

The Washington State Boundary Review Board For King County

REGULAR MEETING

7:00 P.M.

August 8, 2024

***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

Bob Cook, Chair

II. ROLL CALL

Mary Lynne Evans	Paul MacCready
Chandler Felt	Hank Margeson
Marlin Gabbert	Teresa Platin
Jay Hamlin	Cheryl Scheuerman
Ken Hearing	Stephen Toy

III. PUBLIC COMMENT

IV. MINUTES:

Regular Meeting of June 13, 2024

V. GUEST SPEAKER: CARL SCHROEDER, ASSOCIATION OF WASHINGTON CITIES

VI. TRAINING: CONFLICT DE-ESCALATION, KING COUNTY SHERIFF'S OFFICE

VII. ADMINISTRATION

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

AGENDA

August 8, 2024

Page Two

VIII. 2024 PLANNING – MEETINGS & COMMITTEE WORK

A. Board Membership & Terms

IX. NEW BUSINESS:

A. New File: 2420 which relates to the Sammamish Plateau Water & Sewer District proposing to de-annex the Ames Lake Road Potential De-Annexation Area.

File No. 2420
SAMMAMISH PLATEAU WATER & SEWER DISTRICT– AMES LAKE ROAD DE - ANNEXATION
45-Day Deadline: 9/13/24
2420 - BRB STAFF SUMMARY

B. Masterlist

C. Upcoming Actions/Other Updates

X. ADJOURNMENT

COMMITTEE MEMBERSHIP LIST

STEERING COMMITTEE*
CHAIR: Steve Toy
Mary Lynne Evans
Paul MacCready
Hank Margeson

NOMINATING COMMITTEE*
CHAIR: Hank Margeson
Jay Hamlin
Ken Hearing
Paul MacCready

PERSONNEL COMMITTEE*
CHAIR: Ken Hearing
Jay Hamlin
Teresa Platin
Chandler Felt

LEGISLATIVE COMMITTEE*
CHAIR: Mary Lynne Evans
Marlin Gabbert
Chandler Felt
Cheryl Scheuerman

BUDGET COMMITTEE*
CHAIR: Jay Hamlin
Marlin Gabbert
Cheryl Scheuerman
Teresa Platin

*Bob Cook, as Board Chair, is an ex officio member on all committees

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

REGULAR MEETING

June 13, 2024

I. CALL TO ORDER

Chair Bob Cook convened the meeting at 7:04 P.M.

II. ROLL CALL

The following members were present:

Robert Cook	Hank Margeson
Mary Lynne Evans	Paul MacCready
Chandler Felt	Teresa Platin
Marlin Gabbert	Cheryl Scheuerman
Jay Hamlin	Stephen Toy
Ken Hearing	

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

III. PUBLIC COMMENT

There were no public comments.

IV. MINUTES

REGULAR MEETING – MAY 9, 2024

Chair Cook presented the minutes of the Regular Meeting of May 9, 2024, for review and action by the members.

Action: Hank Margeson moved and Cheryl Scheuerman seconded the motion to adopt the draft minutes for the Regular Meeting of May 9, 2024.

Board members voted nine in favor of approving this record of the Regular Meeting. Teresa Platin abstained as she did not attend the May 9, 2024, Regular Meeting.

V. ADMINISTRATION

A. CHAIR'S REPORT

Chair Cook reported that he continues work with Ms. Miklethun regarding preparing for the Board's meetings.

B. EXECUTIVE SECRETARY'S REPORT

Ms. Miklethun reported shared that she continues to work with the King County Office of Performance, Strategy & Budget regarding the Board's proposed 2025 annual budget. She then provided an update on the status of King County's [Comprehensive Plan Update](#) process. Next, she stated that she has moved Board's items out of its storage room as the King County Department of Adult and Juvenile Detention will be converting that space into additional offices. She then added that as the Board has not been charged for using the storage space, the move will not have any budgetary impact.

VI. DISCUSSION AND VOTE REGARDING STANDARD OPERATING PROCEDURES DRAFT

The members and Ms. Miklethun discussed the newest version of the RCW 36.93.110 Waiver Standard Operating Procedures draft which included an edit requested by the members at the May 9, 2024 Regular Meeting.

Action: Ken Hearing moved and Hank Margeson seconded the motion to approve the RCW 36.93.110 Waiver Standard Operating Procedures.

Board members voted ten in favor to approve the RCW 36.93.110 Waiver Standard Operating Procedures.

**VII. 2024 PLANNING – MEETINGS & COMMITTEE WORK
BOARD MEMBERSHIP**

The members and Ms. Miklethun reviewed the membership roster and discussed that the following seven members have terms that end in early 2025: Cheryl Scheuerman, Teresa Platin, Mary Lynne Evans, Marlin Gabbert, Paul MacCready, Hank Margeson and Bob Cook. Ms. Miklethun shared that the process to appoint board members is determined by whether the member is appointed by the King County Executive, the cities of King County or the special purpose districts. She added that those processes require different steps, including potential work by the Nominating Committee, and have different timelines. She then requested that Board Members with terms expiring in 2025 let her know by the next Regular Meeting on August 8, 2024, whether they wish to seek another term. Chair Cook and the members then discussed that only the Legislature can change the Board's membership terms via the legislative process. Finally, Ms. Miklethun confirmed that there are no term limits for BRB members as the BRB is not a King County board.

MEETING PLANNING

The members and Ms. Miklethun discussed potential meeting content/items by month that need to be addressed by the Board through January 2025 as well as associated committee meetings and work. They discussed that the Budget Committee, the Personnel Committee, the Steering Committee and the Nominating Committee all have items will need to be addressed during that time period. Specific items included the Steering Committee's report out to the Board for the year as well as the Board's annual Year in Review. Additionally, Ms. Miklethun and the members discussed upcoming associated Board activities, such as the [WSABRB Annual Conference](#) on October 24, 2024. Board members also discussed the need for the Legislative Committee to meet after the General Election in November.

VIII. BRB TOOLS & RESOURCES

Ms. Miklethun demonstrated the Board's new [website](#) for members. She specifically highlighted the Board's new [Meeting](#) page and [Frequently Requested Documents](#) page. She shared that many of the documents from the Board's prior notebook-version "Board Member Manual" are now located on this site. Members provided feedback including openness to receiving materials via web link vs. email attachment. Jay Hamlin then demonstrated tools and resources available for BRB members via the [WSABRB website](#).

IX. NEW BUSINESS:

There was no new business before the Board.

X. ADJOURNMENT

Chair Cook adjourned the Regular Meeting at approximately 8:18 P.M.

KC BRB - Meeting Planning – August to January

August

- Carl Schroeder, AWC
- Deputy Ross, KSCO
 - Conflict De-escalation Training

Budget Committee Meeting

September

- Shelby's Performance Appraisal

Requires Personnel Committee Work

October

- Cancel?
- WSABRB Conference 10/24/24

November

- Steering Committee Report

Requires Steering Committee Work

December

- End of Year Celebration

January

- Chair Transition
- Chair Elect Vote
- Committee Assignments
- Begin Drafting Year In Review
- Potential Vote(s) Re New Member(s) - could be moved to Feb if there is a Feb 2025 Meeting
 - Only If Necessary

Requires Nominating Committee Work

SUMMARY

FILE NO. 2420
ENTITY: SAMMAMISH PLATEAU WATER & SEWER DISTRICT
ACTION: WITHDRAWAL PETITION
TITLE: AMES LAKE ROAD WATER DE-ANNEXATION

THOMAS GUIDE MAP: 568
DATE FILED: 7/30/24
DISTRIBUTED: 8/1/24
EXPIRATION 45 DAYS: 9/13/24
BOARD MEETING: 8/8/24

NOI Link: <https://cdn.kingcounty.gov/-/media/king-county/independent/governance-and-leadership/government-oversight/boundary-review-board/docs/nois/2420.pdf?rev=71076f910d5e4069871a052aaf0a05cd&hash=3C02481448092D4CAD120A26A2BE543A>

Introduction	The proposed withdrawal of territory would remove territory (four parcels) from the Sammamish Plateau Water & Sewer District so that the removed territory may be serviced by the Ames Lake Water Association. The Sammamish Plateau Water & Sewer District does not currently provide service to these parcels.
Location	The territory includes four tax parcels and a portion of Ames Lake Road adjacent to the tax parcels with frontage on Ames Lake Road. Three of the parcels are located in the southwest quarter of Section 24, Township 25 North, Range 6 East, and the fourth parcel is located in the northwest quarter of Section 25, Township 25 North, Range 6 East. The area can be generally described as being west of 268th Ave NE, east of 266th Ave NE, south of NE 30th St, and north of NE 22nd St (if all extended.)
Land Area	25 acres
No. of Parcels	4
Parcel Nos.	2425069059, 2425069026, 2425069012, 2525069035
Existing Land Use	Single-family residential
Population	Approximately 15 residents
Assessed Valuation	\$4,676,000
County Zoning:	RA-5
County Comprehensive Plan	The County Comprehensive Plan identifies this area rural and zoned RA-5.
City Comprehensive Plan/City Zoning	N/A
Franchises/Interlocal Agreements	A franchise is not required. However, street use permits will be required if facilities are developed in the County right-of-way. The Ames Lake Water Association has agreed to include the territory into its water service area if it is withdrawn from the Sammamish Plateau Water & Sewer District.
Special Purpose Districts	King County Fire Protection District No. 34 provides fire service to this area.
Urban Growth Area (UGA)	The proposed territory is located outside the Urban Growth Area.
SEPA Declaration:	The Sammamish Plateau Water & Sewer District Issued a Determination of Non Significance on June 5, 2024.

ENTITIES/AGENCIES NOTIFIED:

King County Councilmember:	Sarah Perry, District 3
King County Departments	KCIT, King County Council, Department of Assessments, Department of Community and Human Services, Department of Executive Services, Department of Local Services, Department of Natural Resources and Parks, King County Elections, King County Executive's Office, King County Prosecuting Attorney's Office, King County Sheriff's Office, Public Health Seattle & King County
Cities:	Duvall, Carnation, Snoqualmie, Issaquah, Newcastle, Bellevue, Sammamish, Redmond, Kirkland, Woodinville
Fire Districts & Regional Fire Authorities:	Woodinville Fire & Rescue, King County Fire Protection District No. 45, King County Fire Protection District No. 10, King County Fire Protection District No. 27, King County Fire Protection District No. 38, King County Fire Protection District No. 34
Water Districts:	Woodinville Water District, King County Water District 119, Fall City Water District, King County Water District 90, Coal Creek Utility District, King County Water District 117, Northshore Utility District, Northeast Sammamish Water & Sewer District, Sammamish Plateau Water & Sewer District
Sewer Districts:	N/A
School District:	Northshore, Riverview, Issaquah, Bellevue, Lake Washington, Snoqualmie Valley
Hospital Districts:	Public Hospital District No. 1, Public Hospital District No. 2, Public Hospital District No. 4
Other:	Puget Sound Regional Council, Puget Sound Energy, Sound Transit, King County Library System, Port of Seattle, Washington State Department of Ecology, Snoqualmie Indian Tribe, Ames Lake Water Association

SUMMARY - FILE NO. 2420

The Sammamish Plateau Water & Sewer District "the District" proposes to withdraw from its territory approximately 25 acres located in the unincorporated area east of the City of Sammamish for purposes of water service. The District initiated this withdrawal of territory, based upon a petition of qualified voters, pursuant to RCW 57.28 (Withdrawal of Territory) which permits withdrawal of territory by the District Board of Commissioners upon filing of a petition of qualified voters. A Resolution for Withdrawal of Territory was approved by the District in July 2024.

This proposed area to be withdrawn from the District "the Territory" is comprised of four parcels and is zoned RA-5. Three of the parcels include occupied single-family residences, and one parcel has a single-family residence that is currently being constructed. The Territory is located outside the Urban Growth Area as identified under the State Growth Management Act (GMA) and the King County Comprehensive Plan. The District does not currently provide service to the Territory. Rather, three of the parcels in the Territory use private wells for water service, and the fourth parcel does not have water service.

The District's current Water Comprehensive Plan was approved by the District's governing body via its Resolution No. 4959 on May 11, 2020. It was then approved by the King County Council via Ordinance No. 19069 on March 24, 2020, and the Washington State Department of Health via letter on April 23, 2020. This plan allows for withdrawal of the Territory upon agreement with adjacent water purveyor(s) for water service.

The Ames Lake Water Association Board of Directors "Ames Lake" agreed to include the territory into its water service area if it is withdrawn from the Sammamish Plateau Water & Sewer District at its March 12, 2024 meeting. Via its 2018 Water Comprehensive Plan, Ames Lake reports that it has six water reservoirs for a total system storage volume of 1,064,000 gallons. It also reports that it draws this water from eight groundwater wells, six of which are active and two of which are emergency. Further, it states that it has water mains that can serve the Territory and that developers would be responsible for system improvement costs and extension plans.

The Territory is located outside the Urban Growth Area and is therefore not eligible for sewer service. The District reports that this proposed withdrawal of territory would not affect fire protection service to the Territory and that service would continue to be provided by King County Fire District 34.

The District reports that the currently proposed withdraw of territory is consistent with the following sections of both the King County Comprehensive Plan and King County Countywide Planning Policies.

King County Comprehensive Plan

- **RP-101:** King County shall strive to provide a high quality of life for all of its residents by working with cities, special purpose districts and residents to develop attractive, safe and accessible communities at appropriate urban and rural service levels; retain rural character and rural neighborhoods; support economic development promote equity and social justice; preserve and maintain resource and open space lands; preserve the natural environment; and protect significant cultural and historic
- **RP-104:** King County's planning should include multicounty, countywide, and subarea levels of planning. Working with residents, special purpose districts and cities as planning partners, the county shall strive to balance the differing needs identified across or within plans at these geographic levels.

- **F-101:** King County, the cities, special purpose districts or local service providers shall plan as partners. King County's planning will focus on unclaimed urban unincorporated areas and cities' Potential Annexation Areas.
- **F-107:** King County will, in cooperation with special purpose districts or local service providers, continue to plan for and provide public services to the Rural Area and Natural Resource Lands, consistent with rural standards and needs.
- **F-204:** King County should work with the cities, special purpose districts and other service providers to define regional and local services and to determine the appropriate providers of those services.
- **F-233** In both the Urban Growth Area and Rural Areas of King County, all new construction and all new subdivisions shall be served by an existing Group A public water system except in the circumstance when no Group A public water system can provide service in a timely and reasonable manner per Revised Code of Washington 70.116.060 and 43.20.260 or when no existing system is willing and able to provide safe and reliable potable water with reasonable economy and efficiency per Revised Code of Washington 19.27.09.

King County Countywide Planning Policies

- **DP-49:** Limit the extension of urban infrastructure improvements through the Rural Area to only cases where it is necessary to serve the Urban Growth Area and where there are no other feasible alignments. Such limited extensions may be considered only if land use controls are in place to restrict uses appropriate for the Rural Area and only if access management controls are in place to prohibit tie-ins to the extended facilities.
- **PF-6** Coordinate water supply among local jurisdictions, tribal governments, and water purveyors to provide reliable and cost effective sources of water for all users, including residents, businesses fire district, and aquatic species.
- **PF-8** Recognize and support agreements with water purveyors in adjacent cities and counties to promote effective conveyance of water supplies and to secure adequate supplies for emergencies.

The District reports that its proposed withdrawal of territory by the District is consistent with the provisions of RCW 36.93 (Boundary Review Board Regulations). Specifically, RCW 36.93.180 requires that such actions be evaluated with respect to nine objectives. In this application, the District has identified the following key objectives as being relevant for specific consideration:

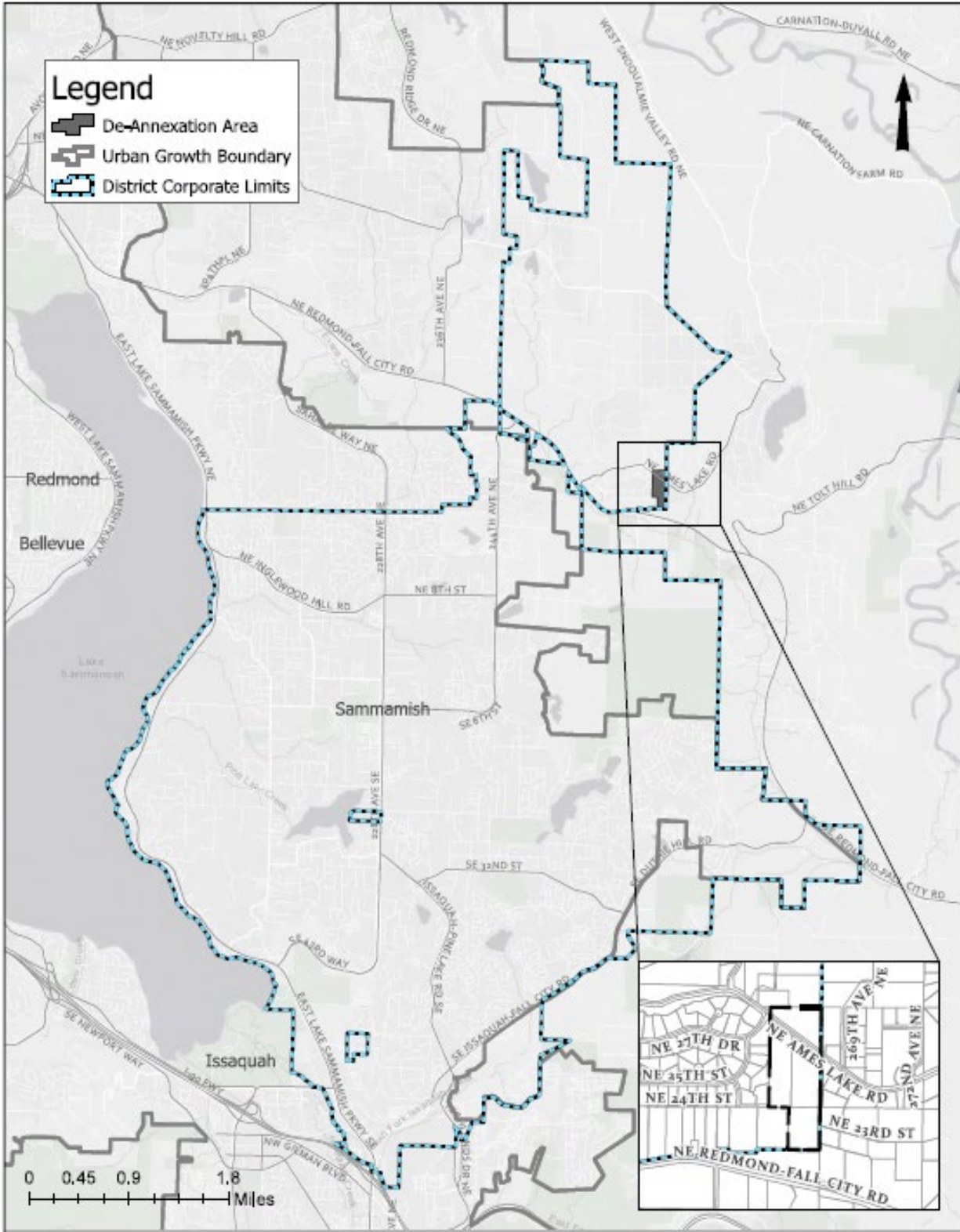
- **Objective 3:** Creation and preservation of logical service areas
- **Objective 4:** Prevention of abnormally irregular boundaries

FILE NO. 2420-SAMMAMISH PLATEAU WATER & SEWER DISTRICT – AMES LAKE ROAD WATER DE-ANNEXATION MAPS

Link to Unmarked Assessor's Office Map – SW 24-25-06

https://aqua.kingcounty.gov/assessor/emap/InternetPDF/qs_SW242506.pdf





Ames Lake Road Water De-Annexation
 Vicinity Map with only Corporate Limits and De-Annexation Proposal area

WASHINGTON STATE ASSOCIATION OF BOUNDARY REVIEW BOARDS

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- CONFERENCES

2024 WSABRB Conference

October 24, 2024

Online



Conference Agenda (Draft)

Thursday, October 24

- 08:00 am Introductory Remarks: WSABRB President
- 08:15 am Virtual Introductions
- 09:00 am Orientation to Boundary Review Boards
- 10:00 am Break
- 10:15 am Remarks Delivered by Senator Liz Lovelett
- 10:30 am Legislative Committee
- 11:30 am WSABRB Tools & Aids
- 12:30 pm Lunch Break
- 01:00 pm Business Meeting
- 02:00 pm Education Committee
- 03:00 pm Break
- 03:15 pm Interlocal Agreements
- 03:45 pm County Round Robin
- 04:45 pm Good of the Order

Friday, October 25

- 09:00 am Executive Board Meeting
- 10:30 am Conference Adjourned

Conference Binder (TBD)

- Conference Materials**
- [Agenda](#)
 - [Attendees \(TBD\)](#)
 - [Audio \(TBD\)](#)
 - [Biographies \(TBD\)](#)
 - [Financial \(TBD\)](#)
 - [Pictures \(TBD\)](#)
 - [Presentations \(TBD\)](#)

[2024-2025 Committee Sign-up](#)

Conference Feedback (TBD)

WSABRRB Newsletter



Issue #3

July 2024

Washington State Association of Boundary Review Boards



2024 Annual Conference

Marcel Goulet, Association Conference Committee Chair

The Washington State Association of Boundary Review Boards Annual Conference 2024 will be held Online October 24, 2024.

The Annual Conference is generally the only opportunity for all BRB members and staff to meet. The conference provides the opportunity to share experiences, network with other members and staff, refresh one's knowledge of the BRB process and procedures, and to conduct Association business.

The Association Executive Board encourages all members and staff to attend, but the conference is especially useful for new members and staff. Last year we met in-person in Pierce County; this year we will have an online conference. In 2025 we plan to meet in person.

Agenda items are in the final planning stages, but we expect to have a session with WA Senator Liz Lovelett from the 40th Legislative District, the always great BRB orientation with Robert Kaufman the King County Board Council, presentations by the Legislative and Education Committees, and presentation on Interlocal Agreements and more!

It will be a full day of information, starting at 8:00am and running to 5:00pm. 5 Counties can gather as a group and attend together, or attend on your own.

Cost is \$100 a person (about half the in person cost). The fee helps the Association fund education and legislative actions throughout the year. Additional information and registration are on <http://wsabrb.org>.

We are always looking for fresh faces on the WSABRRB Committees .

Please consider getting involved.

Contact President Bob Skaggs if you are interested.

bandbskaggs@comcast.net



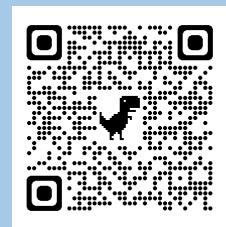
WSABRRB Resources

Web: wsabrb.org

Email: wsabrborg@gmail.com

Association Directory: [PDF](#)

Updated as of 07/23/24





WSABRB Proposed Mini Zoom Training

Alison Sing, Education Committee Chair

Shelby Miklethun, King County Executive Secretary

The Washington State Association of Boundary Review Boards (WSABRB) was originally formed as an organization for the purpose of building unity and collaboration among the counties that formed a Boundary Review Board (BRB) as authorized under RCW Chapter 36.93.

In preparing for our 2024 Annual Conference, the WSABRB Executive Board recognized the financial and budgetary constraints faced by our fellow BRB counties and elected to hold an online conference on October 24, 2024. We also understand that a single annual conference does not fully address the educational needs nor the challenges facing our professional BRB staff. We will be discussing the following premise:

What if the WSABRB could conduct 2-3 Mini-Zoom sessions of 60-90 minutes with our participating BRB counties during the year leading up to the Annual Conference?

Therefore, we would like to see how many counties are interested in participating in mini-Zoom sessions. It would be advantageous if staff and BRB members could meet together for these training sessions. This would allow the BRB staff and board members to discuss their own needs. Additionally, hearing how other counties are managing the same issue can be productive. These sessions provide an opportunity to share knowledge and processes without reinventing the wheel.

WSABRB will discuss this in further detail at our annual conference this Fall. Our goal is to plan for and schedule three mini-Zoom sessions in 2025 leading up to the Annual Conference in 2025.

If you are interested in participating or want more information, please contact the following:

- Shelby Miklethun, King County BRB Executive Secretary at 206-263-9772 or email Shelby.Miklethun@kingcounty.gov
- Alison W. Sing, Snohomish BRB - WSABRB Education Chair at 425-742-1782 or email alisonwsing@comcast.net

We would like to hear from folks regarding interest by August 30.

Read the full text of the proposal at wsabrb.org/training-sessions

WSABRB
P.O. Box 474
Bellevue, WA 98009-0474

The mission of the WSABRB is to provide an organization for education and discussion and advocate for [RCW 36.93](#) on matters of interest to Boundary Review Boards (BRBs) within Washington State.

The Association is registered with the Washington State Secretary of State, Corporations & Charities, as a Nonprofit Corporation. (UBI 601 910 447)

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