

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

**REGULAR MEETING**

**November 9, 2023**

**I. CALL TO ORDER**

Chair Hank Margeson convened the meeting at 7:05 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	<del>Cheryl Scheuerman</del>
Jay Hamlin	Stephen Toy
Ken Hearing	

Other attendees: Robert C. Kaufman, Board Counsel, Shelby Miklethun, Angelica Velasquez, member of the public.

**III. PUBLIC COMMENT**

There were no public comments.

**IV. MINUTES**

**REGULAR MEETING – SEPTEMBER 14, 2023**

Chair Margeson presented the minutes of the Regular Meeting of September 14, 2023, for review and action by the members.

Action: Jay Hamlin moved and Chandler Felt seconded the motion to adopt the draft minutes for the Regular Meeting of September 14, 2023.

*Board members voted nine in favor of approving this record of the Regular Meeting. Teresa Platin had not yet joined the meeting and, therefore, did not vote.*

**V. ADMINISTRATION**

**A. CHAIR'S REPORT**

Chair Margeson shared that the Board is preparing for its end of year celebratory meeting as well as planning for 2024 Board leadership. He asked that members reach out regarding their leadership and/or committee interests. He, in conjunction with Nominating Committee Chair Chandler Felt, stated that the Nominating Committee will need to meet regarding the 2024 Chair Elect/2025 Chair position.

**B. EXECUTIVE SECRETARY'S REPORT**

Ms. Miklethun shared that the office processed the third quarter vouchers and that the voucher submittal form itself needs to be updated in order to simplify the payment process. She then stated that the December Regular Meeting/End of Year Celebration will be held at Matt's Rotisserie & Oyster Lounge in Redmond. Ms. Miklethun then shared that she had met with KCIT regarding the website update and that she is working on transitioning the site to the new platform and is

also planning for potential uses of social media for Board purposes. She and Members then discussed thank you messages that she will issue on behalf of the Board in December. Finally, she and Members celebrated Stephen Toy on receiving the American Planning Association Washington Chapter's (APA WA) Eric Shields Award for his work supporting planning, demographics and buildable lands analysis in Snohomish County. Finally, she encouraged members to visit the [WSABRB Conference Materials](#) website to review the materials and audio from the presentations made at the 2023 Conference as well as the inaugural edition of the [WSABRB Newsletter](#).

## **C. COMMITTEE REPORTS**

### **1. BUDGET COMMITTEE**

Budget Committee Chair Jay Hamlin reported that he attended a quarterly budget meeting with Ms. Miklethun and the Board's Budget Analyst, Jim Record. He shared that they discussed the budget by line item and that the budget appears to be in good shape. He recapped several specific line items including miscellaneous services, legal services, license fees, training and IT services. He stated that the Budget Committee will meet in December to discuss the budget in further detail.

### **2. PERSONNEL COMMITTEE**

Personnel Committee Chair Stephen Toy reported that the Personnel Committee communicated via email in October to discuss a potential award of executive leave to Ms. Miklethun in 2024 per King County HR Policy No. 2021-0010. He shared that the Personnel Committee reviewed and discussed the policy and sent an award recommendation to Chair Margeson.

### **3. LEGISLATIVE COMMITTEE**

Chandler Felt provided a report regarding the [WSABRB Legislative Committee](#) as the chair of that committee. He reported that that committee held a 2024 Legislative Session Kick Off Meeting on November 3, 2023. He shared that the WSABRB Legislative Committee plans to track bills that may affect boundary review boards and will begin this effort in December with pre-filed bills. He added that the WSABRB Legislative Committee will also coordinate with the APA WA Legislative Committee. He then thanked Jay Hamlin for his assistance with building a calendar for WSABRB Legislative Committee meetings and key dates. Next, he relayed that the WSABRB Legislative Committee members will travel to Olympia for a legislative visit January 30-February 1, 2024, and that WSABRB has budgeted financial assistance for certain travel expenses associated with that visit. Finally, he shared the [WSABRB Legislative Brochure](#).

Legislative Committee Chair Mary Lynne Evans reported that she will be attending WSABRB Legislative Committee meetings as well as APA WA Legislative Committee meetings and will bring information from those to the King County Legislative Committee so that it may decide whether it is in alignment with either/both of those committees or if there are differences in policy direction and/or priority. She shared that King County Legislative Committee members are invited to attend WSABRB Legislative Committee Meetings. Also, she provided an overview of the [APA WA 2024 Legislative Priorities](#), and the members discussed the same.

**VI. VOTE TO AMEND ORGANIZATION AND RULES OF PRACTICE AND PROCEDURE (ORPP)**

Members voted regarding the proposed changes to the ORPP that were filed with the King County Superior Court Clerk's Office under its cause no. 23-0-00800-9 SEA. The proposed changes were advertised in the Seattle Times on October 20, 2023.

*Action: Robert Cook moved and Mary Lynne Evans seconded the motion to approve the proposed amendments to the ORPP as advertised.*

*Board members voted ten in favor of approving the proposed changes. The amended ORPP will be filed with the King County Superior Court Clerk's Office and posted on the Board's website.*

**VII. DISCUSSION AND POSSIBLE VOTE RE EXECUTIVE SECRETARY 2024 EXECUTIVE LEAVE AWARD**

Chair Margeson stated that he and Ms. Miklethun had discussed the King County annual executive leave process and relayed that they both felt it was appropriate for the Board to take on the annual consideration and award of executive leave for the Executive Secretary. Chair Margeson relayed that he had asked the Personnel Committee to review King County HR Policy No. 2021-0010 and to make a recommendation regarding an award of executive leave to Ms. Miklethun for 2024.

*Action: Stephen Toy moved and Chandler Felt seconded the motion award Executive Secretary Shelby Miklethun ten days of executive leave for 2024.*

*Board members voted ten in favor of approving the award of ten days of executive leave to Executive Secretary Shelby Miklethun for 2024.*

**VIII. NEW BUSINESS:**

**A. NEW FILES 2416 AND 2417**

**2416**

The Board received a Notice of Intention (2416) submitted by the City of Auburn "Auburn." The members received a summary for File No. 2416 in their meeting packets. Ms. Miklethun shared King County iMap mapping of the area, and the members discussed the file.

Ms. Miklethun relayed that Auburn proposes to annex a 156-acre incorporated island, known as "The Bridges," of the City of Kent "Kent" that is wholly surrounded by Auburn per RCW 35.10.271(2). She shared that this incorporated island is partially residentially developed, but it includes 13 acres of undeveloped property. She added that the method of annexation requires resolutions by both city councils to approve the annexation and that the cities have been working together on an interlocal agreement regarding the details of the annexation. She then reported that she had been made aware that day that further minor corrections to the legal description are needed pursuant to analysis from the King County Assessor's Office and King County Elections. She added that she would notify the parties of the issue later in the evening so that the corrections could be made as soon as possible.

The members discussed the NOI and noted that the NOI states that residents of the proposed annexation area support the proposed annexation and also that the proposal is a good example of interested parties working together to address a complex issue.

**2417**

The Board received a Notice of Intention (2417) submitted by the Soos Creek Water & District "Soos Creek." The members received a summary for File No. 2417 in their meeting packets. Ms. Miklethun shared King County iMap mapping of the area, and the members discussed the file. She also relayed that due to helpful information from Soos Creek, staff has determined that the Board does not need to collect certain petition certifications from special purpose districts.

Ms. Miklethun relayed that Soos Creek proposes to annex approximately 79.9 acres in the City of Covington adjacent to its current boundary for sewer services in support of the LakePointe development. She added that the proposed annexation area is included in Soos Creek's approved sewer plan and that the area is already part of the Covington Water District for the purpose of water service. The members then discussed the NOI.

**B. MASTERLIST**

Ms. Miklethun presented the most updated Masterlist information to the members and demonstrated the additional data fields requested by the staff of the Growth Management Planning Council (GMPC.)

**C. UPCOMING ACTIONS/OTHER UPDATES**

Ms. Miklethun relayed that the GMPC has moved its annexation discussion to 2024.

**IX. ADJOURNMENT**

Chair Margeson adjourned the Regular Meeting at approximately 8:25 P.M.