

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

REGULAR MEETING

May 8, 2025

I. CALL TO ORDER

Chair Stephen Toy convened the meeting at 7:06 P.M.

II. ROLL CALL

The following members were present:

Mary Lynne Evans

Chandler Felt

Jay Hamlin

Ken Hearing

Teresa Platin

~~Cheryl Scheuerman~~

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

III. PUBLIC COMMENT

There were no public comments.

IV. MINUTES

REGULAR MEETING – MARCH 13, 2025

Chair Toy presented the minutes of the Regular Meeting of February 13, 2025, for review and action by the members.

Action: Jay Hamlin moved and Mary Lynne Evans seconded the motion to adopt the draft minutes for the Regular Meeting of March 13, 2025.

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

V. ADMINISTRATION

A. CHAIR'S REPORT

Chair Toy stated that he looked forward to hearing about the meeting's upcoming agenda items.

B. EXECUTIVE SECRETARY'S REPORT

Ms. Miklethun shared that Shannon Braddock has been named by the King County Council as the King County Executive and that she will serve in that role until the new Executive takes office in January 2026. She added that Executive Braddock is not running for Executive in the November election. Next, she stated that the Board has received payment for the claim that it submitted to the Washington State Department of Revenue for unclaimed funds. She then reported that the newly piloted member expense manual pay process was successful and thanked Ms. Velasquez for her work on that new process. Next, she shared that the Board would be discussing and voting regarding a new member to represent water and sewer districts. Finally, she shared the information that she posted on the Board's website regarding the Board's open member positions.

C. COMMITTEE REPORTS

1. BUDGET COMMITTEE

Budget Committee Chair Jay Hamlin reported that the Board is currently at about a 30% spend-to-budget ratio at about 33% of the year completed timewise. He added that Ms. Miklethun discovered an overpayment to the Board of approximately \$11,000 and that she was able to work with County staff to resolve it and have it removed from the Board's budget. He then detailed several budget line items. Next, he shared that he is working with Ms. Miklethun and the PSB Budget staff regarding reviewing and responding to the Board's 2026-2027 pro forma budget proposal. Finally, he reported that the Executive will transmit her final proposed budget to the King County Council in September.

2. LEGISLATIVE COMMITTEES – WSABRB AND KING COUNTY

WSABRB Legislative Committee Chair Chandler Felt provided a report on behalf of that committee. He shared that the 2025 Legislative Session is complete and added that 2025 was a successful year for WSABRB. He reported that the WSABRB Legislative Committee generally undertook three task categories for the Legislative Session: 1) tracked and reviewed bills for their impacts on boundary review boards; 2) wrote letters and provided testimony in response to bills; and 3) met with individual legislators. He added that two important bills passed this year – [HB 1304](#) (clarified timelines and process regarding a clerk intaking and deeming an NOI complete) and [HB 1039](#) (established a time-limited process for a city to agree to provide urban services to a tribal area outside the urban growth area.) He also shared that four representatives of the WSABRB Legislative Committee traveled to Olympia in February and had a successful visit with over 20 legislators/legislative assistants.

King County BRB Legislative Committee Chair Mary Lynne Evans shared that the Legislative Committee has an opportunity to analyze both HB 1304 and HB 1039 for their potential effects to the King County BRB and also for implementation strategy. She proposed that the King County Legislative Committee take that on, and Members discussed the same and agreed it should do that. Members further discussed that the Steering Committee should also be involved as policies may need to be amended. Jay Hamlin also mentioned that the work could be helpful to WSABRB and potentially be a WSABRB Annual Conference topic.

3. NOMINATING COMMITTEE

Nominating Committee Chair Ken Hearing reported that he, Jay Hamlin and Ms. Miklethun met with Matthew Everett who has been nominated by the Washington Association of Sewer & Water Districts to serve a full term that expires February 28, 2029. Committee Chair Hearing shared that Matthew Everett provided the following information on his application regarding why he wishes to serve on the Board: "I hope to use my 42+ years of water and sewer municipal experience in various municipalities in King County. I have worked for both cities and utility districts and have dealt with many complex issues in King County." Committee Chair Hearing reported that he felt that Matthew Everett would be a perfect addition to the Board. Jay Hamlin shared that he was also impressed with the interview and application materials. Board members then discussed Matthew Everett's specific relevant experience.

VI. VOTE FOR NEW MEMBER

Action: Teresa Platin moved to appoint Matthew Everett to a full special purpose district member position term (ending February 28, 2029) per RCW 36.93.051. Chandler Felt seconded the motion.

Board members voted six in favor of reappointing Matthew Everett to a full special purpose district member position term (ending February 28, 2029) per RCW 36.93.051.

Chair Toy tabled the planned vote on committee assignments for the new board member until the next Board meeting.

VII. DISCUSSION AND POTENTIAL APPROVAL OF STANDARD OPERATING PROCEDURE AMENDMENT

The members and Ms. Miklethun discussed a proposed amendment to the Member Voucher Payment Standard Operating Procedures. Ms. Miklethun shared that she and Ms. Velasquez have been working on a manual payment process for expense reimbursements so that expense reimbursements are not reported as taxable income on 1099s. She then shared an amended version of the Member Voucher Payment Standard Operating Procedures that includes changes to reflect that members may be reimbursed for expenses and also describes the new manual pay process.

Action: Jay Hamlin moved and Ken Hearing seconded motion to amend the Member Voucher Payment Standard Operating Procedures which was originally adopted on April 11, 2024.

Board members voted six in favor to amend the Member Voucher Payment Standard Operating Procedures which was originally adopted on April 11, 2024.

VIII. 2025 LEGISLATIVE SESSION DEEP DIVE – HB 1304 AND HB 1039

Ms. Miklethun provided [overview information](#) regarding HB 1304 and HB 1039 as well as potential issues regarding implementation of both bills in King County. Members asked questions and discussed the same. WSABRB Legislative Committee Chair Chandler Felt and Board Counsel Robert C. Kaufman additionally answered questions regarding both bills.

IX. NEW BUSINESS:

A. NONE

B. THE MASTERLIST

The Masterlist was included in the Meeting Materials.

C. UPCOMING ACTIONS

Ms. Miklethun relayed information regarding a potential future annexation to the City of Bellevue in the Cougar Mountain area.

X. ADJOURNMENT

Chair Toy adjourned the Regular Meeting at approximately 8:35 P.M.