WASHINGTON STATE BOUNDARY REVIEW BOARD
FOR KING COUNTY

REGULAR MEETING

August 13, 2026

MINUTES

I. CALL TO ORDER

Chair Cheryl Scheuerman convened the meeting at 7:04 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: Robert C. Kaufman, Board Counsel, Shelby Miklethun, Angelica Velasquez

III. PUBLIC COMMENT

There were no public comments.

IV. MINUTES

REGULAR MEETING – JULY 9, 2026

Chair Scheuerman presented the minutes of the Regular Meeting of July 9, 2026, for review and action by the members.

Action: Stephen Toy moved and Chandler Felt seconded the motion to adopt the draft minutes for the Regular Meeting of July 9, 2026.

Board members voted six in favor of approving this record of the Regular Meeting. Mary Lynne Evans and Ken Hearing abstained as they did not attend the Regular Meeting of July 9, 2026.

V. ADMINISTRATION

A. CHAIR'S REPORT

Chair Scheuerman thanked everyone for their efforts and acknowledged the efforts that members and staff make on behalf of the Board, including the work that happens between regular meetings.

B. EXECUTIVE SECRETARY'S REPORT

Ms. Miklethun shared that it was her understanding that the Executive has selected a new member for Board's Executive-appointed vacant position and that the next step will be for the Executive to transmit legislation to the King County

Council regarding the same. She then added that the Personnel Committee would need to meet in order in preparation for the September Regular Meeting in which her annual performance appraisal would be on the agenda. Next, she encouraged members to participate in the 2026 WSABRB Annual Conference.

C. COMMITTEE REPORTS

1. STEERING COMMITTEE & NOMINATING COMMITTEE JOINT REPORT

Steering Committee Chair Jay Hamlin reported that Nominating Committee Chair Teresa Platin and Ms. Miklethun had met with representatives of the Sound Cities Association (SCA) regarding the mayor appointment process which requires involvement of the mayor of the largest city or town in the County per RCW 36.93.063. Ms. Miklethun added that she felt that the meeting with SCA went well and shared that she and Committee Chair Platin shared information regarding the history, status and statutory process regarding mayor appointments with the SCA representatives. She then added that SCA representatives expressed their interest in supporting the process pending more input from their Board as well more information from her and Committee Chair Platin. Next, Committee Chair Hamlin shared that after sending an email to the City of Seattle's Intergovernmental Relations Office on June 12, 2026, regarding this appointment process, he sent a letter to City of Seattle Mayor Katie Wilson on July 13, 2026, requesting that she call the required election meeting in order to fill the vacant position but that he had not received a response. He then added that he had reached out to various other community stakeholders and officials regarding the issue but shared that he has either not received responses or has been directed back to the City of Seattle Intergovernmental Relations staff. Next, he stated that as the statute states that the mayor of the largest city or town in the County may call the required election meeting, he shared the idea that he mayor of the Town of Yarrow Point may alternatively be able to call the meeting as it is the County's largest town. Then, Members discussed the same. Finally, he added that a future action item for this issue may be to seek a legislative change to the appointment process generally, and Members discussed that idea.

2. STEERING COMMITTEE REPORT

Steering Committee Chair Jay Hamlin reported that the Steering Committee and Ms. Miklethun met on July 22, 2026. He shared that the Steering Committee discussed four items: 1) the mayoral member appointment process; 2) a review of the Board's Organization and Rules of Practice and Procedure (ORPP) and Notice of Intention Instructions (Instructions) based on a discussion regarding petitions and electronic signatures; 3) timing issues associated with RCW 36.93.090 and interlocal agreement methods of annexation; and 4) and the Member payment compensation process. Members and Ms. Miklethun discussed the same.

VI. DISCUSS – AMERICAN PLANNING ASSOCIATION – WASHINGTON CHAPTER: CHALLENGES OF GROWTH MANAGEMENT ACT PROVISIONS RELATED TO URBAN GROWTH AREAS AND CITY ANNEXATIONS – JULY 17, 2026

Members reviewed and discussed the report, and Ms. Miklethun provided additional background and information as a report co-author. Chandler Felt and Mary Lynne Evans shared additional information and thoughts as APA WA members, and Members further discussed the report and related issues.

VII. TRAINING

A. PETITION METHOD OF ANNEXATIONS – FIRE DISTRICTS

Members and Ms. Miklethun discussed the petition method of annexation available to fire protection districts pursuant to RCW 52.04.021-RCW 52.04.051 as well as the associated King County Council legislative process pursuant to RCW 52.04.011.

B. ORIENTATION TO POTENTIAL ANNEXATION AREAS DEEP DIVE – FEDERAL WAY AREA

Using information and maps from King County iMap, the King County Comprehensive Plan, the King County Unincorporated Urban Area Annexation Area Databook and the database that Jay Hamlin organized, Members and Ms. Miklethun discussed the three King County Potential Annexation Areas (PAAs) assigned to the City of Federal Way as well as the two unassigned PAAs near Federal Way.

IX. OLD BUSINESS:

A. NONE

X. NEW BUSINESS:

A. NEW FILES: NONE

Ms. Miklethun shared that the Board had received a Notice of Intention from Water District No. 119 but had not yet received the associated payment. She added that it was her understanding that the cities of Federal Way, Kent and North Bend all continue to work on planned annexations. Additionally, she added that she, North Bend and a County interdepartmental technical work group undertook a new process to do a pre-review of the legal description for the North Bend planned annexation and that she felt that process went well and would be helpful going forward.

B. THE MASTERLIST

A link to the Masterlist was included in the Regular Meeting Agenda.

C. UPCOMING ACTIONS: NONE

XI. ADJOURNMENT

Chair Scheuerman adjourned the Regular Meeting at approximately 8:54 P.M.