

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

REGULAR MEETING

February 13, 2025

I. CALL TO ORDER

Chair Stephen Toy convened the meeting at 7:04 P.M.

II. ROLL CALL

The following members were present:

Robert Cook	Teresa Platin
Mary Lynne Evans	Cheryl Scheuerman
Chandler Felt	
Marlin Gabbert	
Jay Hamlin	
Ken Hearing	

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

III. PUBLIC COMMENT

There were no public comments.

IV. MINUTES

REGULAR MEETING – JANUARY 9, 2025

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

Action: *Chandler Felt moved and Ken Hearing seconded the motion to adopt the draft minutes for the Regular Meeting of January 9, 2025.*

Board members voted eight in favor of approving this record of the Regular Meeting.

V. ADMINISTRATION

A. CHAIR'S REPORT

Chair Toy thanked Robert Cook for his leadership as chair in the prior year and also expressed his gratitude to members and staff for their flexibility that allowed the Board to conduct the meeting during the snow event. He also noted that it was the final meeting for Robert Cook and Marlin Gabbert and joined the Members and staff in thanking them both for their service to the Board. Finally, Chair Toy amended the Regular Meeting Agenda to continue Agenda Item No. VI – Executive Session to the March 13, 2025, Regular Meeting.

B. EXECUTIVE SECRETARY'S REPORT

Ms. Miklethun echoed Chair Toy's sentiments of gratitude to Robert Cook and Marlin Gabbert for their service as well as to Members for their flexibility regarding the hybrid meeting. She provided an update regarding her current work, including asking Members to submit photos for the 2024 Year In Review.

C. COMMITTEE REPORTS

1. BUDGET COMMITTEE

Budget Committee Chair Jay Hamlin shared that he would be scheduling a Budget Committee meeting to discuss the final spending-to-budget data for the 2023-2024 Biennial Budget as well as to discuss both the 2025 Annual Budget as well as planning for the 2026-2027 Biennial Budget. He added that he and Ms. Miklethun would be meeting with staff from the King County Office of Performance, Strategy and Budget regarding 2026-2027 planning. Ms. Miklethun added that all financial targets and deadlines were met for the 2023-2024 Biennial Budget with an overall 98% spend to budget ratio. She thanked Ms. Velasquez for her work in support of those goals. Finally, she added that as of yet, the Board has not been asked to identify spending cuts for the 2026-2027 Biennial Budget.

2. LEGISLATIVE COMMITTEE

WSABRB Legislative Committee Chair Chandler Felt provided a report as Legislative Committee Chair Mary Lynne Evans was unable to attend the meeting. He shared that information regarding two bills of interest to WSABRB: [HB 1304](#) and [SB 5660](#). He described that HB 1304 relates to the process in which BRB Clerks intake and review Notices of Intention for completeness and added that WSABRB submitted a letter of support for the bill and also provided testimony in support before the House Local Government Committee. He then reported that the bill passed the House unanimously. Regarding SB 5660, WSABRB Legislative Committee Chair Felt shared that the bill would allow certain urban services outside of the urban growth area boundary and would also remove the involvement of boundary review boards in its proposed processes for the new extensions of service. He added that WSABRB submitted a letter of opposition for the bill and also provided testimony in opposition before the Senate Local Government Committee. Members and WSABRB Legislative Chair Felt discussed SB 5660 in detail.

WSABRB Legislative Committee Chair Felt then shared that he, Cheryl Scheuerman, Ms. Miklethun and WSABRB President Marcel Goulet conducted the WSABRB Legislative Visit on Olympia on February 4-5. He reported that the visit featured meetings with approximately 20 legislators and/or their staff and offered the opportunity to share information regarding the value of boundary review boards. Cheryl Scheuerman added that she felt the visit went well and was a great learning experience for both legislators as well as WSABRB members. Chair Toy thanked those who went and shared that bill testimony is available via the bill pages on the [Legislature's website](#).

3. PERSONNEL COMMITTEE

Committee Chair Ken Hearing reported that he had met with Chair Toy, Robert Cook and Ms. Miklethun on January 24, 2025, to discuss Ms. Miklethun's work plan. He shared that the purpose of the work plan is to assist in assessing her performance and drafting her annual performance appraisal as well as to document her specific duties. He added that he will continue to work with Ms. Miklethun regarding crafting this documentation as well as providing performance feedback. Ms. Miklethun expressed her thanks for Committee Chair Hearing's and the Board's support in this effort.

VI. EXECUTIVE SESSION

Chair Toy continued the planned Executive Session to the March 13, 2025, Regular Meeting.

VII. DEBRIEF MINI-ZOOM TRAINING

Members and Ms. Miklethun discussed the [WSABRB Mini-Zoom Training](#) that she and several members attended on February 6, 2025, which featured educational information regarding boundary review board rules and member recruitment strategies. Ms. Miklethun reported that WSABRB is looking to increase engagement with its members outside of the WSABRB Annual Conference and that the Mini-Zoom Trainings are a new program that the [WSABRB Education Committee](#) started in 2025 in support of that effort. Chair Toy shared that he noted learning that Pierce County and Snohomish County are approaching the one million resident threshold that will trigger those boards to grow from five members to eleven members.

VIII. BOARD MEMBER RECRUITMENT UPDATE

Ms. Miklethun reported that the Board currently has two vacancies (one appointed by the King County Executive and one appointed by the mayors of King County) and that beginning March 1, 2025, there will be two additional vacancies (one appointed by the fire commissioners of King County and one appointed by the water and sewer districts of King County.) She then shared details regarding the mayor's current nomination/election process and the associated dates. Finally, she added that she has reached out to the other appointing entities. Members discussed Cheryl Scheuerman's pending term expiration on February 28, 2025, and Ms. Miklethun shared that the water and sewer districts of King County had informed her that they would like to see her reappointed to another full term.

IX. NEW BUSINESS:

A. BOUNDARY REVIEW BOARD POSITION

Action: Chair Toy moved to reappoint Cheryl Scheuerman to a full special purpose district member position term (ending February 28, 2029) per RCW 36.93.051. Ken Hearing seconded the motion.

Board members voted seven in favor of reappointing Cheryl Scheuerman to a full special purpose district member position term (ending February 28, 2029) per RCW 36.93.051. Cheryl Scheuerman abstained.

B. THE MASTERLIST

The Masterlist was included in the Meeting Materials.

C. UPCOMING ACTIONS

Ms. Miklethun and Members discussed potential new files as well as stakeholder questions posed to staff in February.

X. ADJOURNMENT

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