

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

April 9, 2026

MINUTES

I. CALL TO ORDER

Chair Cheryl Scheuerman convened the meeting at 7:02 P.M.

II. ROLL CALL

The following members were present:

~~Mary Lynne Evans~~

~~Matthew Everett~~

Chandler Felt

Karen Howe

Jay Hamlin

Ken Hearing

Teresa Platin

Stephen Toy

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

III. PUBLIC COMMENT

There were no public comments.

IV. MINUTES

REGULAR MEETING – MARCH 12, 2026

Chair Scheuerman presented the minutes of the Regular Meeting of March 12, 2026, for review and action by the members.

Action: Jay Hamlin moved and Ken Hearing seconded the motion to adopt the draft minutes for the Regular Meeting of March 12, 2026.

Board members voted six in favor of approving this record of the Regular Meeting. Karen Howe abstained as she was not a Board Member on March 12, 2026, and, therefore, did not attend the Regular Meeting of March 12, 2026.

V. ADMINISTRATION

A. CHAIR'S REPORT

Chair Scheuerman welcomed Karen Howe to the Board. She then shared that she would be circulating a thank you card for Karen Meyering to express the Board's gratitude for her many years of service to the County in support of annexations.

B. EXECUTIVE SECRETARY'S REPORT

Ms. Miklethun reported that she and Ms. Velasquez had processed all outstanding payments for both member board fee payments as well as expense

reimbursements via the smart spreadsheet process. She then shared that as she had previously reported, she had sent application materials to both the King County Executive's Office and the City of Seattle Intergovernmental Relations Office for further action. She added that the King County Executive's Office has responded that that office is currently reviewing those materials. She further added that the City of Seattle has not responded to her inquiries. Next, she shared that she had met with Rey Sugui, Deputy Chief of Staff of the King County Department of Local Services (DLS,) and that he will be the annexation liaison for the King County Executive Branch going forward. She relayed that they discussed current annexation status and processes and that she felt that the conversation went well. She added that Daniel Cardwell, also of DLS, would still be involved with water/sewer annexations due to his role as the Chair of the Utilities Technical Review Committee. Next, Ms. Miklethun, reported that she had entered King County email account set up tickets for those members who had requested them and that she would continue to update members as she receives additional information. She then again shared that that the [WSABRB YouTube account](#) is publicly available. Finally, she demonstrated the Board's new annexation map on the Board's [website](#).

C. COMMITTEE REPORTS

1. LEGISLATIVE COMMITTEE

As Legislative Committee Chair Mary Lynne Evans could not attend the meeting, Chandler Felt provided a report regarding the conclusion of the 2026 State Legislative Session on behalf of the Board's Legislative Committee as well as the WSABRB Legislative Committee, which he chairs. He shared that [HB 1710](#) passed and affects voting rights, but he added it could also add to BRB clerk workloads regarding annexations as it requires a preclearance process for jurisdictions that meet certain criteria. He reported that the Attorney General's Office will be involved in that process and that the WSABRB Legislative Committee will continue to monitor the implementation process for the legislation.

Ms. Miklethun added that the King County Legislative Committee decided not to make public comment regarding potential updates to [King County Code Chapter 13](#) regarding water and sewer plans as the Committee had already had a chance to provide its feedback regarding the potential changes prior to the public comment period. She then shared that the King County Legislative Committee is looking at additional new potential changes provided by DLS and will be providing feedback in the near future.

VI. NEW MEMBER

New member Karen Howe (Fire Commissioners' position) introduced herself, and Members welcomed her to the Board. Karen Howe then recited the Board's Oath of Office.

VII. COMMITTEE ASSIGNMENTS

Members discussed committee assignments for new member Karen Howe. Karen Howe stated she was interested in joining the Steering Committee and the Legislative Committee.

Action: Stephen Toy moved and Teresa Platin seconded the motion to assign Karen Howe to both the Steering Committee and the Legislative Committee.

Board members voted nine in favor of assigning Karen Howe to both the Steering Committee and the Legislative Committee.

VIII. DISCUSSION AND POSSIBLE VOTE TO AMEND MEMBER VOUCHER PAYMENT STANDARD OPERATING PROCEDURES

Members and Ms. Miklethun discussed a proposed amendment to the Member Voucher Payment Standard Operating Procedures (SOP.) Ms. Miklethun reported that as the Board's Organization and Rules of Practice and Procedure (ORPP) language had changed, the corresponding language in the SOP needed to be updated to match the new ORPP language. Additionally, she shared that she would like for the Board to change expense reimbursements from a quarterly process to a monthly process in order to prevent a back log of pending reimbursements. Ms. Miklethun and the members discussed member payments in detail, including reviewing a spreadsheet of member attendance, board fees and reported expenses.

Action: Ken Hearing moved and Stephen Toy seconded the motion to amend the Member Voucher Payment Standard Operating Procedures which was last amended on May 8, 2025.

Board members voted nine in favor of amending the Member Voucher Payment Standard Operating Procedures which was last amended on May 8, 2025.

IX. NEW BUSINESS:

A. NEW FILE 2423

The Board received a [Notice of Intention](#) (File No. 2423) submitted by the Vashon Sewer District (the District.) Members received a [Summary](#) of File No. 2423 prior to the meeting. Ms. Miklethun shared King County iMap mapping of the area, and the members discussed the file.

Ms. Miklethun relayed that the District proposes to withdraw from territory that is located in an area in the southwestern portion of Vashon Island in the Spring Beach area. She reported that the Spring Beach area of the District is noncontiguous to the remainder of the District's territory, which is located on the north portion of Vashon Island, in and around the rural town. She added that the District reports that it originally annexed the area in the Spring Beach neighborhood at the request of the King County Department of Natural Resources and Parks (DNRP) due to concerns regarding untreated sewage being discharged by homes in the neighborhood into Puget Sound. However, Ms. Miklethun shared that the District reported that despite it annexing the area, it never served the area and no longer has any future plans to do so as the homeowners have instead worked with DNRP to install specialty onsite sewage systems in order to address wastewater and prevent the future discharge of untreated sewage into Puget Sound. Finally, Ms. Miklethun shared that the District reported that King County requested that it withdraw from the territory as part of the process for it to update its sewer plan as it no longer plans to serve the territory.

Members discussed the Notice of Intention in detail. As part of the discussion, Ms. Miklethun and the Members discussed the [statutory process](#) that may be used by water-sewer districts to withdraw territory pursuant to [RCW 57.28.035](#).

B. THE MASTERLIST

Ms. Miklethun noted that she had updated the Masterlist.

C. UPCOMING ACTIONS

Ms. Miklethun shared [information](#) regarding the statutory process to form new sewer districts pursuant to [RCW 57.04.140](#). She reported that she had received a question from DLS regarding the role of the Board regarding the potential formation of sewer district using this method.

X. ADJOURNMENT

Chair Scheuerman adjourned the Regular Meeting at approximately 8:43.