations of Emergency Per RCW 42.30.070 Standard Operating Procedures draft and made minor formatting/wording edits. Members and Ms. Miklethun also discussed the WA State Open Public Meetings Act ([RCW 42.30](#)) in general.

Action: Jay Hamlin moved and Marlin Gabbert seconded the motion to approve the Declarations of Emergency Per RCW 42.30.070 Standard Operating Procedures.

Board members voted nine in favor to approve the Declarations of Emergency Per RCW 42.30.070 Standard Operating Procedures.

VII. DEBRIEF 2024 WSABRB ANNUAL CONFERENCE

Ms. Miklethun thanked all the members that were able to attend the 2024 WSABRB Annual Conference. She specifically thanked Jay Hamlin for hosting all the technical aspects of the event and Chandler Felt for all his work as a WSABRB Executive Board member. Members shared their thoughts regarding the Conference and generally noted the remarks

by Senator Liz Lovelett and the round robin session with all counties as highlights of the event. Members also discussed the results of the attendee experience survey. Jay Hamlin demonstrated how to access Conference materials and presentations via the [WSABRB 2024 Annual Conference](#) website and shared that the 2025 WSABRB Annual Conference is scheduled to be held in-person in Kalama.

VIII. NEW BUSINESS:

There was no new business before the Board. Ms. Miklethun shared that she is expecting a new NOI regarding sewer service from a water and sewer district. Ms. Miklethun and members also discussed meeting planning for meetings from November 2024 through March 2025.

IX. ADJOURNMENT

Chair Cook adjourned the Regular Meeting at approximately 8:10 P.M.