

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

***REGULAR MEETING***

***7:00 P.M.***

***Thursday, August 14, 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  |
| Matthew Everett   |
| Chandler Felt     |
| Jay Hamlin        |
| Ken Hearing       |
| Teresa Platin     |
| Cheryl Scheuerman |

***III. PUBLIC COMMENT***

***IV. MINUTES:***

***Regular Meeting of July 10, 2025***

***V. ADMINISTRATION***

- A. Chair's Report***
- B. Executive Secretary's Report***
- C. Committee Reports***
  - 1. Steering Committee and Legislative Committee Joint Report***

**AGENDA**

**August 14, 2025**

**Page Two**

**VI. DISCUSS AND POTENTIALLY VOTE TO AMEND BOARD ORGANIZATION AND RULES OF PRACTICE AND PROCEDURE**

**VII. WATCH AND DISCUSS PORTION OF JULY 9, 2025, WASHINGTON STATE HOUSE LOCAL GOVERNMENT COMMITTEE MEETING RECORDING**

**VIII. 2025 MEETING PLANNING**

**IX. NEW BUSINESS:**

A. New File: None

B. Masterlist

C. Upcoming Actions/Other Updates

**X. ADJOURNMENT**

**COMMITTEE MEMBERSHIP LIST**

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

| <b><i>Nominating Committee*</i></b> |
|-------------------------------------|
| CHAIR: Ken Hearing                  |
| Jay Hamlin                          |
| Matthew Everett                     |
|                                     |

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

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

| <b><i>Budget Committee*</i></b> |
|---------------------------------|
| CHAIR: Jay Hamlin               |
| Teresa Platin                   |
| Matthew Everett                 |
|                                 |

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

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

**REGULAR MEETING**

**July 10, 2025**

**I. CALL TO ORDER**

Chair Stephen Toy convened the meeting at 7:02 P.M.

**II. ROLL CALL**

The following members were present:

~~Mary Lynne Evans~~

Matthew Everett

Chandler Felt

Jay Hamlin

Ken Hearing

Teresa Platin

Cheryl Scheuerman

Other attendees: Shelby Miklethun, Angelica Velasquez

**III. PUBLIC COMMENT**

There were no public comments.

**IV. MINUTES**

**REGULAR MEETING – MAY 8, 2025**

Chair Toy presented the minutes of the Regular Meeting of May 8, 2025, for review and action by the members. Chair Toy noted a typographical error in section IV of the draft minutes wherein the record should read “appointing” instead of “reappointing.”

*Action: Jay Hamlin moved and Chandler Felt seconded the motion to adopt the draft minutes for the Regular Meeting of May 8, 2025, with the word “appointing” substituted for “reappointing” in section VI.*

*Board members voted seven in favor of approving this record of the Regular Meeting. Cheryl Scheuerman abstained.*

**V. ADMINISTRATION**

**A. CHAIR’S REPORT**

Chair Toy welcomed new member Matthew Everett to the Board.

**B. EXECUTIVE SECRETARY’S REPORT**

Ms. Miklethun asked Members to send in any outstanding vouchers. She then provided an update regarding the Board’s three vacant member positions.

**C. COMMITTEE REPORTS**

**1. BUDGET COMMITTEE**

Budget Committee Chair Jay Hamlin reported that the Board is currently at about a 45% spend-to-budget ratio. He then provided information regarding several specific budget line items. Next, he shared that the Executive would transmit her proposed annual budget to the King County Council in September. Finally, he stated that the Budget Committee would hold its second meeting of the year sometime after that event.

## **2. STEERING COMMITTEE AND LEGISLATIVE COMMITTEE**

Steering Committee Chair and Legislative Committee Member Cheryl Scheuerman provided a report on behalf of both committees as they met on regarding similar topics on the same date (June 20, 2025.) She shared that both committees looked at [HB 1039](#) and [HB 1304](#) and discussed how both of those bills potentially interact with the Board's [Organization of Practice and Procedure](#) (ORPP.) She reported that both committees decided to have a joint meeting to work together regarding analysis and potential ORPP amendment in order to meet the requirements of HB 1304 specifically and that that meeting would be scheduled in the near future. The Members and Ms. Miklethun then discussed the process to amend the ORPP.

## **VI. NEW MEMBER**

New member Matthew Everett introduced himself, and members welcomed him to the Board. Matthew Everett then recited the Board's Oath of Office.

## **VII. COMMITTEE ASSIGNMENTS**

The members discussed committee assignments for new member Matthew Everett. Matthew Everett stated he was interested in joining the Budget Committee and the Nominating Committee.

*Action: Cheryl Scheuerman moved and Jay Hamlin seconded motion to assign Matthew Everett to the Nominating Committee and Budget Committee.*

*Board members voted seven in favor to assign Matthew Everett to the Nominating Committee and Budget Committee*

## **VIII. 2025 MEETING PLANNING**

Ms. Miklethun and the members reviewed an overview of potential events and Board and Committee meeting topics and dates for the months of August 2025 through January 2026.

## **IX. DISCUSSION REGARDING POTENTIALLY SCHEDULING MEETINGS WITH LEADERS**

Ms. Miklethun and the members discussed the idea of Members conducting short informational meetings with leaders in King County. Members expressed support regarding the idea and suggested additional groups in which to explore such meetings. Additionally, Members directed her to wait until 2026 in order to begin attempting to schedule the meetings.

## **X. TRAINING – OPEN PUBLIC MEETINGS ACT, PUBLIC RECORDS ACT, RECORDS MANAGEMENT**

Ms. Miklethun presented training materials on the [Open Public Meetings Act](#) and the [Public Records Act](#) (with records management information.) She and the members discussed these topics in detail. Ms. Miklethun shared that Board would continue to conduct these trainings biennially.

## **NEW BUSINESS:**

### **A. NONE**

### **B. THE MASTERLIST**

The Masterlist was included in the Meeting Materials.

### **C. UPCOMING ACTIONS**

Ms. Miklethun relayed information regarding potential upcoming annexation activity.

**X. ADJOURNMENT**

Chair Toy adjourned the Regular Meeting at approximately 9:01 P.M.

# *KC BRB - Meeting Planning – September to January*

## **September**

- Personnel Committee present draft PA
- Legislative Committee and Steering Committee Work for ORPP
  - BRB vote if did not happen in August

## **October**

- Potentially cancel due to WSABRB Conference on 10/16/25 (either Zoom or Kalama)

## **November**

- Budget Committee meeting if has not yet happened
- Finish any remaining Legislative Committee and Steering Committee work for ORPP

## **December**

- End of Year Celebration
- Nominating Committee meeting if has not yet happened

## **January**

- Chair Transition
- Chair Elect Vote
- Committee Assignments