

***The Washington State Boundary Review Board
For King County***

REGULAR MEETING

7:00 P.M.

Thursday, May 8, 2025

***Bellevue Fire Department Station 9 a/k/a Newcastle Fire Station
12412 Newcastle Way, Bellevue, WA 98006***

Hybrid Option: Zoom Meeting ID: 869 0339 3324, Passcode: 446243

NOTE TO THE PUBLIC:

This meeting is open to the public pursuant to the Open Public Meetings Act (OPMA).

I. CALL TO ORDER – 7:00 PM

Stephen Toy, Chair

II. ROLL CALL

Mary Lynne Evans
Chandler Felt
Jay Hamlin
Ken Hearing
Teresa Platin
Cheryl Scheuerman

III. PUBLIC COMMENT

IV. MINUTES:

Regular Meeting of March 13, 2025

V. ADMINISTRATION

- A. Chair's Report***
- B. Executive Secretary's Report***
- C. Committee Reports***
 - 1. Budget Committee***
 - 2. Legislative Committee***
 - 3. Nominating Committee***

***VI. VOTE FOR NEW MEMBER & DISCUSSION AND POTENTIAL COMMITTEE
ASSIGNMENT VOTE***

AGENDA

May 8, 2025

Page Two

A. Special Purpose District term which expires 2/28/29

VII. DISCUSSION AND POTENTIAL APPROVAL OF STANDARD OPERATING PROCEDURE AMENDMENT

A. Member Voucher Payment Standard Operating Procedures

VIII. 2025 LEGISLATIVE SESSION DEEP DIVE – [HB 1304](#) AND [HB 1039](#)

IX. NEW BUSINESS:

A. New File: None

B. Masterlist

C. Upcoming Actions/Other Updates

X. ADJOURNMENT

COMMITTEE MEMBERSHIP LIST

<i>Steering Committee*</i>
CHAIR: Cheryl Scheuerman
Mary Lynne Evans
Ken Hearing

<i>Nominating Committee*</i>
CHAIR: Ken Hearing
Jay Hamlin

<i>Personnel Committee*</i>
CHAIR: Ken Hearing
Jay Hamlin
Teresa Platin
Chandler Felt

<i>Legislative Committee*</i>
CHAIR: Mary Lynne Evans
Cheryl Scheuerman
Chandler Felt

<i>Budget Committee*</i>
CHAIR: Jay Hamlin
Teresa Platin

****Stephen Toy, as Board Chair, is an ex officio member on all committees***

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

REGULAR MEETING

March 13, 2025

I. CALL TO ORDER

Chair Stephen Toy convened the meeting at 7:07 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 – FEBRUARY 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 Ken Hearing seconded the motion to adopt the draft minutes for the Regular Meeting of February 13, 2025.

Board members voted six in favor of approving this record of the Regular Meeting. Mary Lynne Evans did not vote as she had not yet joined the meeting.

V. ADMINISTRATION

A. CHAIR'S REPORT

Chair Toy noted that the Board is currently operating with only seven members due to four vacancies and added that recruitment efforts would be discussed later in the Agenda.

B. EXECUTIVE SECRETARY'S REPORT

Ms. Miklethun shared that there were some parking changes at Bellevue Fire Station No. 9 and asked that Members not park directly behind the vehicle bay door. Teresa Platin asked if Ms. Miklethun could reminders for Members for the next few meetings, and she said that she could. Ms. Miklethun then thanked Members for reaching out to her regarding the inquiring of the possibility of having Member expenses reimbursed in a way that would not trigger a taxable income reporting. She explained that it had been the Board's practice to process Member payments in one manner, and that manner caused reimbursements to be reported as taxable income. She added that reimbursement payments, which should not be taxable income were being lumped together with Board Member fees, which are appropriately considered as income. She then shared that it was her belief that that practice was both incorrect and unfair. Further, she reported

that she had worked with King County Procurement and Payables (P&P) to attempt to find a solution and that P&P has offered the Manual Pay payment process as a method to reimburse Member expenses and not have that reported as taxable income. Then, she added that she and Ms. Velasquez will need to process expense reimbursements and Board Member fee payments separately, so Members should expect multiple checks. Ms. Miklethun then asked Members to confirm if they want her and Ms. Velasquez to process payments in that manner and added she may need additional documentation from Members in order to do so. Ms. Miklethun and the Members discussed the issue, and Members directed Ms. Miklethun to proceed with processing Member Quarter 1 Voucher expense reimbursements via the Manual Pay process as a trial and then report back to the Board regarding the trial at the next Board meeting.

C. COMMITTEE REPORTS

1. BUDGET COMMITTEE

Budget Committee Chair Jay Hamlin shared that there were three budget-related meetings this month. First, he reported that the Budget Committee met on February 27, 2025, and reviewed the final data from the 2023-2024 Biennial Budget which showed a 98% spend to budget ratio. He added that the Budget Committee reviewed that budget's line items and discussed specific areas of overspend and underspend, such as IT-related and training over expenditures. He then stated that the Budget Committee reviewed the 2025 Annual Budget and shared that the Board is currently at an 11% spend to budget ratio. He then added that the Budget Committee also discussed that the Board has so far not been asked to make cuts for the 2026-2027 Biennial Budget. Next, he added that he and Ms. Miklethun met with KCIT staff to discuss the Board's budget for IT-specific needs. Then, he shared that he and Ms. Miklethun also met with Gabby Lacson of the King County Office of Performance, Strategy and Budget to discuss the budget pro forma process. Finally, he shared that the Budget Committee's next meeting would likely be held in September.

2. LEGISLATIVE COMMITTEE

WSABRB Legislative Committee Chair Chandler Felt provided a report regarding the Legislative Session to date. He shared that WSABRB submitted letters and testified on two bills – HB 1304 and HB 1039. He added that the first legislative house of origin cutoff has occurred and stated that several bills that the WSABRB Legislature Committee opposed did not move forward. However, he added that [HB 1304](#), which WSABRB strongly supports did pass the House and had a Public Hearing in the Senate at which he testified in support of earlier in the day. He then shared that [HB 1039](#) is moving forward and would allow a city and a tribe to enter into an agreement for the city to provide water and/or sewer service to the tribe outside of the Urban Growth Area. He reported that the House version, which is the current version moving forward, is only applicable to Clark County, but that it could change as the Senate had amended its companion bill to make the process change applicable statewide. Finally, he shared that [HB 1710](#) regarding voting rights could have an effect on the annexation process but that the bill did not pass the House before the cutoff. Members then discussed that bill, and Ms. Miklethun explained that HB 1710 is regarding a proposed preclearance process that could increase annexation timelines and add additional tasks for BRB Clerks.

VI. EXECUTIVE SESSION

The Board held an Executive Session from 7:56 P.M. to 8:15 P.M. and then from 8:16 P.M. TO 8:20 P.M. per RCW 42.30.110(1)(i) in order to seek and receive legal advice from its legal counsel regarding potential litigation.

VII. BOARD MEMBER RECRUITMENT UPDATE

Ms. Miklethun reported that the Board currently has four vacancies due to Marlin Gabbert and Robert Cook finishing their terms. She then shared that the cities did not get any candidates in its recruitment process. Next, she suggested that the Board do some outreach such as drafting and distributing a press release in order to try and recruit additional qualified candidates in the community. She and the Members discussed the same. Chair Toy shared that he supported the idea and thought it could generate interest. Ms. Miklethun and the Members discussed the process that King County uses to recruit board and commission members generally. Members directed Ms. Miklethun to request that a recruitment notice be put on the website and to look at other recruitment options.

VIII. NEW BUSINESS:

A. NONE

Ms. Miklethun relayed information regarding recent conversations she had had with stakeholders.

B. THE MASTERLIST

The Masterlist was included in the Meeting Materials.

C. UPCOMING ACTIONS

None.

IX. ADJOURNMENT

Chair Toy adjourned the Regular Meeting at approximately 8:37 P.M.

Washington State Boundary Review Board for King County

Member Voucher Payment Standard Operating Procedures

Adopted April 11, 2024

Revised XXXXX

I. Policy Framework:

- a. Organization and Rules of Practice and Procedure Section ([ORPP](#)) II.A.4
 - i. COMPENSATION (Authority RCW 36.93)
 - ii. Compensation is provided for attendance at a Regular Meeting, Special Meeting, Public Hearing or Committee Meeting. Each Member of the Board shall be entitled to compensation at the statutory rate per day or major portion thereof for time actually devoted to the work of the Boundary Review Board. Each Member shall also be entitled to compensation at the statutory rate for other time actually devoted to the work of the Boundary Review Board (e.g., attendance at professional educational/training activities.) (Authority RCW 36.93.070)

II. Procedures

- a. Members will submit at least quarterly vouchers and receipts for reimbursable expenses no later than the day after the regular meetings in March, June, September and December. Members may submit vouchers more frequently, i.e., monthly, if they choose to do so.
- b. Members will submit vouchers to Angelica.Velasquez@kingcounty.gov and Shelby.Miklethun@kingcounty.gov.
- c. Committee meetings must be called by a King County Boundary Review Board committee chair to qualify for payment per ORPP II.A.4.
- d. Washington State Association of Boundary Review Boards (WSABRB) conferences, trainings and legislative visits will be considered professional educational/training activities per ORPP II.A.4. The Board Chair may limit the number of attendees for said activities based on the Board's budget.
- e. Members will be reimbursed for expenses, including, but not limited, to meals, lodging and vehicle mileage. Reimbursements, including those for expenses in excess of amounts [General Services Administration \(GSA\) Federal Per Diem](#) rates, will be at the Executive Secretary's discretion, and advanced permission, except for vehicle mileage to and from Board meetings, should be requested by Members to the Executive Secretary. The Executive Secretary's decision will be based on the reasonableness of the expense as well as the Board's budget. The Executive Secretary may consult with the Board Chair, Board Chair-Elect and/or Chair of the Budget Committee when evaluating said factors. Personal vehicle mileage will be paid at [GSA Federal Personal Vehicle Mileage](#) rates.
- f. Board Staff will promptly process voucher payments each quarter. Staff will make all efforts to pay Members in the budget cycle in which expenses were incurred. When possible, Board Staff shall process expense reimbursements via the King County Manual Pay payment process.
 - i. Board Staff will use the following expenditure codes for member payments:
 - A. 53812E – BOARD ELECT OFFICIAL FEE
 - a. Member compensation described in Section I above.
 - B. 53330B – PRIVATE AUTO MILEAGE

- a. Members must provide either specific trip addresses of start and finish or a number of total miles traveled.

C. 53310 – TRAVEL SUBSISTANCE IN STATE

- a. Member expense reimbursements while traveling for Board business. See Section II.C above.

D. 53120 - MISCELLANEOUS SERVICES

- a. Other expenses incurred by Members. See Section II.C above.

Washington State Boundary Review Board for King County

Member Voucher

Name: _____

BOARD ELECT OFFICIAL FEE - \$50.00

Date	Meeting

PRIVATE AUTO MILEAGE

[GSA Federal Personal Vehicle Mileage Rates](#)

Date	Start Address	Return Address	Mileage

TRAVEL SUBSISTANCE IN STATE – RECIEPTS REQUIRED

[GSA Federal Per Diem Rates](#)

Date	Item	Cost

Other – DETAIL THE EXPENSE

Date	Item	Cost