

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

REGULAR MEETING

7:00 P.M.

Thursday, September 10, 2026

***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

Cheryl Scheuerman, Chair

II. ROLL CALL

Mary Lynne Evans
Matthew Everett
Chandler Felt
Jay Hamlin
Ken Hearing
Karen Howe
Teresa Platin
Stephen Toy

III. PUBLIC COMMENT

IV. MINUTES:

Regular Meeting of August 13, 2026

V. ADMINISTRATION

- A. Chair's Report***
- B. Executive Secretary's Report***
 - 1. Board Vacancies***
 - 2. WSABRB Annual Conference***

AGENDA

September 10, 2026

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- C. Committee Reports
 - 1. Nominating Committee
 - 2. Personnel Committee

VI. EXECUTIVE SESSION

- A. The Board will hold an Executive Session per RCW 42.30.110(1)(g) in order to discuss the performance of the Executive Secretary.

VII. VOTE RE APPROVAL OF THE ANNUAL PERFORMANCE APPRAISAL OF THE EXECUTIVE SECRETARY & POTENTIAL VOTE RE EXECUTIVE SECRETARY'S 2027 MERIT OVER THE TOP AWARD

VIII. VOTE RE EXECUTIVE SECRETARY'S 2027 EXECUTIVE LEAVE AWARD

IX. NEW BUSINESS:

- A. New File: 2424 which relates to Water District No. 119 proposing to annex territory for purposes of water service.

Training: RCW 57.24.170 – Annexation by Resolution – Water-Sewer Districts

FILE NO. 2424 - NOTICE OF INTENTION
MAPS
WATER DISTRICT NO. 119 – KELLY ROAD ANNEXATION
STAFF SUMMARY
45-DAY DEADLINE: OCTOBER 5, 2026

- B. Masterlist

- C. Upcoming Actions/Other Updates – October Regular Meeting

X. ADJOURNMENT

AGENDA

September 10, 2026

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COMMITTEE MEMBERSHIP LIST

Steering Committee*
CHAIR: Jay Hamlin
Karen Howe

Nominating Committee*
CHAIR: Teresa Platin
Stephen Toy
Matthew Everett

Personnel Committee*
CHAIR: Ken Hearing
Teresa Platin
Mary Lynne Evans

Legislative Committee*
CHAIR: Mary Lynne Evans
Chandler Felt
Stephen Toy
Karen Howe

Budget Committee*
CHAIR: Chandler Felt
Ken Hearing
Matthew Everett

*Cheryl Scheuerman, as Board Chair, is an ex officio member on all committees

**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 the 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.

 King County | Office of the Executive

Executive Girmay Zahilay

Chinook Building, CNK-EX-0800
401 Fifth Avenue, Suite 800
Seattle, WA 98104-2391

September 2, 2026

Aaron Garcia



Dear Mr. Garcia:

I am pleased to appoint you to the Washington State Boundary Review Board for King County, for the remainder of a four-year term expiring January 31, 2029. Your appointment is subject to confirmation by the King County Council.

Enclosed please find the King County Boards and Commissions Code of Conduct. Newly appointed board members are required to review and sign the attached Code of Conduct within two weeks of receiving this letter. In addition, newly appointed board members must visit the King County boards and commissions website by typing the following web address into your internet browser:

<https://kingcounty.gov/en/legacy/depts/executive/boards.aspx>. Upon accessing the boards and commissions website, click on the "Board Member Orientation Materials" tab near the bottom of the screen. Here you will find links to required board member training videos. Upon completing the required trainings, please complete the attached King County Training Certification Form. Please scan your completed forms and email them to Rosa Mai, Community Service, Boards & Commissions Specialist, at romai@kingcounty.gov.

Thank you for agreeing to serve the people of King County as a member of the Washington State Boundary Review Board for King County.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Zahilay'.

Girmay Zahilay
King County Executive

Enclosure(s):



King County | Office of the Executive

Executive Girmay Zahilay

Chinook Building, CNK-EX-0800
401 Fifth Avenue, Suite 800
Seattle, WA 98104-2391

cc: The Honorable Sarah Perry, Chair, King County Council
 Shelby Micklethun, Executive Secretary to the Washington State Boundary Review Board for
 King County
 Rosa Mai, Community Service, Boards & Commissions Specialist, Office of the Executive

Miklethun, Shelby

From: Miklethun, Shelby
Sent: Tuesday, September 1, 2026 6:11 PM
To: Robert Feldstein; Leah Willoughby
Cc: Ken Hearing; Teresa Platin; Cheryl; Amanda Hebert; Hamlin, Jay; Robert Kaufman
Subject: Boundary Review Board Mayoral Process - SCA Assistance
Attachments: BRB-Letter-to-Seattle-Mayor-7-13-26.pdf; Application Coordinator mail to mayors.docx; Boundary Review Board Information.docx; Cities of King County Application Form.docx; Recruitment Notice – Cities.docx; Mayoral Appointment Process Flowchart (2).pdf; WSABRB_Flyer (1).pdf

Hello Robert and Leah. Thanks so much for our continued discussions regarding potential Sound Cities Association assistance with the Boundary Review Board's appointment processes for our mayoral positions and for meeting with me and our members Teresa Platin and Ken Hearing yesterday.

As we have discussed, the BRB has four member positions appointed by the mayors of King County, and those positions are as follows:

- Vacant position – 1/31/29 term expiration date
- Chandler Felt – 1/31/27 current term expiration date
- Ken Hearing – 1/31/27 current term expiration date
- Jay Hamlin – 1/31/27 current term expiration date

Although the City of Seattle has conducted an election via a US Mail-based ballot and then subsequently an email-based ballot process for these positions in years past, RCW Chapter 36.93 prescribes the following process for appointment to these positions:

[RCW 36.93.051](#)

The boundary review board in each county with a population of one million or more shall consist of eleven members chosen as follows:

(2) Four persons shall be appointed by the mayors of the cities and towns located within the county; and...

[RCW 36.93.063](#)

The mayors of all cities and towns in the county shall meet on or before the last day of January in each odd-numbered year to make such appointments for terms to commence on the first day of February in that year. The date of the meeting shall be called by the mayor of the largest city or town in the county, and the mayor of the largest city or town in the county who attends the meeting shall preside over the meeting. Selection of each appointee shall be by simple majority vote of those mayors who attend the meeting...

Vacancies on the board shall be filled by appointment of a person to serve the remainder of the term in the same manner that the person whose position is vacant was filled.

Per our attached letter to Mayor Wilson of the City of Seattle and several prior emails to Seattle staff, we have requested that she call the required meeting per the statute. However, to date, we have received no response from Mayor Wilson or Seattle staff regarding our current vacancy. We have, therefore, discussed this issue and potential options for moving forward at several BRB Regular Meetings and have determined that the mayor of the largest town in King County can also call this meeting per the highlighted portion of RCW 36.93.063 above. It is our understanding that Yarrow Point is King County's largest town by population, and it is our hope that the Sound Cities Association would be willing to reach out to Yarrow Point Mayor Harris regarding calling this meeting and assist in supporting the process moving forward.

This process would also need administration. I am happy to help in any way that I can, and I have attached some updated draft versions of documents that Seattle used in the past plus additional resources that BRB Steering Committee Chair Jay Hamlin organized. The BRB Nominating Committee has in the past assisted the Executive, the mayors and the special purpose districts in recruiting and gathering candidate information, but that would be up to the mayors regarding whether or not they are interested in that service. One request that the BRB does have is that it would like its current members of good standing that are willing to serve another term to be considered for another term if at all possible.

Thank you again for you all your assistance in this matter. It is very important to all of us at the BRB that the cities of King County have the representation that they desire on our Board.

Please let me know if you have any questions or would like to chat about this further.

Thank you,

Shelby Miklethun
Executive Secretary
Washington State Boundary Review Board for King County
206-263-9772



King County

EXECUTIVE BRANCH PERFORMANCE APPRAISAL AND MERIT PAY SYSTEM GUIDELINES

Department of Human Resources

Version Updates	Date Updates Posted for Countywide Access	Revision Contributor/Owner
August 2025	Removal of Dept. Dir. From merit-over-top exclusion. Appendix link updates.	Grey Lewis, DHR/CCS
August 2017	Posted to HRD website: August 21, 2017	Grey Lewis, HR Analytics & Systems Manager
October 2021	Section 2.3. Updated reference of exclusions of Appointed leaders from merit-over-top eligibility.	Grey Lewis, HR Analytics & Systems Manager
July 2023	Section 2.3. Removed exclusion for Appointed leaders for merit-over-top eligibility	Denise Pruitt, Chief of Policy & Legislation Grey Lewis, HR Analytics & Systems Manager

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SECTION 1. INTRODUCTION

1.1 PURPOSE OF GUIDEBOOK

The performance appraisal and merit pay system promotes communication about work performance between supervisors and employees, and ongoing employee development. This guidebook ensures that directors, managers and supervisors have correct, up-to-date instructions in applying the current merit pay processes contained in the King County Code.

Regardless of whether employees are covered under the County's Merit Pay Plan, all employees should be given clear expectations and standards for performance, receive regular, ongoing feedback on their performance, and discuss progression towards achievement of a development plan.

What form agencies use to capture feedback is less critical than engaging in communication with the employee about their performance and development. This guidebook provides information on requirements of the Merit Pay Plan. Use of the following tools and guidance will help agencies develop a meaningful feedback approach.

1.2 CRITERIA

Performance evaluations are based on individualized, position-specific performance elements.

Completed appraisal forms are kept in the employee's personnel file.

A completed appraisal is required for an employee to be eligible for a merit increase. Appraisals must meet the following criteria:

- They must be written.
- They must indicate clearly overall performance.
- They must provide for employee feedback.

SECTION 2. KING COUNTY CODE AND EMPLOYEES COVERED

King County's merit pay system is governed by the [King County Code, Chapter 3.15](#) -- Pay Plan and Classification of Positions, which authorizes merit payment according to performance level and current step in the pay range.

2.1 EMPLOYEES COVERED

The Merit Pay Plan applies to approximately 2,000 positions in the Executive-Branch departments including employees in the following separately elected agencies:

- Department of Assessments
- Department of Elections

2.2 EMPLOYEES NOT COVERED

- Employees on a fixed progression step plan or single-wage rate
- Term-Limited Temporary employees. Refer to the [Contingent Workforce Manual](#) for separate pay procedures covering TLTs.
- Short-Term Temporary employees
- Fellows and interns
- Work Study students

2.3 COVERED BY THE MERIT PAY SYSTEM, BUT NOT ELIGIBLE FOR MERIT INCREASES

- Employees who are currently serving a probationary period (except for employees who are serving a probation following a lateral transfer);
- Employees who have completed their probationary period less than three calendar months prior to the effective date of the increases (completion on or before July 31 for some union members, completion on or before September 30 for most participating groups); and
- In general, the merit award system affects non-represented King County Career Service and regular Career Service Exempt employees; however, employees represented by unions may participate in the merit award process, subject to provisions negotiated in their respective bargaining agreements.

SECTION 3. WHEN TO HOLD PERFORMANCE APPRAISALS

TIMING

An employee performance review of all eligible employees is conducted each fall (this does not include employees currently serving probation). Depending on the organization, this review may cover performance for the previous six months (March-August) or for the previous year (September-August). If the performance appraisal is for a different period, this is to be indicated on the Performance Appraisal form.

The default performance appraisal review period is September 1 through August 31.

Although this appraisal process results in a final review year-end report, the expectation is that supervisors and managers will have periodic check-ins with their employees to assess their development and performance. HRD recommends holding formalized check-ins quarterly.

SECTION 4. SCORING, merit awards AND APPEALS

4.1 HOW TO APPLY STEP INCREASES

See Appendix A – PERFORMANCE APPRAISAL AND COMPENSATION CROSSWALK.

4.2 SCORING CONSISTENCY

Within each department and division, consistency is required to ensure equitable treatment. It is recommended that supervisors and managers within divisions discuss and have a consensus of what “outstanding” work looks like, as well as to identify standards for other rating levels and a consistent approach to awarding step increases.

4.3 ABILITY TO EARN MORE THAN ONE STEP INCREASE

Under [KCC 3.15.020\(4\)](#), the appointing authority is able to grant multiple step increases for employees participating in the County’s performance appraisal system. In awarding additional step increases, be mindful of how such increases might impact your agencies’ internal salary equity and alignment, including those employees not eligible for a step increase. This flexibility to grant multiple step increases does not apply to employees who are eligible for multiple step increases through their collective bargaining agreement (for example, those that move two steps annually through their salary range.)

*Appointing Authority means the county council, the executive, chief officers of executive departments and administrative offices, or division managers having authority to appoint or to remove persons from positions in the county service.
[K.C.C. 3.12.010 (B)]*

4.4 RESULTS AND MERIT AWARDS

Notifying Employees of Results

Do not inform any employee that he or she will receive a merit raise until your department has determined that such increases will be granted, including a fiscal review authorization.

Employees who will receive a merit increase should be informed in writing of the step change and effective date. Personalized letters to those not receiving awards should also be written to tell them that, even though they will receive no increase, their work is recognized and appreciated. To receive a merit increase, there needs to be a complete, documented performance evaluation for the eligible employee approved by the department director or designee and maintained in the employee’s personnel file.

4.5 APPEALS

The employee may request to meet with the supervisor's superior for a review of the performance appraisal. Once the appeal process has been completed, scores are finalized and a report which assigns step increases is submitted.

The *King County Personnel Guidelines, Section 15.3*, provides for appeals as follows:

A. Within **five working days** after a copy of the performance appraisal form is given to the employee, the employee may request additional review and consideration by their division director (or, where the employee's supervisor is the division director, the department director). The employee should prepare a written request, which includes the following elements:

- Identify the appraisal by date, the name of the evaluator, and the date the appraisal was received.
- Specify the ratings or comments that the employee believes are incorrect.
- State the ratings or comments the employee believes should be made on the appraisal.
- Give facts substantiating each change requested.
- Keep a copy of the written request and send the original to the division (or department) director.

B. Upon receiving the request, the division (or department) director will have **15 calendar days** to meet with the employee. The division (or department) director will either sustain or change the performance appraisal and notify the employee of the decision in writing. In case of a change to the appraisal, a copy of the revised appraisal is to be included with the decision.

C. If the issue is not resolved by the division director, the employee may, **within 15 calendar days** of the meeting with the division director, meet with the department director, who will notify the employee of the decision in writing. The department director's decision to sustain or change the performance appraisal will be final.

4.6 EFFECTIVE DATES FOR MERIT PAY CHANGES

All eligible employees may expect to receive merit pay increases in their pay checks issued the first full pay period that includes January 1, or if represented under a collective bargaining agreement, in accordance with the provisions of the agreement.

APPENDIX A - PERFORMANCE APPRAISAL AND COMPENSATION CROSSWALK

If an employee is currently at this step		And receives one of these ratings			The employee can earn this
Employee's Current Step	EPAS RATING*	NUMERIC EQUIVALENT	K.C.C. PROVISION	CODE PROVIDED POSSIBLE STEPS	
Step 1 – 4	Meets Expectations	3.0000 – 3.9999	Standard Performance	Single Step	
Step 1 – 4	Exceeds Expectations	4.0000 – 4.2499	Above-Standard Performance or higher	One or More Steps	
Step 5 – 7	Exceeds Expectations	4.0000 – 4.2499	Above-Standard Performance or higher	One or More Steps	
• Moving more than one step requires a rating of 'High Performance/Outstanding', otherwise only one step is permitted.					
Step 8 – 9	High Performance	4.2500 – 5.0000	Outstanding Performance	Single Step	
• Moving from step 8 to 9; or from step 9 to 10 requires High Performance Rating					
Step 10 (or MOT)	High Performance	4.2500 – 5.0000	Outstanding Performance	Up to 5%	
• Merit increases above step 10 (or top step) require that the employee be at the top step for two consecutive years and score outstanding (high performance) both years. To maintain that above-step 10 rating, the employee must be continuously outstanding in performance for the entire rating period. • Employees must be at top step two years prior to the effective date of the merit-over-top. By example, an employee must have been at step 10 effective 1/1/2015 to be eligible for merit-over-top effective 1/1/2017.					

For employees currently at step 10, King County Code 3.15.020(3) further provides for Merit-over-Top (MOT). The appointing authority has the ability to grant MOT of 2.5% or 5% above the top step of the range for a period of 12 months if all the following conditions are met:

- The employee has been at the top step of the prior or current range for two years before the award of the increase; and
- The employee has demonstrated continuous outstanding performance (EPAS = High Performance) throughout the rating period.
 - Employees are required to receive a High Performance (Outstanding) rating to receive and "re-earn" merit-over-top each year. If an employee has previously earned merit-over-top in their position and then scores below High Performance for a review year, the employee will lose their merit-over-top for that merit year. If the employee then completes a

following review year with a High Performance, the employee is not required to wait two years to “re-earn” merit.

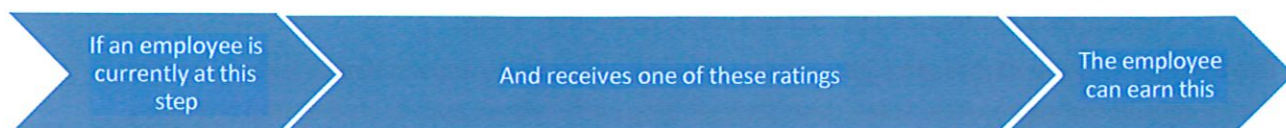
Eligibility for movement through salary range and merit-over-top are superseded by union contract(s).

Please consult the appropriate union contract regarding performance appraisals and step increases.

APPENDIX B - [PERFORMANCE APPRAISAL FORM](#)

APPENDIX C – [EPAS FREQUENTLY ASKED QUESTIONS](#)

APPENDIX D – [DHR INTRANET SITE FOR EPAS TOOLS AND RESOURCES](#)

**EPAS PERFORMANCE APPRAISAL AND COMPENSATION CROSSWALK**

Employee's Current Step	EPAS RATING*	NUMERIC EQUIVALENT	K.C.C. PROVISION	CODE PROVIDED POSSIBLE STEPS
Step 1 – 4	Meets Expectations	3.0000 – 3.9999	Standard Performance	Single Step
Step 1 – 4	Exceeds Expectations	4.0000 – 4.2499	Above-Standard Performance or higher	One or More Steps
Step 5 – 7	Exceeds Expectations	4.0000 – 4.2499	Above-Standard Performance or higher	One or More Steps
• Moving more than one step requires a rating of High Performance/Outstanding, otherwise only one step is permitted.				
Step 8 – 9	High Performance	4.2500 – 5.0000	Outstanding Performance	Single Step
• Moving from step 8 to 9; or from step 9 to 10 requires High Performance Rating				
Step 10 (or MOT)	High Performance	4.2500 – 5.0000	Outstanding Performance	Up to 5%
• Merit increases above step 10 (or top step) require that the employee be at the top step for two consecutive years and score outstanding (high performance) both years. To maintain above-step 10 merit pay, the employee must be continuously outstanding in performance for the entire rating period. ▪ Employees must be at top step two years prior to the effective date of the merit-over-top. By example, an employee must have been at step 10 effective 1/1/2015 to be eligible for merit-over-top effective 1/1/2017.				

For employees currently at step 10, King County Code 3.15.020(3) further provides for Merit-over-Top (MOT). The appointing authority can grant MOT of 2.5% or 5% above the top step of the range for a period of 12 months if all the following conditions are met:

- The employee has been at the top step of the prior or current range for two years before the award of the increase; and
- The employee has demonstrated continuous outstanding performance (EPAS = High Performance) throughout the rating period.
 - Employees are required to receive a High Performance (Outstanding) rating to receive and “re-earn” merit-over-top each year. If an employee has previously earned merit-over-top in their position, and then scores below High Performance for a review year, the employee will lose their merit-over-top for



EPAS PERFORMANCE APPRAISAL AND COMPENSATION CROSSWALK

that merit year. If the employee then completes a following review year with a High Performance, the employee is not required to wait two years to “re-earn” merit.

Eligibility for movement through salary range and merit-over-top are superseded by union contract(s).

Please consult the appropriate union contract regarding performance appraisals and step increases.

Employee Performance Management & Feedback

Frequently Asked Questions

For additional information go to:

<https://kc1.sharepoint.com/sites/DHR-Intranet/SitePages/Employee-Performance-Appraisal-System.aspx>

1. *What is the purpose of the Employee Performance Management and Feedback System?*

The employee performance management system promotes communication about work performance between supervisors and employees, and the promotion of ongoing employee growth and development.

Regardless of whether covered under the county's merit pay plan or by a union contract (Collective Bargaining Agreement), all employees should be provided clear expectations and standards for performance, and, have regular feedback on how they are meeting those expectations and standards. Agencies are encourage to work to develop a clear and meaningful employee feedback system that provides our employees with regular, ongoing communication about standards and expectations, how the employee's performance is in meeting those expectations, and about the employee's development plan. What form the agency uses to capture and communicate this performance feedback is less critical than the communication of information and feedback to the employee.

2. *Are annual performance reviews required for all employees?*

No. However performance evaluations are required for those employees participating in the County's merit pay plan and under the terms of some collective bargaining agreements. Regardless of whether an employee receives a performance evaluation, it is important that every staff member receives timely performance feedback.

Performance reviews provide an opportunity to receive written feedback, assess training and development needs, clarify expectations, discuss progress toward previously determined goals and set new goals for the next review period. The review process can help improve efficiency and effectiveness and contribute to personal growth and job satisfaction.

3. *How are employee ratings on performance reviews used by supervisors and Human Resources representative or department Merit Coordinators?*

Ratings on performance reviews are indicators of overall performance and may, when applicable, be used to determine merit increases as outlined in represented employee's contracts or for non-represented employees, in the King County Code and in the Executive Branch Merit Pay System Guidelines.

4. *What is the process for conducting a performance review?*

Supervisors should meet with their Human Resources Manager to review the process used within their own agency. While all supervisors do not conduct reviews the same, Human Resources Division suggests the following process:

- Employees should be asked to reflect on their own performance, and even complete a self-evaluation. Forms are available at:
<https://kc1.sharepoint.com/sites/DHR-Intranet/SitePages/Employee-Performance-Appraisal-System.aspx>
- The supervisor completes a written performance review, which may be a department-specific form or the standard EPAS Year-in-Review Form available on the Human Resources Division website.
<https://kc1.sharepoint.com/sites/DHR-Intranet/SitePages/Employee-Performance-Appraisal-System.aspx>

Evaluation of performance should be based on the employee's performance during the entire review period.

- To ensure consistency and accuracy, the supervisor should meet with their immediate supervisor to discuss the direct report's performance reviews prior to meeting with each individual employee.
- The supervisor schedules a meeting with the employee to discuss the written performance review and provides the employee with a copy of the performance review prior to the meeting.
- The supervisor and employee meet to discuss the employee's performance during the previous review period, job duties, goals, performance expectations, and any specific objectives to be achieved including the employee's professional development goals.
- Following the meeting, the supervisor makes any necessary adjustments to the written performance review, signs the performance review and presents it to the employee for signature. After the employee has signed the performance review, the supervisor submits it to the supervisor's immediate supervisor for signature (unless other specific rules indicate differently). After obtaining all required signatures, the supervisor provides a copy of the fully signed performance review to the employee and submits the original to their department's Human Resources Manager for review, entry into the payroll system and for retention in the employee's personnel file.

5. *When should reviews be conducted?*

Most all departments evaluate performance based on the review period (September 1 to August 31st) and conduct and submit reviews between September 1st and September 30th. (Contact your Human Resources Manager and/or department Merit Coordinator for the exact time schedule). Although the process results in a final review "year-end" report, the expectation is that managers and supervisors will have at least periodic check-ins with their employees to assess their development and performance. It is recommended that check-ins or interim reviews be held at least **quarterly**. Supervisors are encouraged to monitor performance, provide feedback, reward and recognize excellent performance, discuss goals and communicate about issues throughout the year. Employees also are encouraged to initiate conversations with supervisors as often as needed.

6. *If an employee transfers to a new workgroup or department in between reviews, are both supervisors required to conduct a review?*

It is recommended that only one performance review be submitted per employee. The person who supervised the employee for the greatest period during the year should complete the review. It is recommended that the current supervisor talk with the former supervisor and ask for comments and input. If this is not possible, the new supervisor can complete the review, focusing on the employee's work to date.

7. *What if an employee has multiple supervisors/reviewers in their current department?*

It is recommended that only one performance review be submitted per employee. If an employee is evaluated by more than one supervisor, the supervisors must come to agreement on one overall score, comments, etc.

8. *If a supervisor is new to a department or supervisory role in the department and has little experience working with existing staff members, how should the review process be handled?*

The new supervisor should work with their department's Human Resources Manager and his/her senior staff in determining a review process for these individuals.

9. *What is the process for submitting reviews to our Human Resources office?*

After the employee has signed the performance review, the supervisor submits the review to the supervisor's immediate supervisor for signature. After obtaining all required signatures, the supervisor provides a copy of the fully signed performance review to the employee and submits the original to their department's Human Resources Manager for review and entry in the payroll system and for retention in the employee's personnel file.

10. *Is training available for supervisors?*

Yes. All supervisors should attend training on how to properly conduct a performance review. Various training opportunities are outlined in the Employee Performance Management Toolkit or contact your department's Human Resources Manager or contact the training department at KCTraining@kingcounty.gov.

11. *What if an employee disagrees with or does not understand ratings given by his/her supervisor?*

The employee should first speak with his/her supervisor for clarification. For represented employees, be certain to check the Collective Bargaining Agreement for proper steps and procedures. Otherwise, if an understanding is not reached, the employee may submit a written rebuttal to their Human Resources Manager for inclusion in his/her personnel file.

12. *What if employee refuses to sign?*

The employee's signature does not indicate agreement but acknowledgement that he or she received an evaluation. If an employee refuses to sign, indicate so on the evaluation, sign it, have your supervisor sign it and submit to their Human Resources Manager. If an employee refuses to submit an evaluation back to the supervisor for completion, contact your Human Resources Manager for their directions in this matter.

13. *Who should an employee call with questions about the performance review process?*

Please contact your department's Human Resources Manager for more detailed answers to questions about the performance review process. If your staff is represented, contact the Office of Labor Relations as well.

14. *How should employees prepare to participate in a review?*

Some basic tips for preparation include:

- Keeping notes of accomplishments, interim review feedback, training and any other issues throughout the review period
- Completing a self-evaluative summary form to reflect on the prior year's work (as one example, reference the EPAS Employee Performance Log)
- Preparing discussion points for the review

15. What can an employee who receives a low overall performance rating do to improve the next year?

Above all, employees need to understand why they received a low rating for the prior period or year's performance and what they can do to improve. First, employees should discuss this with their supervisor to be clear of his/her perspective and to set goals for the next year. Second, employees might want to consider requesting a Performance Improvement Plan so they can focus on the areas in need of improvement.

16. What happens if a staff member receives a rating below 3.00 (Satisfactory, or EPAS = Meets Expectations) on the overall performance review summary form?

Overall performance ratings below 3.00 (Satisfactory, or EPAS = Meets Expectations) are considered unsatisfactory and mean work performance for the previous year fell below expectations.

Employees receiving unsatisfactory overall performance ratings below 3.00 may not be eligible for pay increases. For represented employees, check the appropriate Collective Bargaining Agreement and for non-represented employees check the Executive Branch Merit Pay System Guidelines or contact your Human Resources Manager.

17. What about part time and TLT?

Short term temporary employees are not required to receive official documented performance reviews. However, you should share with them your observations on the work performance at any time.

TLTs are at-will employees who serve at the pleasure of the hiring authority and do not serve a probationary period. TLTs are not eligible for an increase in salary after six months except where required by Collective Bargaining Agreement. However, TLTs should receive written performance feedback and performance expectations at their anniversary date to promote performance management. It is recommended you include the TLT in the informal quarterly review meetings. Though not eligible for merit pay as set forth in the "Merit Pay System Guidelines", the annual written review of the TLT's performance is also a requirement for the employee to receive a step increase.

[Contingent Worker Manual](#)

Only one step increase may be given annually. Step increases are not required but may be given at the hiring authority's discretion. The TLT Appraisal Evaluation Template is the tool for accomplishing performance feedback and an annual step increase.

18. Is the reviewer signature required?

Yes. It is critical someone attest to reviewing the performance evaluation. This is usually the responsibility of the hiring authority for your workgroup or department, or their designee.

19. What if the employee will be on FMLA/vacation/military leave or otherwise not available to sign until after April 30?

Please contact your Human Resources Manager for advice on this matter. It is recommended that an effort is made to complete a review for what portion of the review period that the employee was at work.

20. What if the employee is terminated prior to the completion of evaluation period?

Please contact your Human Resources Manager for advice on this matter but it is recommended that you still complete an evaluation for the employee. Be sure all supporting documentation is accurate and in order as this evaluation may impact the eligibility for recall/rehire of the employee.

21. Should I save a copy of the employee's appraisal?

Yes, save a hard copy (with signatures) and electronic copy (where appropriate) and be sure to provide the employee with a copy signed by both you and your supervisor. A completed copy must be retained in the employee's regular personnel file.

22. My employee is still completing his/her Probationary period. Must I complete a Performance Evaluation for him/her?

Probationary employees have specific rules regarding performance evaluations and specific restrictions on when they can actually receive their merit increases.

Please check Section 11.3 of the [Personnel Guidelines](#) for details.

23. Am I required to hold more than one evaluation meeting with each employee?

It is highly recommended the supervisor hold less formal **quarterly** documented feedback sessions with each of their direct reports. By holding quarterly documented sessions with each of your employees, the Annual Performance Evaluation should contain no surprises and make the process much easier for both parties.

24. Am I required to use the county's EPAS Form?

No, the department may create and use their own evaluation provided they (1) are in writing, (2) clearly indicate overall performance, and (3) must provide for employee feedback. It is strongly recommended the evaluation have some form of goal setting and evaluation for the employee and include a goal on Equity and Social Justice, a goal on continuous improvement, and a goal on personal or professional development.

25. Who should set the goals, the supervisor or the employee?

The intent is not to be prescriptive about setting goals and the supervisors and their direct reports should set the goals together. Each department should articulate overarching department goals to the managers and supervisors so they might help employees develop individual goals that are based on department goals. It is also recommended the goals be SMART Goals (see SMART Goals in the Employee Performance Management and Feedback Toolkit) that are measureable.

26. What if an employee's performance declines between the time of the annual performance review and the time they would receive a merit increase?

The performance rating an employee will receive and the associated merit is for the current review cycle year's performance. If an employee's performance declines towards the end of the calendar

year before merit increases are issued, this performance would be appropriately indicated on his/her next year's performance review.



Executive Leave, Pay and Leave Practices for Exempt Executive, Administrative and Professional Employees as Defined by the Fair Labor Standards Act and the Washington Minimum Wage Act

Policy Number: 2021-0010
 Issue Date: 07-14-2022
 Replaces: PER 8-1-2 (AEP)

PURPOSE

To provide executive leave and set forth pay and leave practices to be followed for employees employed in a bona fide executive, administrative, or professional capacity. These employees are exempt from overtime pay under the federal Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (WMWA). Executive, administrative, or professional employees who are covered by a collective bargaining agreement will be compensated in the manner set forth therein, provided that the terms of the contract are not less beneficial to the employee than the minimum requirements of the FLSA and the WMWA.

POLICY APPLICABILITY

This policy applies to all employees in the executive branch departments, offices, divisions and agencies, including the Assessor's Office and King County Elections. This includes all career service, provisional, temporary, probationary, and appointed employees.

DEFINITIONS

"Human Resources Manager" means a person who is responsible for the human resources management practices in executive agencies.

"FLSA-exempt Employee" for the purposes of these policies and procedures, means an individual designated by the Director of the Department of Human Resources (DHR), or designee, as being employed in a bona fide executive, administrative, or professional capacity, as defined by the FLSA and the WMWA, and who is therefore exempt from the overtime pay and minimum wage requirements of the FLSA and the WMWA.

"Part-time FLSA-exempt Employee" means an FLSA-exempt employee whose workload expectations and pay are established relative to, and less than, a full-time position.

"Bona Fide Executive, Administrative, or Professional Capacity" means employed in a position determined by the DHR Director, or designee, to satisfy the applicable "salary basis" test and the "duties" test of the FLSA and the WMWA.

"Salary Basis" means the employee regularly receives each pay period a predetermined amount constituting all or part of their compensation which is not subject to reduction because of variations in the quality or quantity of the work performed, except as otherwise provided by the FLSA and the WMWA.

- The salary basis test does not apply to an employee who is the holder of a valid license or certificate permitting the practice of law, medicine, or dentistry and who is actually engaged in the practice thereof.
- In the first and final week of employment, an employee's salary may be prorated for actual days worked in the first and last week of employment.
- An FLSA-exempt employee need not be paid for any workweek in which they perform no work.

"Hourly Basis" means the employee is entitled to be paid for all actual hours that they are required or permitted to work at either the straight time regular hourly rate until the employee has worked

forty (40) hours in the workweek or overtime hourly rate at one and one-half time the employee's regular rate of pay for each hour worked over forty (40) in the workweek. If the employee is represented, the terms of the applicable collective bargaining agreement will govern; provided that the collective bargaining agreement is not less beneficial to the employee than the minimum requirements of the FLSA and the WMWA. All Short-Term Temporary (STT) employees are paid on an hourly basis regardless of the FLSA classification of the position to which they are assigned. The overtime threshold for law enforcement employees shall be established in accordance with 29 U.S.C. §207(k) or as determined by the applicable collective bargaining agreement.

"Executive Branch" means that section of government under the authority of the county executive as defined by Section 310 of the King County Charter.

"Executive Leave" means time off with pay in full day increments granted each calendar year at the discretion of the department director or county executive to FLSA- exempt employees whose duties require the employee to work substantially in excess of the standard work schedule on an ongoing, regular basis.

"Retaliation" means to take adverse employment action against an individual because they have engaged in statutorily protected activity.

"Workweek" is a fixed and regularly recurring period of 168 hours during seven consecutive twenty-four-hour periods. Unless otherwise designated in writing by the department director or designee, the workweek for an employee paid on the MSA payroll system begins at 12:00 a.m. on Sunday and continues for the next 168 hours through Saturday and the workweek for an employee paid on the PeopleSoft payroll system begins at 12:00 a.m. on Saturday and continues for the next 168 hours through Friday. The workweek for law enforcement employees shall be established in accordance with 29 U.S.C. §207(k) or as determined by the applicable collective bargaining agreement.

POLICY

FLSA-exempt employees may be required to work a specified schedule set by their appointing authority and, in all cases, are expected to work the hours necessary to satisfactorily perform their jobs.

FLSA-exempt employees are required to work the hours needed to satisfactorily perform their duties, and will receive their normal rate of pay for the workweek regardless of whether or not they work on a holiday, and regardless of whether they are on a standard or alternative work schedule.

FLSA-exempt employees are compensated on a salary basis generally based on a 40-hour work schedule. The salary basis test does not apply to an employee who is the holder of a valid license or certificate permitting the practice of law, medicine, or dentistry and who is actually engaged in the practice thereof.

Part-time FLSA-exempt positions may be established in only one of the following part-time designations:

- 0.5 FTE (or a general schedule of 20 hours per workweek)
- 0.6 FTE (or a general schedule of 24 hours per work week)
- 0.75 FTE (or a general schedule of 30 hours per workweek)
- 0.8 FTE (or a general schedule of 32 hours per workweek)
- 0.9 FTE (or a general schedule of 36 hours per workweek)

Part-time FLSA-exempt positions are compensated on a salary basis based on their part-time designation and are not eligible for additional pay for hours worked in excess of their general work schedule

All positions designated as part-time FLSA-exempt must be evaluated by the appointing authority at least annually to ensure that the part-time designation continues to be appropriate.

The accrued leave balances of an FLSA-exempt employee are not charged when the employee is absent for part of a workday nor is the employee's pay reduced.

FLSA-exempt employees who are absent for part of a day are on "leave with pay" status. FLSA-exempt employees must notify and request authorization from their supervisors in advance to be absent for part of the workday. The notification and request shall be made in a manner as determined by the department. Departments may require partial-day absence notification, requests and approvals in written form.

FLSA-exempt employees must submit and have approved by their supervisor a written request (on designated forms or by another documented manner as determined by the department) to use any applicable leave (sick, vacation, bereavement, Executive, leave without pay, etc.) when absent from work for one or more full days.

An FLSA-exempt employee who is absent for a full day because of vacation or illness (including School Leave that is charged against sick leave) will have their accrual balances charged for the number of hours that the employee was generally scheduled to work. For example, an FLSA-exempt employee with a general work schedule of five 8-hour days who takes three days of vacation would be charged 24 hours (3 days x 8 hours = 24 hours). If the employee has a general work schedule of four 10-hour days and takes three days of vacation, the amount charged would be 30 hours (3 days x 10 hours = 30 hours). An FLSA-exempt employee may take and be charged for vacation or sick leave in full day increments only. If the vacation or sick leave balance is not sufficient to cover the full day absence, then the employee may not take or be charged vacation or sick leave for any portion of the day and the day would be taken as unpaid leave.

Use of leave by an FLSA-exempt employee for full day absences that are not vacation or sick leave will be made in full day increments, regardless of generally scheduled work hours, resulting in no reduction of salary, sick leave balance or vacation leave balance. Such absences include Bereavement Leave, Jury Duty, Military Leave, Executive Leave, Holiday Pay, Organ Donor Leave, Administrative Leave, and any other paid time off that is not vacation or sick leave¹. For example, an FLSA-exempt employee with a general work schedule of five 8-hour days who takes two days of Holiday Leave over the Thanksgiving holiday will receive 16 hours (2 days x 8 hours = 16 hours) of holiday leave. An employee with an alternative schedule of four 10-hour days who takes two days of Holiday Leave over the Thanksgiving holiday will receive 20 hours (2 days x 10 hours = 20 hours) of holiday leave.

Indigenous Peoples' Day. All holiday eligible executive branch FLSA-exempt employees who are required to work on the Indigenous Peoples' Day holiday because of the state court schedule will have additional hours of vacation leave added to their vacation leave bank. These employees will receive additional vacation hours corresponding to their normal work schedule. Full-time employees with a 40-hour work schedule will receive 8 hours of vacation pay. Full-time employees with a 35-hour work schedule will receive 7 hours of vacation pay. Part-time employees will receive pro-rated hours (e.g., an employee with a 20 hour a week work schedule, who normally works 4 hours a day, will receive 4 hours of vacation pay.)

Deductions may not be made from an FLSA-exempt employee's salary for absences occasioned by jury duty, attendance as a witness (e.g., deductions may not be made where an employee is under legal compulsion to be present in court but deductions may be made for voluntary attendance in a court case in which the employee is a party) or temporary military leave. The employee is required to report earnings for jury duty or witness fees to their department director in accordance with King County Code 3.12.240.

An FLSA-exempt employee may not be suspended without pay for less than one full workweek or multiples thereof unless the discipline is imposed for infractions of safety rules of major significance that are intended to prevent serious danger to the workplace or other employees.

¹ This provision supersedes corresponding sections in HR Policy 2021-0005, Alternative Work Schedules, dated 1/12/21

Suspensions without pay imposed for violations of safety rules of major significance may be of any length. All suspensions require the prior approval of the DHR Director, or designee.

Deductions from the salary of an FLSA-exempt employee cannot be made for absences occasioned by the employer or by the operating requirements of the business unless no work is performed in the workweek. If the employee is ready, willing, and able to work, deductions may not be made for time when work is not available. For example, if an FLSA-exempt employee's work unit is closed down in the middle of the workweek due to inclement weather and the employee is unable to perform work for the rest of that week, the employee will be paid their salary for that entire week. If work is not available but the employee has previously requested and has been approved for time off (e.g., vacation, sick leave, executive leave, leave of absence), the employee will have hours deducted from their accruals as approved in accordance with established policies for leave use. If the closure extends beyond that workweek, the FLSA-exempt employee need not be paid for future workweeks in which no work is performed.

FLSA-exempt employees are not eligible for overtime pay or compensatory time.

The DHR Director, or designee, may approve a written request from a department director that an FLSA-exempt employee be compensated on an hourly basis when it would be in the best interests of the county, which may include a period of time that an employee requires an intermittent schedule for medical reasons in order to ensure accurate accounting of absences for Family Medical Leave Act (FMLA) or King County Family Medical Leave (KCFML) benefits. If approved, the employee is treated as an hourly employee and all absences are charged against pay or the appropriate leave category. Additionally, the employee is not eligible to be awarded or use executive leave.

Executive Leave

All directors of executive departments/offices will be granted up to ten (10) days of executive leave each calendar year. An additional amount of up to twenty (20) days of executive leave may be granted to directors of executive departments/offices in each calendar year for critical recruitment and retention purposes as specified by the Director of Human Resources. Such grants require recommendation of the DHR Director and the approval of the King County Executive or designee.

Department directors will identify employees who occupy FLSA-exempt positions which require the employee to work substantially in excess of the employee's general work schedule on an ongoing, regular basis. Such employees may, at the discretion of the department director, receive up to ten (10) days of executive leave.

An employee whose base classification is paid on an "hourly basis" and who is assigned to work special duty in an FLSA-exempt classification is not eligible to receive executive leave.

Executive leave is usually granted at the beginning of the calendar year. New and transferred employees may also be granted executive leave during the calendar year, provided that the new duties require the employee to work substantially in excess of the general work schedule on an ongoing, regular basis.

Department directors shall report annually to the DHR Director, or designee, by December 31st of each year the executive leave to be granted the following calendar year to current employees. The report shall include the employee name and number of days to be granted including any days authorized by a collective bargaining agreement. In addition, any executive leave which was granted to newly hired or transferred employees during the past calendar year must also be included in the report. Should executive leave be granted to employees at other times of the year, department directors shall supplement and update the report throughout the year as executive leave is granted.

FLSA-exempt employees must schedule and receive approval for use of executive leave in accordance with departmental policies.

Executive leave may be used for any reason and must be used in full-day increments.

Executive leave must be used in the calendar year for which it is granted and shall not be carried into the next calendar year or cashed out.

Executive leave must be used prior to any transfer, promotion or demotion during the calendar year or it will be forfeited unless the new position meets the criteria for granting of executive leave and the department director of the new position agrees to the transfer of any unused executive leave in writing. In no case shall an employee receive more than ten (10) days of executive leave in a calendar year regardless of movement between positions (except for executive leave granted to department directors). When an FLSA-exempt employee granted executive leave is approved for a change in FLSA-exempt status, the employee may not use executive leave during the time period in an FLSA non-exempt status. Executive leave not used prior to separation from employment will be forfeited. There shall be no cash-out of executive leave.

FLSA-exempt employees who are covered by a collective bargaining agreement are not eligible for executive leave unless such leave is specifically authorized by the applicable union contract.

Salary Deductions

King County's policy is to comply with the salary basis requirements of the FLSA and the WMWA and therefore prohibits supervisors from making any improper deductions from the salaries of FLSA-exempt employees. Deductions from pay are permissible when an FLSA-exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability (*i.e.*, the FLSA-exempt employee has no vacation leave accruals but needs to attend a family function for two full work days and the employee's request for two unpaid leave days has been approved); for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to sickness or disability (*i.e.*, the FLSA-exempt employee has no sick leave accruals but, due to a serious health condition, needs to take unpaid leave under the King County Family Medical Leave Ordinance; or the FLSA-exempt employee has no sick leave accruals but, due to a bona fide disability, needs to take unpaid leave under the Executive's Disability Accommodation in Employment policy); or for unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of safety rules of major significance.

King County employees must be made aware of this policy by their supervisor and must be made aware that King County does not allow deductions that violate the FLSA or the WMWA. When an employee believes that an improper deduction has been made to their salary, they should report this to their division director or designee, Human Resources Manager, the DHR Director, the department's lead human resources personnel or designee, as soon as possible. Concerns of improper deductions will be promptly investigated. These types of concerns should be reported to the DHR Director, or designee, via the department's Human Resources Manager, or the department's lead human resources personnel. Human resources shall consult with department payroll personnel when investigating the report. If it is determined that an improper deduction has occurred, the Human Resources Manager shall ensure reimbursement for any improper deductions made and King County will take appropriate steps to ensure future compliance.

King County does not tolerate retaliation for reporting concerns of alleged violations of this policy. Such action is misconduct in violation of this policy and may be subject to discipline, up to and including termination.

This policy does not constitute an express or implied contract. It is a general statement of county policy that cannot form the basis of a private right of action.

PROCEDURES

Action By: Department director

Action: Determines which FLSA-exempt employees are eligible for executive leave and reports the granting of executive leave to current employees to the DHR Director or designee, by December 31st of each year. In addition, the department director reports the granting of executive

leave during the current year for new or transferred employees by December 31st of each year. Should executive leave be granted to employees at other times of the year, the department director shall supplement the report to the DHR Director or designee throughout the year as executive leave is granted.

Action By: FLSA-exempt employee

Action: Submits in accordance with this and departmental policies a written request to schedule and request approval for use of executive leave or other leave benefits for absences of one full day or longer. Notifies and requests authorization of their supervisor when they will be absent for part of the workday. The notification and request shall be made in a manner as determined by the department.

Action By: Supervisor

Action: Reviews written request for full-day absence; approves or denies request or forwards to decision maker; forwards written approval or denial of request for full-day absence to employee. Reviews request for partial-day absence and approves or denies partial-day absence request according to the method established by the department. Assures that the employee is working the hours necessary to perform work assignments satisfactorily and is working a specified schedule, if the appointing authority has set one.

Action By: DHR Director, or designee

Action: Approves or denies a written request from department director to compensate an FLSA-exempt employee on an hourly basis. Monitors the proper application of this policy.

RESPONSIBILITIES

FLSA-exempt employees shall:

- Work the hours necessary to perform work assignments satisfactorily and work a specified schedule if one is set by the appointing authority;
- Notify their supervisor when they will be absent for part of a workday;
- Obtain advance approval in writing for any planned absences of one or more full days;
- Schedule and receive written approval from their supervisor before using executive leave; and
- Report to the Human Resources Manager or lead department human resources personnel, as soon as possible, when they believe that an improper deduction has been made to their salary.

Supervisors shall:

- Monitor employee work performance;
- Approve or deny requests for use of executive leave, paid leave and other leave benefits;
- Ensure that employees are compensated in accordance with the FLSA, the WMWA; Personnel Guidelines, and/or an applicable collective bargaining agreement; and
- Ensure that employees are aware of King County's policy to comply with the salary basis requirements of the FLSA and the WMWA which prohibits improper deductions from the salaries of FLSA-exempt employees.

Human Resources Managers or lead department human resources personnel shall:

- Promptly investigate the report of an alleged violation of this policy, consult with department payroll personnel and ensure reimbursement to the employee if it is determined that an improper deduction has occurred;
- Report to the DHR Director, or designee, any instances of reported improper deductions from the salaries of FLSA-exempt employees; and
- Ensure appropriate steps are taken to ensure future compliance should an improper deduction occur.

Department directors or designees shall:

- Ensure that managers and supervisors receive training to correctly compensate FLSA-exempt employees and hourly employees in compliance with the FLSA, the WMWA, county ordinances and the provisions of this policy;
- Identify whether it would be in the best interest of the county to compensate an FLSA-exempt employee on an hourly basis rather than a salary basis and request authorization of the DHR Director, or designee, to do so;
- Identify employees who occupy FLSA-exempt positions which require the employee to work substantially in excess of the employee's general work schedule on an ongoing, regular basis and who may therefore be eligible for up to ten (10) days of executive leave each calendar year;
- Identify and inform payroll of those FLSA-exempt employees who are required to work on the Indigenous Peoples' Day holiday because of the state court schedule.
- Notify the DHR Director, or designee, by December 31st of each year of FLSA-exempt employees granted executive leave for the next calendar year for current employees, including the number of days granted; as well as reporting any executive leave granted during the year to newly hired or transferred employees; and supplementing the report throughout the year as executive leave is granted; and
- Review all positions designated as part-time FLSA-exempt at least annually to ensure that the part-time designation continues to be appropriate.

Department payroll personnel shall:

- Ensure that FLSA-exempt employees are paid in accordance with this policy; and
- Record executive leave granted and used.

The DHR Director, or designee, shall:

- Determine which positions are FLSA-exempt and periodically review the FLSA exemption status;
- Approve or deny requests from department directors to pay FLSA-exempt employees on an hourly rather than a salary basis;
- Promptly investigate the report of an improper deduction and ensure reimbursement to the employee if it is determined that an improper deduction has occurred;
- Take appropriate steps to ensure future compliance should an improper deduction occur;
- Develop an executive summary of this policy to be provided to employees during the New Employee Orientation and to employees who change to an FLSA-exempt status; and
- Monitor proper application of this policy and require correction of conduct when actions inconsistent with this policy are discovered.

QUESTIONS

Refer questions or comments to your agency's [Human Resources Manager](#) or the Department of Human Resources.

SUMMARY

FILE NO. 2424

ENTITY: WATER DISTRICT NO. 119

ACTION: ANNEXATION - RESOLUTION - RCW 57.24.170

TITLE: KELLY ROAD ANNEXATION

DEEMED COMPLETE DATE: 8/19/26

DISTRIBUTED: 9/8/26

EXPIRATION 45 DAYS: 10/6/26

BOARD MEETING: 9/10/26

NOI Link: <https://cdn.kingcounty.gov/-/media/king-county/independent/governance-and-leadership/government-oversight/boundary-review-board/docs/nois/2424-noi.pdf?rev=91ebf05f3d314e39b387d2a5b31bc264&hash=3B68722A18DF3BA45264C5914595CD16>

Introduction	The proposed action would add territory to Water District No. 119 for the purpose of water service.
Location	The proposed annexation area is located in the rural area southeast of the City of Duvall. Specifically, the proposed annexation area is located in Section 27, Township 26 North, Range 7 East, Willamette Meridian. It is located bisected by Kelly Road NE and NE Lake Joy Road north of NE 122 nd Street.
No. of Parcels:	17
Parcel Nos.	2726079018, 2726079021, 2726079027, 2726079030, 2726079030, 2726079034, 2726079035, 2726079038, 2726079039, 2726079060, 2726079061, 2726079062, 2726079074, 2726079075, 2726079107, 2726079109, 2726079110, 2726079111, 2726079108 (Tract X)
Land Area	Approximately 95.67 acres
Existing Land Use	The area is currently comprised of a mix of developed properties with single family residences and vacant parcels. It is zoned RA-5 by King County.
Population	Approximately 28-50 residents.
Assessed Valuation	\$13,189,000
District Comprehensive Plan/District Franchise	The King County Council approved Water District No. 119's Water System Plan via its Ordinance No. 18260 on March 22, 2016. Water District No. 119 is currently in the process of updating this plan. A franchise agreement is required, and Water District No. 119 is in the process of negotiating an agreement.
Urban Growth Area (UGA)	The proposed annexation area is located outside the UGA as identified under the State Growth Management Act (GMA) and the King County Comprehensive Plan.
SEPA Declaration:	Water District No. 119 prepared a SEPA environmental checklist and made a Determination of Nonsignificance on March 4, 2026.

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, Public Health Seattle & King County
Cities/Towns:	Redmond, Duvall, Carnation, Sammamish
Fire Districts/Regional Fire Authorities:	Woodinville Fire and Rescue, King County Fire Protection District No. 45, King County Fire Protection District No. 34, King County Fire Protection District No. 27, King County Fire Protection District No. 10, King County Fire Protection District No. 38
Water Districts:	Woodinville Water District, Fall City Water District
Sewer Districts:	Sammamish Plateau Water & Sewer District, NE Sammamish Sewer & Water District
School Districts:	Riverview School District, Northshore School District, Lake Washington School District, Snoqualmie Valley School District, Issaquah School District
Hospital Districts:	Public Hospital District No. 2, Public Hospital District No. 4
Other:	Puget Sound Regional Council, Puget Sound Energy, Washington State Department of Ecology, Washington State Department of Health, Sound Transit, Port of Seattle, King County Library System

SUMMARY - FILE NO. 2424

Water District No. 119 "the District" proposes to annex approximately 95.67 acres mostly contiguous to its current boundary in the rural area southeast of the City of Duvall for purposes of water service. The District proposes this annexation based upon a resolution of the District's Board of Commissioners pursuant to RCW 57.24.170 as the proposed annexation area is both under 100 acres in size and at least 80% of the proposed annexation area's boundaries are contiguous to the District. A Resolution for Annexation was approved by the District Board of Commissioners on May 6, 2026.

This proposed annexation area "the Territory" is located outside the UGA as identified under the State Growth Management Act (GMA) and the King County Comprehensive Plan. It is zoned RA-5 by King County. District officials report that some of the parcels in the Territory are developed with single family residences, some parcels are vacant, and one is owned by King County. Further, the District estimates that between 28 and 50 residents currently live in the Territory.

The District states that the Territory is currently included in the District's water service area as detailed in its Water System Plan which the King County Council approved via its Ordinance No. 18260 on March 22, 2016. Further, District officials share that the District currently provides water service to seven of the 17 parcels in the Territory, and the District also adds that annexation of the Territory would enable registered voters residing in the Territory to vote for District commissioners. Additionally, District representatives state that annexation of the Territory would support the District in an effort to eventually provide water service to all parcels in the Territory which it contends would be consistent with its standards and policies.

The District reports that it is generally funded via Utility Local Improvements Districts, general facility charges and developer extension agreements. It adds that it believes that its method of financing, "places the financial burden of improvement costs equitably on those who create the demand for and benefit from the system expansion. This distribution of costs also tends to match the timing of water extensions with the actual need and avoids significant problems with premature excess capacity or deficiencies in capacity." Specifically, District representatives share that service extended to the Territory may include developer extension agreements, and in respect to such agreements, it states, "All water extensions installed via a Developer Extension Agreement are conveyed to the District at no cost by Bill of Sale for acceptance by the District for ownership. Once the District takes ownership of water mains, hydrants, valves, water services, air-vacs, and blow offs, it is responsible for the operation and maintenance of said water system. Water consumption is metered and customers are billed accordingly." Further, the District shares that it may impose special rates or surcharges to customers in certain services areas in order to serve those specific areas which require extraordinary capital investments and/or maintenance costs and that those costs will be borne only by customers located in the benefited service area. The District does not provide specific financial information regarding the impact of annexation to its finances or to the finances of other potentially affected entities.

The District reports that it has water capacity available for service to the Territory at fire flow which includes all domestic flows. However, it states that specific capacity rate is dependent on multiple factors and that more definitive modeling would be needed to provide specific flows and pressure information. It further reports that all of its water is acquired via a full requirements wholesale water agreement with the City of Seattle which extends through the end of 2061, with certain automatic 10-year extensions. Although it reports that its water service is available adjacent to the Territory, the District states a water main extension of approximately 4,000 lineal feet would be required in order to serve all properties within the Territory. Additionally, it shares that the Territory would be served by its two water storage tanks near Lake Joy, and it adds that each tank has a 158,000 gallon capacity that operate via gravity flow. The District states that it is not aware of planned development in the Territory, but it also shares its belief that annexation of the Territory to the District would increase the incentive for parcel owners of existing developed properties to connect to its service vs. continuing to use their existing private wells. As the Territory is located in the rural area, sewer service is not available, and developed parcels in the Territory utilize onsite septic systems.

The District reports that its proposed annexation of the Territory is consistent with the following sections of both the King County Comprehensive Plan and King County Countywide Planning Policies.

King County Comprehensive Plan

- **F-483** Water utilities that obtain water from, or distribute water in unincorporated King County, and water utilities formed as special purpose districts under Title 57 Revised Code of Washington are required to submit water system plans to the County for review and approval and shall describe in their plans how they intend to meet their duty to provide service within their retail service areas, and generally how they plan to meet water service needs in their future service.
- **F-484** 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 19.27.097.
- **F-485** In the Urban Growth Area, individual private wells for single detached residences are not permitted unless requiring connection would deny all reasonable use of the property. In that case, the well would be allowed only as an interim facility until service by a public water system can be provided.
- **F-492** King County shall encourage the adoption of state or local laws and codes to limit the construction of new exempt wells, and shall encourage abandoning existing exempt wells, within water utility service areas and promote the safe and timely decommissioning of wells no longer in service.

King County Countywide Planning Policies

- **PF-5** Develop plans for long-term water provision to support growth and to address the potential impacts of climate change and fisheries protection on regional water resources.
- **PF-6** Ensure that all residents have access to safe, reliably maintained, and sustainable drinking water source that meets present and future needs.
- **PF-7** Coordinate water supply among local jurisdictions, tribal governments, and water purveyors to ensure reliable, sustainable, and cost-effective sources of water for all users and needs, including residents, businesses, fire districts, and aquatic species.
- **PF-8** Plan and locate water systems in the Rural Area that are appropriately sized for rural uses and densities and that do not increase development potential in the Rural Area.
- **PF-9** 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.
- **PF-10** Implement water conservation and efficiency efforts to protect natural resources, reduce environmental impacts, and support a sustainable long-term water supply to serve the growing population.

The District reports that its proposed annexation of the Territory is consistent with the Boundary Review Board-specific objectives found in RCW 36.93.180 in the following ways:

Objective No.	Objective	<i>District-Provided Reason Annexation of Territory Supports Objective</i>
1	Preservation of natural neighborhoods and communities	The extension of water service to the area would enable the area to be further developed consistent with the neighborhood and land jurisdiction zoning.
2	Use of physical boundaries, including but not limited to bodies of water, highways, and land contours	Existing tax lot lines and the exiting District service area boundary would be used as the boundaries.
3	Creation and preservation of logical service areas	The extension of the District corporate boundary conforms to all current land use and utility service policies for the area.
4	Prevention of abnormally	The proposed annexation area does not create a more

	irregular boundaries	abnormally irregular boundary than what currently exists.
5	Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas	Does not apply.
6	Dissolution of inactive special purpose districts	Does not apply.
7	Adjustment of impractical boundaries	Does not apply.
8	Incorporation as cities or towns or annexation to cities or towns of unincorporated areas which are urban in character	Does not apply.
9	Protection of agricultural and rural lands which are designated for long term productive agricultural and resource use by a comprehensive plan adopted by the county legislative authority	Does not apply.

FILE NO. 2424 – WATER DISTRICT NO. 119 – KELLY ROAD ANNEXATION

MAPS

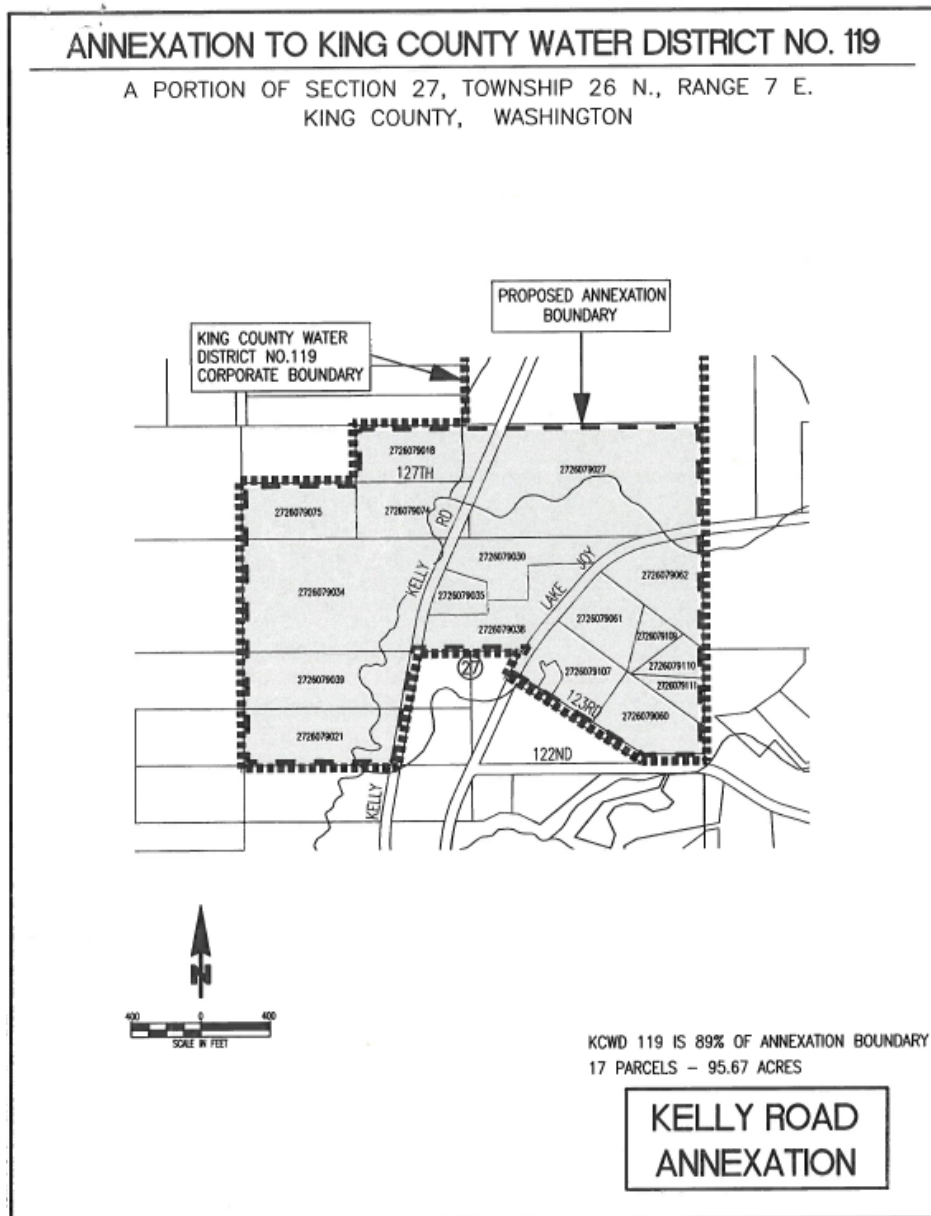
Links to Unmarked Assessor's Office Maps

NE 27-26-07 - https://aqua.kingcounty.gov/assessor/emap/InternetPDF/qs_NE272607.pdf

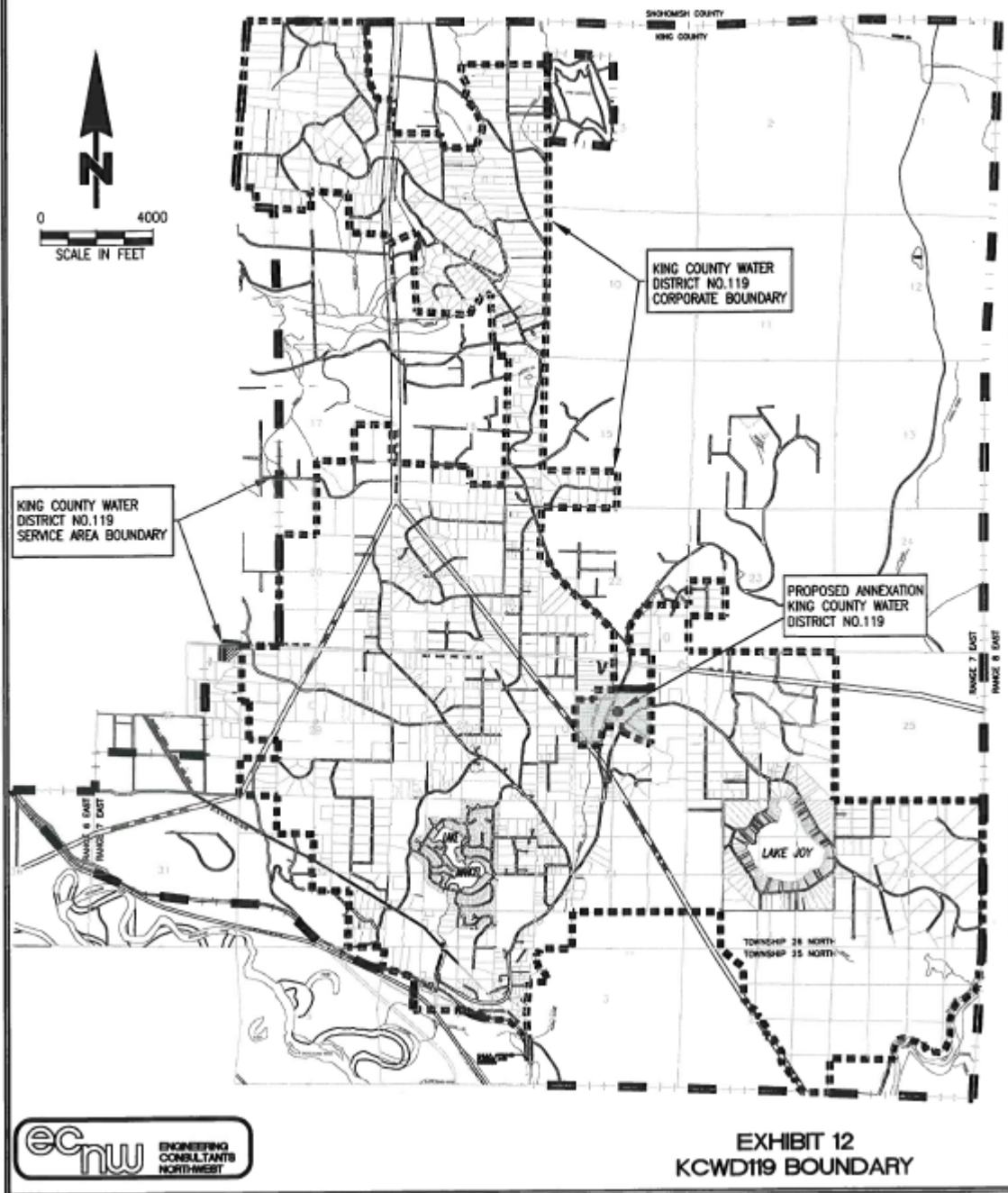
NW 27-26-07 - https://aqua.kingcounty.gov/assessor/emap/InternetPDF/qs_NW272607.pdf

SW 27-26-07 - https://aqua.kingcounty.gov/assessor/emap/InternetPDF/qs_SW272607.pdf

SE 27-26-07 - https://aqua.kingcounty.gov/assessor/emap/InternetPDF/qs_SE272607.pdf



KING COUNTY WATER DISTRICT NO. 119 SERVICE AREA AND CORPORATE BOUNDARIES



August 12, 2026

Shelby Micklethun

SENT VIA EMAIL

Ms. Shelby Micklethun
Executive Secretary
King County Boundary Review Board
400 Yesler Way, #205
Seattle, WA 98104

Re: Notice of Intent to Annex; King County Water District No. 119 –
Kelly Road Annexation

Dear Ms. Micklethun:

On behalf of King County Water District No. 119, I am submitting the District's Notice of Intent to Annex an area referred to as the Kelly Road Annexation. This annexation is proceeding under the "island annexation" process authorized in RCW 57.24.170. The Kelly Road annexation involves an island area 95.67 acres in size of which approximately 89% of such area is contiguous with the District's current jurisdictional boundaries.

The Notice of Intent to Annex is being submitted electronically. The District's submission includes pdf copies of: (1) this cover letter, (2) Notice of Intent to Annex, and (3) Exhibits 1-12. Please note that a check in the amount of \$50 for the filing fee is being mailed to your office separately with just a copy of this letter for tracking purposes.

Please let me know if you have any questions or require further information from the District.

Very truly yours,

s/ Eric C. Frimodt

Eric C. Frimodt

ECF:

Enclosures

cc: Water District No. 119
Joseph Dominczyk, P.E.

Attorneys at Law

Charlotte A. Archer
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Daniel N. Shin
Gregory L. Ursich
Katherine F. Weber
Brett N. Wiese
Michael J. Yelle
Jessica N. Yui

Notice of Intention Information Packet King County Water District No. 119

Proposed Expansion of District Corporate Boundary Kelly Road Annexation For the Provision of Water Service

A Notice of Intention is hereby provided to the Washington State Boundary Review Board for King County ("BRB") by King County Water District No. 119 ("District") regarding the proposed annexation of an area referred to as the Kelly Road Annexation. This territory is located within Water District No. 119's service area, but outside of Water District No. 119's corporate boundary. The annexation would expand the District's water retail service area by approximately 95.67 acres. This annexation is being initiated under RCW 57.24.170 (less than 100 acres having at least 80% of the boundaries of the proposed annexation contiguous to the District). This type of annexation is sometimes referred to as an "island annexation."

The District's explanation of items required to assist in your consideration of the proposed action is set forth below. A check in the amount of \$50 check has been mailed to the BRB for processing. Various exhibits (Exhibits 1-12) are attached to this Notice of Intention in support of the proposed annexation.

I. BACKGROUND/MAPS

1. A brief description of and reason for seeking the proposed action. Include a statement of the method used to initiate the proposed action (i.e., petition or election method), and the complete RCW designation.

The proposed addition of approximately 95.67 acres to Water District No. 119's corporate boundaries was initiated by District Resolution Nos. 551 (Intent to Annex) and 552 (Approval of Annexation, subject to the review and approval of the Boundary Review Board) adopted by the District Board of Commissioners on April 1, 2026 and May 6, 2026 respectively. This annexation was initiated under the statutory provisions of RCW 57.24.170 since the annexation area is less than 100 acres and at least 80% of the boundaries of the proposed annexation are contiguous with the District. See **Exhibit 1** (Resolution No. 551 – Intent to Annex) and **Exhibit 2** (Resolution No. 552 – Approval of Annexation). The initial legal description of the annexation area and a map of the annexation area are attached as Exhibits A and B to both Resolutions.

On May 21, 2026, the District submitted a Courtesy Advance Notice of the District's Kelly Road Annexation to the BRB. Based on a review of the legal description attached as Exhibit A to Resolution Nos. 551 and 552 performed by King County Department of Assessments, minor clarifications to the legal description were recommended by King County. See **Exhibit 3** (letter from King County

Department of Assessments dated June 2, 2026 recommending revisions to the legal description). On June 2, 2026, the District's engineer made the recommended revisions to the legal description of the Kelly Road Annexation. See **Exhibit 4** (revised and certified legal description) which was submitted to the BRB for review on June 3, 2026. On June 9, 2026, the King County Department of Assessments issued a letter to the BRB finding that the preliminary legal description for the Kelly Road Annexation was sufficient for describing the annexation area. See **Exhibit 5** (King County letter dated June 9, 2026, finding the revised legal description as being sufficient).

There are 17 parcels of real property located within the annexation area (excluding a tract conveyed to King County as part of a short plat). The District believes that 7 of these parcels are currently served by the District. The remaining 10 parcels are either on wells or are undeveloped lots. All the area is currently within the District's water service area as detailed in the District's Water System Plan. This annexation would incorporate the affected parcels into the District's corporate boundary for the purpose of eventually providing public water service to all parcels within the annexation area consistent with the District's standards and policies. There are believed to be 28 registered voters residing within the annexation area. The District believes that annexing this area into the District will help facilitate service to these parcels and fulfill the District's duty to serve this area. The annexation would allow residents in the annexation area to vote for District commissioners in future elections. The area is located in unincorporated King County, outside of the King County Urban Growth Area (UGA).

The following 17 parcels of real property and 1 tract parcel (owned by King County) are included in the annexation area:

2726079018	2726079061
2726079021	2726079062
2726079027	2726079074
2726079030	2726079075
2726079034	2726079107
2726079035	2726079109
2726079038	2726079110
2726079039	2726079111
2726079060	2726079108 (Tract X)

The existing zoning for the above-referenced parcels is RA-5.

The annexation area is 95.67 acres in size. See the final revised Legal Description Certification provided by the District's Engineer, Joseph Dominczyk, P.E., dated June 2, 2026 which is attached as **Exhibit 4**. The proposed annexation area is contiguous to 89% of the existing District corporate boundaries. See Kelly Road Annexation Certification provided by the District's Engineer, Joseph Dominczyk, P.E., dated March 24, 2026 which is attached as **Exhibit 6**. Therefore, the

District's annexation of the Kelly Road annexation area meets the requirements for an island annexation under RCW 57.24.170.

After the District adopted Resolution No. 551 indicating its intent to annex the area referred to as the Kelly Road Annexation, a notice was published in the Seattle Times on April 20 and 27 in the manner required by RCW 57.24.170 providing notice that a public hearing on this matter was scheduled for May 6, 2026. A copy of the Affidavit of Publication is attached hereto as **Exhibit 7**.

2. The following environmental documents are enclosed:

A. The completed Environmental Checklist is attached as **Exhibit 8**.

B. The Determination of Nonsignificance (DNS) is attached as **Exhibit 9**. There was no comment period for this DNS as there were no other agencies with jurisdiction.

3. The final revised version of the legal description proposed for the Kelly Annexation area was previously reviewed and approved by the King County Department of Assessments is attached as **Exhibit 4**.

4. The following maps:

A. King County Assessor's map on which the boundary of the proposed annexation area is shown is attached as **Exhibit 10**.

B. Vicinity map(s) are attached as **Exhibit 11** that display:

- 1) The Coordinated Water System Plan boundary.
- 2) The entity corporate limits in relationship to the proposal.
- 3) Major physical features such as bodies of water, major streets, and highways.
- 4) County and municipal urban growth area boundaries established or proposed under the Growth Management Act (GMA).
- 5) If a boundary service agreement has been formalized between two or more jurisdictions, that service line should be shown with the appropriate entity noted in each service area. **Does not apply.**
- 6) Tax lot(s) that will be divided by the proposed boundaries should be shown on an attached detailed map. **Does not apply.**

C. A map of the boundary of Water District 119 upon which the proposed annexation area has been delineated is attached as **Exhibit 12**.

II. FACTORS THE BOARD MUST CONSIDER

Entities should respond to the following elements regarding this proposal with sufficient information to permit appropriate responses to the Board from staff of either the King County Council or King County Executive.

1. Overview

A. The estimated current population of the proposed water expansion area is 28 - 50 people. According to the District engineer's review of King County information, there are believed to be 28 registered voters within the proposed annexation area.

B. The area is approximately 95.67 acres.

C. The area's population density is approximately .29 - .52 persons per acre (using the estimated population numbers from above).

D. The assessed value of the land and improvements within the area is \$13,189,000 according to King County Assessor Records, excluding Parcel No. 2726079108 conveyed to King County as Tract X. Estimated value after project completion is unknown.

Note: An annexation under RCW 57.24.170 (island annexation) does not include a requirement relating to assessed valuation of the subject area.

2. Land Use

A. The existing land use of the territory proposed to be added to the District's corporate boundary consists of 17 parcels of land and 1 Tract owned by King County. The parcel numbers are identified above in Section I.1. The District believes that 7 of these parcels are currently served by the District. The parcels are all currently zoned RA-5.

B. The proposed immediate use and long-term use for the 17 parcels are as single family residences. The adjacent properties contain single family residences or are vacant.

3. Comprehensive Plans/Franchises

A. Is the proposed action in conformance with the Countywide Planning Policies, adopted by King County in response to the Growth Management Act (GMA)? What specific policies apply to this proposal?

This proposed annexation is in conformance with the following Countywide Planning

Policies and it will allow for the provision of water in the rural area.

PF-5 Develop plans for long-term water provision to support growth and to address the potential impacts of climate change and fisheries protection on regional water resources.

PF-6 Ensure that all residents have access to safe, reliably maintained, and sustainable drinking water source that meets present and future needs.

PF-7 Coordinate water supply among local jurisdictions, tribal governments, and water purveyors to ensure reliable, sustainable, and cost-effective sources of water for all users and needs, including residents, businesses, fire districts, and aquatic species.

PF-8 Plan and locate water systems in the Rural Area that are appropriately sized for rural uses and densities and that do not increase development potential in the Rural Area.

PF-9 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.

PF-10 Implement water conservation and efficiency efforts to protect natural resources, reduce environmental impacts, and support a sustainable long-term water supply to serve the growing population.

B. King County Comprehensive Plan/Ordinances

1) How does County planning under the Growth Management Act (GMA) relate to this proposal?

The King County Comprehensive Plan 2024 notes the land use as Rural Area 5 ac/du. The Comprehensive Plan's Potential Annexation Areas Map 2024 does not identify the parcels or area as a potential annexation area. Per Section IV. Rural Densities and Development, A. Rural Growth Forecast, growth may be permitted outside of the Urban Growth Area as long as it is not urban in character. The development of single family dwellings within the annexation area is consistent with that intent.

The proposed annexation area is within Water District No. 119's water service area. This island annexation by resolution does not change a particular parcel's annexation to a city from the County, or from the County

to a city. Rather, owners or residents of the identified parcels will obtain the right to vote for the water commissioners in the future.

2) What comprehensive plan policies specifically support this proposal?

The following policies refer to King County's Comprehensive Plan. However, Water District No. 119 Water System Plan also supports this proposed annexation as noted in Section C of this Notice of Intention.

F-483 Water utilities that obtain water from, or distribute water in unincorporated King County, and water utilities formed as special purpose districts under Title 57 Revised Code of Washington are required to submit water system plans to the County for review and approval and shall describe in their plans how they intend to meet their duty to provide service within their retail service areas, and generally how they plan to meet water service needs in their future service.

F-484 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 19.27.097.

F-485 In the Urban Growth Area, individual private wells for single detached residences are not permitted unless requiring connection would deny all reasonable use of the property. In that case, the well would be allowed only as an interim facility until service by a public water system can be provided.

F-492 King County shall encourage the adoption of state or local laws and codes to limit the construction of new exempt wells, and shall encourage abandoning existing exempt wells, within water utility service areas and promote the safe and timely decommissioning of wells no longer in service.

3) What is the adopted plan classification/zoning?

(Please include number of lots permitted under this classification).

The parcels within the proposed annexation area are all zoned RA-5 which allows one dwelling unit per 5 acres.

4) Will a City's regulation(s) supplant King County regulations for the protection of sensitive areas, preservation of agricultural or other resource lands, preservation of landmarks or landmark districts, or surface water control? If so, describe the City regulations and how they compare to County regulations.

No, the subject parcels are all located within unincorporated King County. There will be no change in the applicable land use jurisdiction.

C. Proponent's Comprehensive Plan/Franchise

1) How does District planning under the Growth Management Act (GMA) relate to this proposal?

The District is not a land use jurisdiction and is not subject to the GMA planning requirements. However, the District does have a "duty to serve" pursuant to RCW 43.20.260. Providing water service to the proposed annexation area is consistent with the District's duty to serve.

2) Has your District adopted a Potential Annexation Area (PM) under the Growth Management Act? Have you negotiated PM agreements with neighboring cities?

Does Not Apply.

3) Is this proposal in your adopted Comprehensive Plan, or will a plan amendment be required? If so, when will that amendment be completed?

Water service for the proposed annexation area is covered by the District's Water System Plan.

4) When was your Comprehensive Plan / Water System Plan approved?

The District's current Water System Plan was approved by King County Ordinance 18260 on March 22, 2016. An update to the Water System Plan is currently in progress.

5) Is a franchise required to provide service to this area? If so, is the area included within your current franchise?

Yes, it is required. The District is currently in the process of negotiating a new franchise agreement and is considered to be in "good faith negotiation" status.

6) Has this area been the subject of a pre-Annexation Zoning Agreement? If so, please enclose a signed copy of the agreement.

Does Not Apply.

7) What is the proposed land use designation in your adopted Comprehensive Plan? When were your proposed zoning regulations adopted?

Not applicable - no changes are proposed.

4. Planning Data

A. Revenues/Expenditures

- 1) Estimate City expenditures. **Does not apply**
- 2) Estimate City revenues to be gained. **Does not apply**
- 3) Estimate County revenues lost. **Does not apply**
- 4) Estimate fire district revenue lost. **Does not apply**
- 5) Estimate fire district expenditure reduction. **Does not apply**

The proposed annexation and expansion of the District's corporate boundaries would not increase or decrease the revenues and expenditures of any city, fire district or King County. The proposal is an expansion of service not currently available within the area, rather than a transfer of territory from one jurisdiction to another, such as would be the case with annexations to cities, new incorporations, or revisions to the common boundaries of adjacent special districts which provide the same services.

The District recognizes that future water system extensions to serve this area may require different methods of financing,

including through Developer Extension Agreements. All water extensions installed via a Developer Extension Agreement are conveyed to the District at no cost by Bill of Sale for acceptance by the District for ownership. Once the District takes ownership of water mains, hydrants, valves, water services, air-vacs, and blow offs, it is responsible for the operation and maintenance of said water system. Water consumption is metered and customers are billed accordingly.

In some cases, special rates or surcharges may be established for specific areas which require extraordinary capital investments and/or maintenance costs unique to the area and the total costs shall be borne solely by those customers located within the benefited service area.

B. Services

- 1) Water
 - a. Directly or by contract?

The construction of new water mains within the area would be through developer extension agreement, District extension projects, and/or by Utility Local Improvement District. Upon the completion and acceptance of the water construction, the system would be owned and operated by the District and served directly.

- b. Storage location(s), capacity?

The annexation area will be served by the two storage tanks located near Lake Joy. Each tank has a storage capacity of 158,000 gallons.

- c. Mains to serve the area (diameter, location)

The annexation area is not currently served with potable water. A water main extension of approximately 4,000 lineal feet is required to serve all properties with the annexation boundary.

- d. Pressure station location and measured flow

The annexation area will be served by gravity flow from the Lake Joy storage tanks. The distribution system is capable of providing a flow rate to meet normal domestic demands

and the current King County requirements for single family residential fire protection.

e. Capacity available?

Capacity is available at a specific rate and time but is dependent on multiple factors. Fire flow is available and that includes all domestic flows. More definitive modeling is needed to provide specific flows and pressure information.

f. Water source (wells, Seattle, etc.)

The District receives 100% of its water under a full requirements wholesale water agreement with Seattle. The current wholesale water agreement with Seattle extends through the end of 2061, with certain automatic 10 year extensions.

There are five reservoirs in the system, strategically located to provide adequate equalizing and fire flow reserves for all pressure zones. Pressure reducing valves are used to supply lower pressure zones from higher pressure zones that contain water storage reservoirs. Two of these reservoirs, located near Lake Joy, will be used to serve the annexation area. The area will be served by gravity flow from the two reservoirs. The District does not currently have an emergency intertie with any neighboring water system.

g. Financing of proposed service (LID, ULID, Developer Extension, etc.)

The District's method of financing, which utilizes developer extension agreements, Utility Local Improvements Districts, and general facility charges, places the financial burden of improvement costs equitably on those who create the demand for and benefit from the system expansion. This distribution of costs also tends to match the timing of water extensions with the actual need and avoids significant problems with premature excess capacity or deficiencies in capacity.

2) Sewer: Not applicable - the proposed service area expansion would be for water service only.

- a. Directly or by contract?
- b. Gravity or Lift Station required?
- c. Disposal (KCWTD; City or District Treatment Plant)
- d. Capacity available?

Not applicable. The District provides water only.

3) Fire Service

- a. Directly or by contract?
- b. Nearest Station(s)?
- c. Response time?
- d. Are they fully manned? How many part-time and full-time personnel?
- e. Major equipment at station location (including type and number of emergency vehicles)?
- f. How many fully certified EMT/D-Fib personnel do you have?
- g. What fire rating applies? Source of dispatch?

The proposed water service area expansion would have no effect on fire service until future water facilities consisting primarily of a water main extension have been completed. After water service has been expanded into the annexation area, fire service will continue to be directly provided by the applicable fire authority.

4) General

- a. In case of extensions of services, has an annexation agreement been required? If so, please attach a recorded copy of this agreement.

No annexation agreement exists. The District's efforts to annex this area is intended to support its duty to serve. The District wants areas to be served by the District to be within its corporate boundaries.

- b. Describe the topography and natural boundaries of the proposal.

Ground surface elevations within the annexation

area range from approximately 330 feet to 490 feet. The majority of the area can be characterized as relatively flat in comparison to other portions of the District. The public roads serving the affected properties have grades of less than 5 percent.

c. How much growth has been projected for this area during the next ten (10) year period? What source is the basis for this projection?

The District does not know of any immediate plans for new development within the annexation area. Annexation into the District is expected to increase the incentive for owners of existing developed residential properties, served by substandard private wells, to connect to the public potable water system.

d. Describe any other municipal or community services relevant to this proposal.

The proposed annexation does not, by itself, require or depend on other municipal or community services other than public water service, which would be available through the District.

However, as part of a previously developed rural residential area, facilities such as power, and telephone, are in place. On-site septic and water service are required and would be provided as governed by the King County regulations.

e. Describe briefly any delay in implementing service delivery to the area.

No delays in installing water service are anticipated. Water service is also available adjacent to the proposed annexation area.

f. Briefly state your evaluation of the present adequacy, cost, or rates of service to the area and how you see future needs and costs increasing. Is there any other alternative source available for such service(s)?

The District maintains a fee schedule for the implementation of its planned facilities and services which is revised periodically to reflect the current costs of new construction, operations, and maintenance. The schedule is set to provide an equitable distribution of costs among those users who create the demand for facilities and services. No other public jurisdictions currently can provide water service. It would be illogical for another service provider to operate a system within the area which is adjacent to the District's service area. It would also be contrary to the District's approved Water System Plan.

III. Objectives

Please evaluate this proposal based upon the objectives listed in RCW 36.93.180. Give your reasons for each of the objectives chosen.

1. Preservation of natural neighborhoods and communities.

The extension of water service to the area would enable the area to be further developed consistent with the neighborhood and land jurisdiction zoning.

2. Use of physical boundaries including, but not limited to, bodies of water, highways, and land contours.

Existing tax lot lines and the exiting District service area boundary would be used as the boundaries.

3. Creation and preservation of logical service areas.

The extension of the District corporate boundary conforms to all current land use and utility service policies for the area.

4. Prevention of abnormally irregular boundaries.

The proposed annexation area does not create a more abnormally irregular boundary than what currently exists.

5. Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas.

Does not apply.

6. Dissolution of inactive special purpose districts.

Does not apply.

7. Adjustment of impractical boundaries.

Does not apply.

8. Incorporation as cities or towns or annexation to cities or towns of unincorporated areas which are urban in character.

Does not apply.

9. Protection of agricultural lands.

Does not apply.

10. Provide reasonable assurance that the extension of municipal services and the additional payments to be made by the property owners of the area to be annexed in the form of taxes will remain reasonably equal to the value of the additional municipal services to be received during a period of ten years following the effective date of the proposed annexation. This objective shall apply only to cities with a population of 400,000 or more which initiates a resolution for annexation proceedings.

Does not apply.

KELLY ROAD ANNEXATION APPLICATION ATTACHMENTS

- | | |
|------------|--|
| Exhibit 1 | Resolution No. 551 (Intent to Annex) |
| Exhibit 2 | Resolution No. 552 (Approval of Annexation, subject to BRB review and approval) |
| Exhibit 3 | King County Assessor Letter dated June 2, 2026 requesting revisions to legal description |
| Exhibit 4 | Revised Legal Description of Annexation Area |
| Exhibit 5 | King County Assessor Letter dated June 9, 2026 approving of revised legal description |
| Exhibit 6 | Kelly Road Annexation Certification as to size and contiguous boundaries |
| Exhibit 7 | Affidavit of Publication – Notice of Intent to Annex |
| Exhibit 8 | SEPA Environmental Checklist |
| Exhibit 9 | Determination of Nonsignificance (DNS) |
| Exhibit 10 | Assessor Map |
| Exhibit 11 | Vicinity Map |
| Exhibit 12 | Water District No. 119 Boundary Map |

Exhibit 1

Resolution No. 551 (Intent to Annex)

**WATER DISTRICT NO. 119
KING COUNTY, WASHINGTON**

RESOLUTION NO. 551

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF WATER
DISTRICT NO. 119, KING COUNTY, WASHINGTON, DECLARING ITS
INTENT TO ANNEX THE AREA REFERRED TO AS THE KELLY
ROAD ANNEXATION.**

WHEREAS, RCW 57.24.170 authorizes the District to annex certain areas within the District's jurisdictional boundaries when such area contains less than 100 acres and at least 80% of the boundaries of such area are contiguous to the District; and

WHEREAS, the area referred to as the Kelly Road Annexation is an area which meets the statutory criteria set forth in RCW 57.24.170, in that the subject annexation area is 95.67 acres in size and at least 80% of the area's boundaries are contiguous to the District's boundaries; and

WHEREAS, the boundaries of the proposed annexation area of the Kelly Road Annexation are set forth and legally described in **Exhibit A** and depicted in **Exhibit B** attached hereto; and

WHEREAS, the District believes that there are 28 registered voters residing within the proposed annexation area based on the information provided by the King County Elections office; and

WHEREAS, the District believes it is in the best interest of the District and the residents and property owners within the proposed annexation area to be annexed into the District; and

WHEREAS, the District's Board of Commissioners desires to have a public hearing on the proposed annexation of such area in accordance with the requirements of RCW 57.24.170 and RCW 57.24.180.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Water District No. 119, King County, Washington, as follows:

1. The Board of Commissioners of Water District No. 119 by this Resolution hereby declares its intent to annex the area known as the Kelly Road Annexation, as legally described in **Exhibit A** and depicted in **Exhibit B** attached hereto.

2. A public hearing regarding the District's intent to annex the Kelly Road Annexation area shall be scheduled for May 6, 2026, commencing at 7:00 p.m. at the District's office located at 32730 NE Big Rock Rd, Duvall WA 98019 for the purpose of taking public comments from the residents and/or property owners of the area regarding the District's intent to annex this area by subsequent resolution.

3. The District's employees and/or consultants are directed to publish a notice of hearing in the manner required by RCW 57.24.170 relating to the District's intent to annex this area by subsequent resolution.

ADOPTED by the Board of Commissioners of Water District No. 119, King County, Washington, at a regular meeting thereof held on this 1st day of April, 2026.

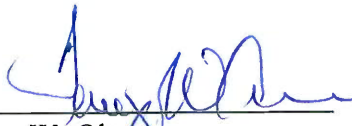
WATER DISTRICT NO. 119
KING COUNTY, WASHINGTON

Individual Commissioners
Vote on Resolution

In Favor of: ✓
Opposed: _____
Abstained: _____
Absent: _____

In Favor of: ✓
Opposed: _____
Abstained: _____
Absent: _____

In Favor of: _____
Opposed: _____
Abstained: _____
Absent: ✓



Terry W. Olson
President and Commissioner



Michael Smith
Secretary and Commissioner

Yuri Kreutzer
Commissioner

CERTIFICATE

I, Michael Smith, Secretary of the Board of Commissioners of Water District No. 119, King County, Washington, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 551 of said Board, duly adopted at a regular meeting thereof held the 1st day of April, 2026, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.



Michael Smith
Secretary of the Board of Commissioners
Water District No. 119

EXHIBIT A

LEGAL DESCRIPTION KELLY ROAD ANNEXATION

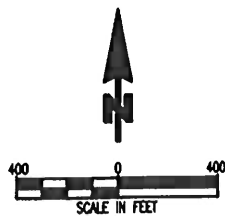
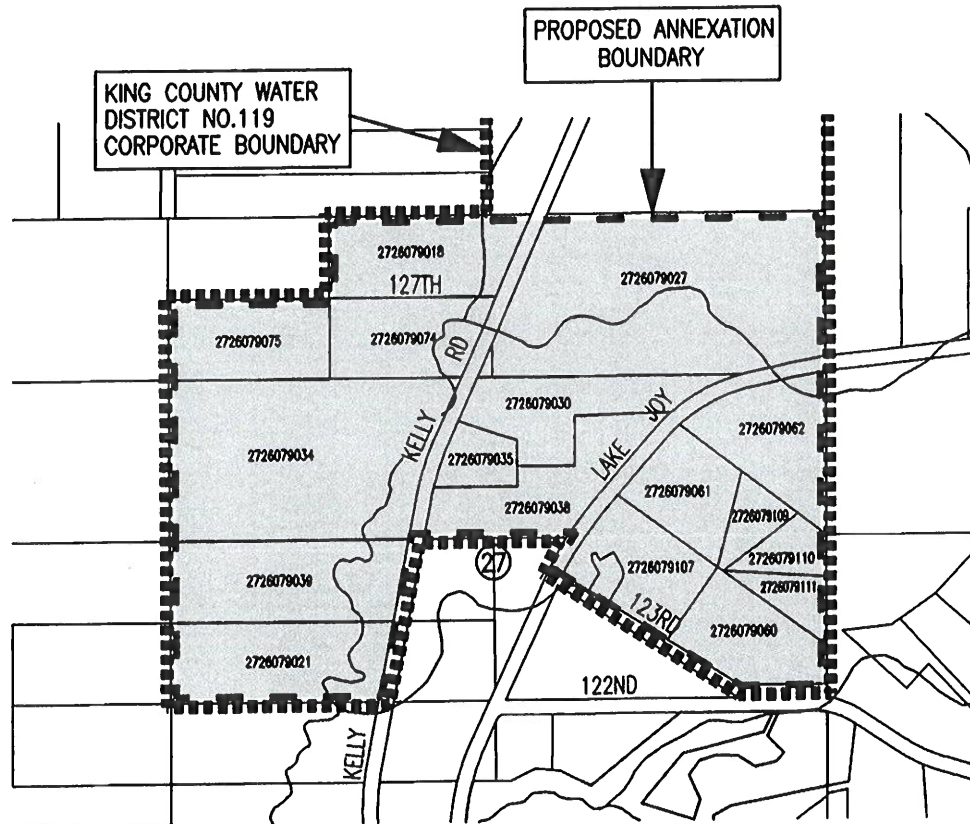
A portion of Section 27, Township 26 N, Range 7 E, of the Willamette Meridian, King County, Washington; more particularly described as follows:

Beginning at the Southwest corner of the North half of the Northeast quarter of the Southwest quarter of Section 27, Township 26 N, Range 7 E, of the Willamette Meridian; thence north along the West line of said North half of the Northeast quarter of the Southwest quarter to the Northwest corner of the South half of the Northwest quarter of the Southeast quarter of the Northwest quarter of said Section 27; thence east along the North line of said South half of the Northwest quarter of the Southeast quarter of the Northwest quarter to the Northeast corner thereof, thence North along the east line of the North half of the Northwest quarter of the Southeast quarter of the Northwest quarter of said Section 27 to the northeast corner thereof, thence east along the north line of the Northeast quarter of the Southeast quarter of the Northwest quarter of said Section 27 to the northeast corner thereof, thence continuing east along the north line of the Southwest quarter of the Northeast Quarter to the Northeast corner thereof, thence south along the east line of said Southwest quarter of the Northeast quarter to the Southeast corner thereof and the Northeast Corner of King County Short Plat No. 588001, King County Recording No. 9202199002, thence continuing south along the east line of said King County Short Plat to a point of intersection with the South line of the North half of the Northwest quarter of the Southeast quarter of said Section 27, thence west along said south line to the east corner of Lot 1 King County Short Plat No. 576083 King County Recording No. 7708310797, thence northwest along the northerly boundary line of said Lot 1 to a point of intersection with the westerly right-of-way line of Lake Joy Co. Rd., thence northerly along said westerly right-of-way line to a point of intersection with the north line of the Northwest quarter of the Southeast quarter of said Section 27, thence west along said north line to the center of said Section 27, thence continuing west along the North line of the Northeast Quarter of the Southwest quarter of said Section 27 to a point of intersection with the Easterly right-of-way line Kelly Rd., thence south along the easterly right-of-way line of Kelly Rd. to a point of intersection with the south line of the North half of the Northeast quarter of the Southwest Quarter of said Section 27, thence west along said south line to the point of beginning.

EXHIBIT B

ANNEXATION TO KING COUNTY WATER DISTRICT NO. 119

A PORTION OF SECTION 27, TOWNSHIP 26 N., RANGE 7 E.
KING COUNTY, WASHINGTON



KCWD 119 IS 89% OF ANNEXATION BOUNDARY
17 PARCELS - 95.67 ACRES

**KELLY ROAD
ANNEXATION**

Exhibit 2

Resolution No. 552

(Approval of Annexation, subject to BRB review and approval)

**WATER DISTRICT NO. 119
KING COUNTY, WASHINGTON**

RESOLUTION NO. 552

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF WATER DISTRICT NO. 119, KING COUNTY, WASHINGTON, APPROVING THE ANNEXATION OF AN AREA REFERRED TO AS THE KELLY ROAD ANNEXATION, SUBJECT TO THE REVIEW, APPROVAL, DISAPPROVAL OR MODIFICATION BY THE KING COUNTY BOUNDARY REVIEW BOARD AND THE KING COUNTY COUNCIL.

WHEREAS, RCW 57.24.170 authorizes Water District No. 119 to annex certain areas within or adjacent to the District's jurisdictional boundaries when such areas contain less than 100 acres and at least 80% of the boundaries of such areas are contiguous to the District; and

WHEREAS, the area referred to herein as the Kelly Road Annexation is an area that meets the statutory criteria set forth in RCW 57.24.170, in that the subject annexation area is 95.67 acres in size and at least 80% of the area's boundaries are contiguous to the District's boundaries; and

WHEREAS, the boundaries of the proposed annexation area referred to herein as the Kelly Road Annexation are set forth and legally described in **Exhibit A** and depicted in **Exhibit B** attached hereto; and

WHEREAS, the District believes that there are 28 registered voters residing within the proposed annexation area based on the information provided by the King County Elections office; and

WHEREAS, the District has executed a Determination of Nonsignificance (DNS) dated March 4, 2026 relating to this proposed annexation; and

WHEREAS, the District believes it is in the best interest of the District to annex the proposed annexation area into the District; and

WHEREAS, pursuant to RCW 57.24.170 and 57.24.180, the District adopted Resolution No. 551 on April 1, 2026 which formally declared the District's intent to annex this area and a public hearing was held on May 6, 2026 for the purpose of affording residents and property owners of the proposed annexation area an opportunity to be heard on the proposed annexation; and

WHEREAS, after taking into consideration the recommendations of the District staff and its consultants, the District Board of Commissioners desires to proceed with the proposed annexation, subject to the review, approval, disapproval or modification by the King County Boundary Review Board and the King County Council.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Water District No. 119, King County, Washington, as follows:

1. Pursuant to RCW 57.24.170 and 57.24.180, the Board of Commissioners of Water District No. 119 hereby approves of and authorizes the annexation the area referred to as the Kelly Road Annexation, which area is legally described and depicted in **Exhibits A and B** attached hereto, subject to the review, approval, disapproval or modification by the King County Boundary Review Board and the King County Council.

2. This annexation shall be effective upon the approval of the King County Boundary Review Board and the King County Council, provided that the effective date of this annexation shall not be less than forty-five (45) days from the date this Resolution is enacted by the District. This annexation shall be subject to the referendum procedures set forth in RCW 57.24.180 and 57.24.190. If no timely and sufficient referendum petition is filed, the annexation area shall become a part of the District as of the effective date set forth herein.

3. District staff and/or its consultants are hereby directed to file a Notice of Intent to annex the annexation area with the King County Boundary Review Board and the King County Council for their review and approval.

4. District staff are hereby directed to publish notice of the adoption of this Resolution in the manner required by RCW 57.24.180.

ADOPTED by the Board of Commissioners of Water District No. 119, King County, Washington, at a regular meeting thereof held on this 6th day of May, 2026.

WATER DISTRICT NO. 119
KING COUNTY, WASHINGTON

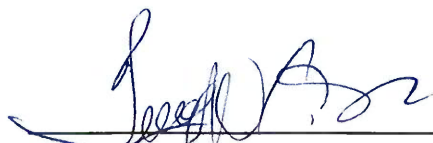
Individual Commissioners

Vote on Resolution

In Favor of: ☒
Opposed: ☐
Abstained: ☐
Absent: ☐

In Favor of: ☒
Opposed: ☐
Abstained: ☐
Absent: ☐

In Favor of: ☒
Opposed: ☐
Abstained: ☐
Absent: ☐


Terry W. Olson
President and Commissioner


Michael Smith
Secretary and Commissioner


Yuri Kreutzer
Commissioner

CERTIFICATE

I, Michael Smith, Secretary of the Board of Commissioners of Water District No. 119, King County, Washington, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 552 of said Board, duly adopted at a regular meeting thereof held the 6th day of May, 2026, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.



Michael Smith
Secretary of the Board of Commissioners
Water District No. 119

EXHIBIT A

LEGAL DESCRIPTION KELLY ROAD ANNEXATION

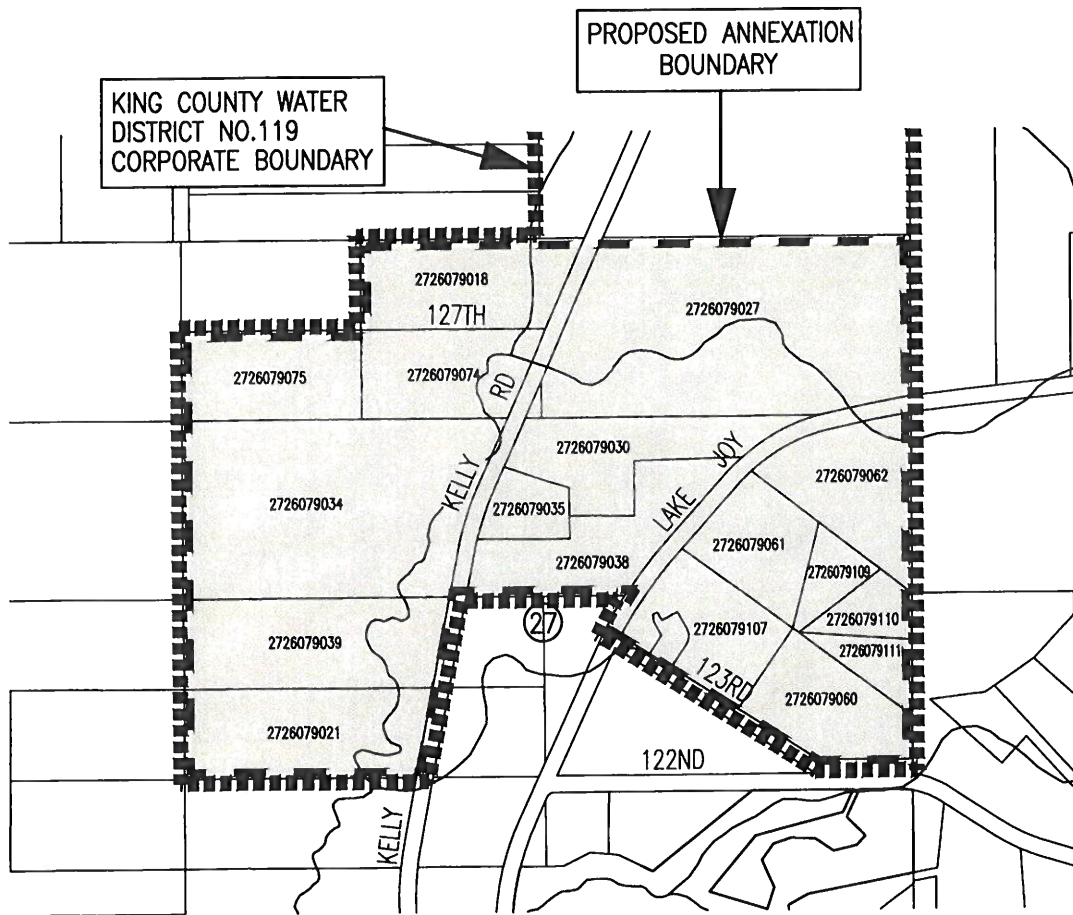
A portion of Section 27, Township 26 N, Range 7 E, of the Willamette Meridian, King County, Washington; more particularly described as follows:

Beginning at the Southwest corner of the North half of the Northeast quarter of the Southwest quarter of Section 27, Township 26 N, Range 7 E, of the Willamette Meridian; thence north along the West line of said North half of the Northeast quarter of the Southwest quarter to the Northwest corner of the South half of the Northwest quarter of the Southeast quarter of the Northwest quarter of said Section 27; thence east along the North line of said South half of the Northwest quarter of the Southeast quarter of the Northwest quarter to the Northeast corner thereof, thence North along the east line of the North half of the Northwest quarter of the Southeast quarter of the Northwest quarter of said Section 27 to the northeast corner thereof, thence east along the north line of the Northeast quarter of the Southeast quarter of the Northwest quarter of said Section 27 to the northeast corner thereof, thence continuing east along the north line of the Southwest quarter of the Northeast Quarter to the Northeast corner thereof, thence south along the east line of said Southwest quarter of the Northeast quarter to the Southeast corner thereof and the Northeast Corner of King County Short Plat No. 588001, King County Recording No. 9202199002, thence continuing south along the east line of said King County Short Plat to a point of intersection with the South line of the North half of the Northwest quarter of the Southeast quarter of said Section 27, thence west along said south line to the east corner of Lot 1 King County Short Plat No. 576083 King County Recording No. 7708310797, thence northwest along the northerly boundary line of said Lot 1 to a point of intersection with the westerly right-of-way line of Lake Joy Co. Rd., thence northerly along said westerly right-of-way line to a point of intersection with the north line of the Northwest quarter of the Southeast quarter of said Section 27, thence west along said north line to the center of said Section 27, thence continuing west along the North line of the Northeast Quarter of the Southwest quarter of said Section 27 to a point of intersection with the Easterly right-of-way line Kelly Rd., thence south along the easterly right-of-way line of Kelly Rd. to a point of intersection with the south line of the North half of the Northeast quarter of the Southwest Quarter of said Section 27, thence west along said south line to the point of beginning.

EXHIBIT B

ANNEXATION TO KING COUNTY WATER DISTRICT NO. 119

A PORTION OF SECTION 27, TOWNSHIP 26 N., RANGE 7 E.
KING COUNTY, WASHINGTON



KCWD 119 IS 89% OF ANNEXATION BOUNDARY
17 PARCELS - 95.67 ACRES

**KELLY ROAD
ANNEXATION**

Exhibit 3

**King County Assessor Letter dated June 2, 2026
requesting revisions to legal description**



King County

Department of Assessments

Accounting Division

201 S. Jackson St, Room 708, KSC-AS-0708
Seattle, WA 98104

John Wilson
Assessor

6/2/2026

Shelby Miklethun
Executive Secretary
Boundary Review Board
YES-BR-0240

RE: Pre-Review Water District 119 Kelly Road Annexation

Dear Ms. Miklethun,

Thank you for the opportunity to review the preliminary legal description for the potential Kelly Road Annexation to WD 119 signed by the surveyor on 3/24/2026.

Staff reviewed the preliminary legal description and have identified an issue requiring further clarification.

The section below describes following the east line of SP 588001 to the point of intersection with the described PLSS point. The legal also follows the east line of SP S89S0262 for approx. 208 feet to get to that PLSS point and this is not described.

Signed Legal:

“thence continuing south along the east line of said King County Short Plat to a point of intersection with the South line of the North half of the Northwest quarter of the Southeast quarter of said Section 27”

Suggested modification:

“thence continuing south along the east line of said King County Short Plat **and the east line of Short Plat No. S89S0262, King County Recording No. 9202199003** to a point of intersection with the South line of the North half of the Northwest quarter of the Southeast quarter of said Section 27”

If you have any questions, please feel free to contact me.

Sincerely,

Christie Most

Christie Most
GIS Specialist
King County Department of Assessments
206-263-2284

Exhibit 4
Revised Legal Description of Annexation Area

LEGAL DESCRIPTION
KELLY ROAD ANNEXATION

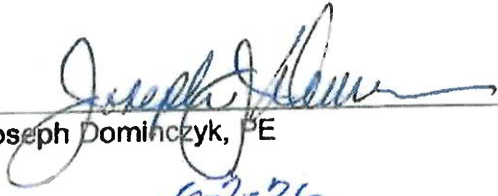
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Beginning at the Southwest corner of the North half of the Northeast quarter of the Southwest quarter of Section 27, Township 26 N, Range 7 E, of the Willamette Meridian; thence north along the West line of said North half of the Northeast quarter of the Southwest quarter to the Northwest corner of the South half of the Northwest quarter of the Southeast quarter of the Northwest quarter of said Section 27; thence east along the North line of said South half of the Northwest quarter of the Southeast quarter of the Northwest quarter to the Northeast corner thereof, thence North along the east line of the North half of the Northwest quarter of the Southeast quarter of the Northwest quarter of said Section 27 to the northeast corner thereof, thence east along the north line of the Northeast quarter of the Southeast quarter of the Northwest quarter of said Section 27 to the northeast corner thereof, thence continuing east along the north line of the Southwest quarter of the Northeast Quarter to the Northeast corner thereof, thence south along the east line of said Southwest quarter of the Northeast quarter to the Southeast corner thereof and the Northeast Corner of King County Short Plat No. 588001, King County Recording No. 9202199002, thence continuing south along the east line of said King County Short Plat 588001 and the east line of King County Short Plat No. S89S0262, King County Recording No. 9202199003 to a point of intersection with the South line of the North half of the Northwest quarter of the Southeast quarter of said Section 27, thence west along said south line to the east corner of Lot 1 King County Short Plat No. 576083 King County Recording No. 7708310797, thence northwest along the northerly boundary line of said Lot 1 to a point of intersection with the westerly right-of-way line of Lake Joy Co. Rd., thence northerly along said westerly right-of-way line to a point of intersection with the north line of the Northwest quarter of the Southeast quarter of said Section 27, thence west along said north line to the center of said Section 27, thence continuing west along the North line of the Northeast Quarter of the Southwest quarter of said Section 27 to a point of intersection with the Easterly right-of-way line Kelly Rd., thence south along the easterly right-of-way line of Kelly Rd. to a point of intersection with the south line of the North half of the Northeast quarter of the Southwest Quarter of said Section 27, thence west along said south line to the point of beginning.



LEGAL DESCRIPTION CERTIFICATION
KELLY ROAD ANNEXATION

I HEREBY CERTIFY, that the foregoing description for the Kelly Road Annexation is complete and accurate based on supporting records and geographic information available from King County Washington. Said legal description includes 17 Parcels totaling 95.7 acres.



Joseph Dominczyk, PE
6-2-26

Date

Exhibit 5

**King County Assessor Letter dated June 9, 2026
approving of revised legal description**



King County

Department of Assessments

Accounting Division

201 S. Jackson St, Room 708, KSC-AS-0708
Seattle, WA 98104

John Wilson
Assessor

6/9/2026

Shelby Miklethun
Executive Secretary
Boundary Review Board
YES-BR-0240

RE: Pre-Review Water District 119 Kelly Road Annexation

Dear Ms. Miklethun,

Thank you for the opportunity to review the preliminary legal description for the potential Kelly Road Annexation to WD 119 signed by the surveyor on 6/2/2026.

Staff reviewed the preliminary legal description and found it sufficient for describing the annexation area.

If you have any questions, please feel free to contact me.

Sincerely,
Christie Most

Christie Most
GIS Specialist
King County Department of Assessments
206-263-2284

Exhibit 6

**Kelly Road Annexation Certification
as to size and contiguous boundaries**

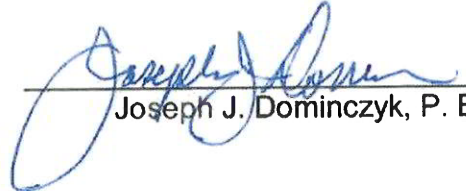
KELLY ROAD ANNEXATION
CERTIFICATION

THIS IS TO CERTIFY that the boundary of the proposed annexation, as described in the attached legal description for King County Water District No. 119, has been reviewed and is determined to be 89% contiguous with the existing district boundary, according to review applicable maps and records of King County, Washington.

Total annexation perimeter = 10,002 feet

Contiguous boundary with King County Water District No. 119 = 8,862 feet

Calculation: $8,862 \text{ feet} \div 10,002 \text{ feet} = 89\%$



Joseph J. Dominczyk, P. E.

3.24.26

Date

Exhibit 7

Affidavit of Publication – Notice of Intent to Annex

The Seattle Times

AFFIDAVIT OF PUBLICATION

Lien Le
Inslee Best
10900 NE 4th St Ste 1500
Bellevue WA 98004

STATE OF WASHINGTON, COUNTIES OF KING AND SNOHOMISH

The undersigned, on oath states that he/she is an authorized representative of The Seattle Times Company, publisher of The Seattle Times of general circulation published daily in King and Snohomish Counties, State of Washington. The Seattle Times has been approved as a legal newspaper by orders of the Superior Court of King and Snohomish Counties.

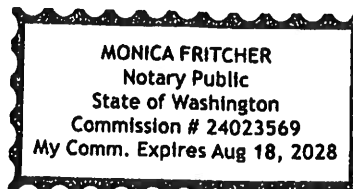
The notice, in the exact form annexed, was published in the regular and entire issue of said paper or papers and distributed to its subscribers during all of the said period.

04/20/2026, 04/27/2026

Agent Frankie Flight Signature Frankie Flight

Subscribed and sworn to before me on 4/28/2026
Monica Fritcher Monica Fritcher
(Notary Signature) Notary Public in and for the State of Washington, residing at Seattle

Publication Cost: \$2744.28
Order No: 112741
Customer No: 290
PO #:



**WATER DISTRICT NO. 119
KING COUNTY, WASHINGTON**

**NOTICE OF INTENT TO ANNEX
AND NOTICE OF PUBLIC HEARING**

Notice is hereby given that on April 1, 2026, the Board of Commissioners of Water District No. 119, King County, Washington, adopted Resolution No. 551 which declared the Board's intent to annex the area known as the Kelly Road Annexation which is legally described in Exhibit A attached to this Notice. Pursuant to Resolution No. 551 a public hearing is scheduled for May 6, 2026, commencing at 7:00 p.m. at the District's office located at 32730 NE Big Rock Rd, Duwamish WA 98019 for the purpose of taking public comments from the residents and/or property owners of the Kelly Road Annexation area regarding the District's intent to annex this area by subsequent resolution.

Michael Smith, Secretary
Board of Commissioners

**EXHIBIT A
LEGAL DESCRIPTION
KELLY ROAD ANNEXATION**
A portion of Section 27, Township 26 N, Range 7 E, of the Willamette Meridian, King County, Washington; more particularly described as follows:
Beginning at the Southwest corner of the North half of the Northeast quarter of the Southwest quarter of Section 27, Township 26 N, Range 7 E, of the Willamette Meridian; thence north along the West line of said North half of the Northeast quarter of the Southwest quarter to the Northwest corner of the South half of the Northwest quarter of the Southeast quarter of the Northwest quarter of said Section 27; thence east along the North line of said South half of the Northwest quarter of the Southeast quarter of the Northwest quarter to the Northeast corner thereof, thence North along the east line of the North half of the Northwest quarter of the Southeast quarter of the Northwest quarter of said Section 27 to the northeast corner thereof, thence east along the north line of the Northeast quarter of the Southeast quarter of the Northwest quarter of said Section 27 to the northeast corner thereof, thence continuing east along the north line of the Southwest quarter of the Northeast Quarter to the Northeast corner thereof, thence south along the east line of said Southwest quarter of the Northeast quarter to the Southeast corner thereof and the Northeast Corner of King County Short Plat No. 598001, King County Recording No. 9202199002, thence continuing south along the east line of said King County Short Plat to a point of intersection with the South line of the North half of the Northwest quarter of the Southeast quarter of said Section 27, thence west along said south line to the east corner of Lot 1 King County Short Plat No. 376083 King County Recording No. 7708310797, thence northwest along the northerly boundary line of said Lot 1 to a point of intersection with the westerly right-of-way line of Lake Joy Co. Rd., thence northerly along said westerly right-of-way line to a point of intersection with the north line of the Northwest quarter of the Southeast quarter of said Section 27, thence west along said north line to the center of said Section 27, thence continuing west along the North line of the Northeast Quarter of the Southwest quarter of said Section 27 to a point of intersection with the Easterly right-of-way line Kelly Rd., thence south along the easterly right-of-way line of Kelly Rd. to a point of intersection with the south line of the North half of the Northeast quarter of the Southwest Quarter of said Section 27, thence west along said south line to the point of beginning.

Publication Cost: \$2744.28
Order No: 112741
Customer No: 290
PO #:

Exhibit 8

SEPA Environmental Checklist

SEPA ENVIRONMENTAL CHECKLIST

A. Background

1. Name of proposed project, if applicable:

Kelly Road Annexation

2. Name of applicant:

King County Water District No. 119

3. Address and phone number of applicant and contact person:

King County Water District No. 119
32730 N.E. Big Rock Road
Duvall, WA 98019
Roxanne Heller, Manager
(425) 788-2885

Joseph J. Dominczyk, P.E.
Engineering Consultants Northwest, Inc.
811 Porter Way
Milton, WA 98354
(253) 952-7797

4. Date checklist prepared:

January 2026

5. Agency requesting checklist:

King County Water District No. 119

6. Proposed timing or schedule (including phasing, if applicable):

Annexation Public Hearing	March 2026
Submittal to Boundary Review Board	March 2026
Boundary Review Board Approval	May 2026

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Not at this time.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None that we are aware of.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

None.

10. List any government approvals or permits that will be needed for your proposal, if known.

Boundary Review Board & King County Council approval.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

King County Water District No. 119 is a “special purpose” utility district formed in accordance with RCW Title 57. The District provides potable water service to an unincorporated portion of East King County. The District currently has approximately 1,310 connections to its system, the majority of which are residential. The District policies and procedures require properties be located within the District corporate boundaries as a condition of obtaining service from the system, except in special situations when temporary service may be granted. The District boundaries have changed from time to time by annexation. Annexation proceedings are usually initiated by private property owners requesting water service from the District. This annexation has been initiated by the District Board of Commissioner in order to eliminate an “island” of unannexed property within the District’s Planning Area boundary.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The proposed project is located in a portion of the NE quarter of Section 27, Township 26 North, Range 7 East, W.M. King County, Washington.

B. ENVIRONMENTAL ELEMENTS

1. Earth

- a. General description of the site:

Circle or indicate one: Flat, rolling, hilly, steep slopes, mountainous, other:

- b. What is the steepest slope on the site (approximate percent slope)?

The steepest slope within the project is 20%.

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

The major soil classification within the project area is identified by the "USDA Natural Resource Conservation Service" for the King County Area is primarily Tokul Gravelly Medial Loam, 8 to 15 percent slopes.

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No.

- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

No filling or grading is proposed as part of this annexation.

- f. Could erosion occur because of clearing, construction, or use? If so, generally describe.

No.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

The Annexation will not add any impervious surfacing to the area.

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

None necessary.

2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

None.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

None to our knowledge.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

None required.

3. Water

- a. Surface Water:

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Harris Creek flows through the annexation area. The creek is tributary to the Snoqualmie River.

2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

No.

3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

None.

4. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

No.

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

No.

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

No.

b. Ground:

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

No.

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Waste materials will not be discharged into the ground.

c. Water Runoff (including stormwater):

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Not applicable for this proposal.

2. Could waste materials enter ground or surface waters? If so, generally describe.

No.

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No.

- d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

Not applicable for this proposal.

4. Plants

- a. Check the types of vegetation found on the site:

<u> x </u>	deciduous tree: alder, maple, aspen, other
<u> x </u>	evergreen tree: fir, cedar, pine, other
<u> x </u>	shrubs
<u> x </u>	grass
<u> x </u>	pasture
_____	crop or grain
_____	orchards, vineyards or other permanent crops.
<u> x </u>	wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
_____	water plants: water lily, eelgrass, milfoil, other
_____	other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?

None for this proposal.

- c. List threatened and endangered species known to be on or near the site.

None known of.

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

None needed.

- e. List all noxious weeds and invasive species known to be on or near the site.

None known of.

5. Animals

- a. Underline any birds and animals which have been observed on or near the site or are known to be on or near the site.

Birds: hawk, heron, eagle, songbirds, other:

Mammals: deer, bear, elk, beaver, other:

Fish: bass, salmon, trout, herring, shellfish, other

- b. List any threatened and endangered species known to be on or near the site.

None known of.

- c. Is the site part of a migration route? If so, explain.

Yes, fish spawning.

- d. Proposed measures to preserve or enhance wildlife, if any:

None necessary.

- e. List any invasive animal species known to be on or near the site.

None known.

6. Energy and Natural Resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

None required for this proposal.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Not Applicable.

7. **Environmental Health**

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

No.

1. Describe any known or possible contamination at the site from present or past uses.

Not Applicable.

2. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

Not Applicable.

3. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

Not Applicable.

4. Describe special emergency services that might be required.

There are no special emergency services proposed for this project.

5. Proposed measures to reduce or control environmental health hazards, if any:

Not Applicable.

b. Noise

1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

None.

2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

None.

3. Proposed measures to reduce or control noise impacts, if any:

None required.

8. **Land and Shoreline Use**

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The current use of the properties in the immediate area is single family residential.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

No properties will be connected.

1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

No.

- c. Describe any structures on the site.

Several properties have existing single family residences and out buildings.

- d. Will any structures be demolished? If so, what?

No.

- e. What is the current zoning classification of the site?

RA5 Rural Area - 1 DU per 5 acres.

- f. What is the current comprehensive plan designation of the site?

Rural Area (1 DU/2.5 - 10 acres)

- g. If applicable, what is the current shoreline master program designation of the site?

N/A

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

The King County Sensitive Areas IMAP identifies several areas within the annexation boundary as environmentally sensitive. These areas include small wetlands, isolated erosion hazard areas and Class 2 streams (Harris Creek and tributaries). None of the sensitive areas will be affected as no work will be required within or immediately adjacent to them as part of this annexation.

- i. Approximately how many people would reside or work in the completed project?

None.

- j. Approximately how many people would the completed project displace?

None.

- k. Proposed measures to avoid or reduce displacement impacts, if any:

None required.

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The proposed project annexation is consistent with the District's current Comprehensive Water System Plan (approved by King County and the Washington State Department of Health). The Comprehensive Plan was prepared in conformance with the Snoqualmie Valley Plan and King County Comprehensive Plan.

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

None required.

9. **Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

None by this proposal.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

None.

- c. Proposed measures to reduce or control housing impacts, if any:

No measures required.

10. **Aesthetics**

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

No building construction is proposed.

- b. What views in the immediate vicinity would be altered or obstructed?

None

- c. Proposed measures to reduce or control aesthetic impacts, if any:

None required by this proposal.

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

None.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

No.

- c. What existing off-site sources of light or glare may affect your proposal?

None.

- d. Proposed measures to reduce or control light and glare impacts, if any:

No measures are required.

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

Fishing, swimming and hiking.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

No.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

No measures are required.

13. Historic and Cultural Preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

Not to our knowledge.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

There are no known landmarks or evidence of Indian or historic, archaeological, scientific or cultural importance known to be on or immediately adjacent next to the annexation area.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

Research of the site addresses on Washington State's searchable cultural database did not identify any cultural or historical issues on or near the site.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

No measures required.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

No public streets are required for this proposal. Access to the site will be on existing county roads.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

The closest transit stop is approximately 1 mile from the south end of the annexation area at the intersection of NE Big Rock Road and Kelly Road.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

None generated. None eliminated.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

None.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No.

- h. Proposed measures to reduce or control transportation impacts, if any:

None required.

15. Public Services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

No additional public services will be required for this proposal.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

None required.

16. Utilities

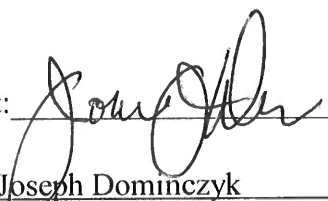
- a. Underline utilities currently available at the site:
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,
other: CATV
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

This proposal requires no utilities.

C. SIGNATURE

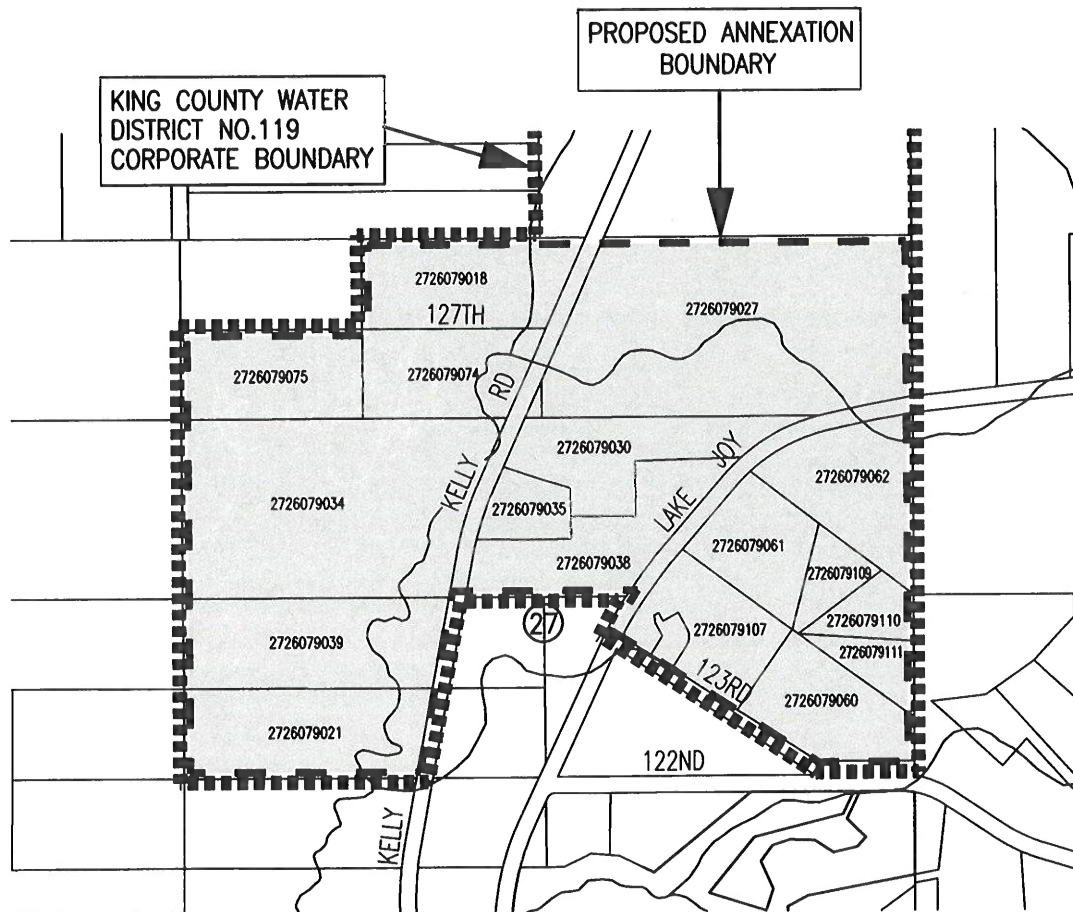
The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on the information to make its decision.

Signature: 
Name of Signee: Terry W. Chasen
Position and agency/organization: President WDI19
Date: 3/4/20

Signature of Agent: 
Name of Agent: Joseph Dominczyk
Position of Agent: District Engineer
Date: 3-4-20

ANNEXATION TO KING COUNTY WATER DISTRICT NO. 119

A PORTION OF SECTION 27, TOWNSHIP 26 N., RANGE 7 E.
KING COUNTY, WASHINGTON



KCWD 119 IS 89% OF ANNEXATION BOUNDARY
17 PARCELS - 95.67 ACRES

**KELLY ROAD
ANNEXATION**

Exhibit 9

Determination of Nonsignificance (DNS)

State Environmental Policy Act

Determination of NonSignificance

Date of Issuance: March 4, 2026

Lead Agency: King County Water District No. 119

Agency Contact: Roxanne Heller. (425) 788-2885

Proposal Name: Kelly Road Annexation

Location of Proposal: The properties being annexed are located along Kelly Road near NE 127th Street, Duvall, WA and is generally located in a portion of Section 27, Township 26 North, Range 7 East, W.M., King County, Washington.

Applicant: King County Water District No. 119

Description of Proposal: The proposed action will annex slightly less than 100 acres of privately owned property into the corporate boundaries of the District. The subject area is located within a block of properties surrounded on three sides by the District's existing corporate boundary. The annexation would incorporate the affected parcels into the District corporate limits for the purpose of eventually providing public water service consistent with District standards and policies.

Finding: The proposal does not include approval of any specific development. Future development, if any, requires conformity to applicable county zoning and land use regulations and would be subject to separate review services and permitting.

Determination: The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement is not required under [RCW 43.21C.030\(2\)\(c\)](#). This decision was made after review of a completed environmental checklist and other information on file with the lead agency.

This information is available at: District Office on request

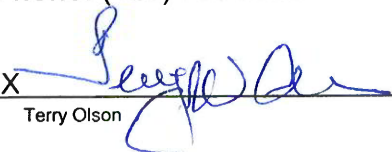
- ☒ There is no comment period for this DNS.
- ☐ This DNS is issued after using the optional process in WAC [197-11-355](#). There is no further comment period on the DNS.
- ☐ This DNS is issued under WAC [197-11-340\(2\)](#); the lead agency will not act on this proposal for 14 days from the date of issuance.

Responsible Official: Terry Olson, Board of Commissioners

Position/Title: President

Address: 32730 NE Big Rock Rd Duvall, WA 98019

Phone: (425) 788-2885

X 
Terry Olson

Signature Date: 3/4/26

Exhibit 10
Assessor Map

- Control
- Highway
- Right
- Shoreline
- Original Shoreline
- Parcel
- UTM
- Survey
- Equipment
- Hydro
- Demolition/Removal
- Water
- Proposed
- Original
- Final
- Survey
- Equipment
- Hydro
- Demolition/Removal
- Water
- Proposed
- Original
- Final
- Survey
- Equipment

- Park
- Park Map Number
- Recreation/Leisure
- Environmental Features
- Service Area
- City

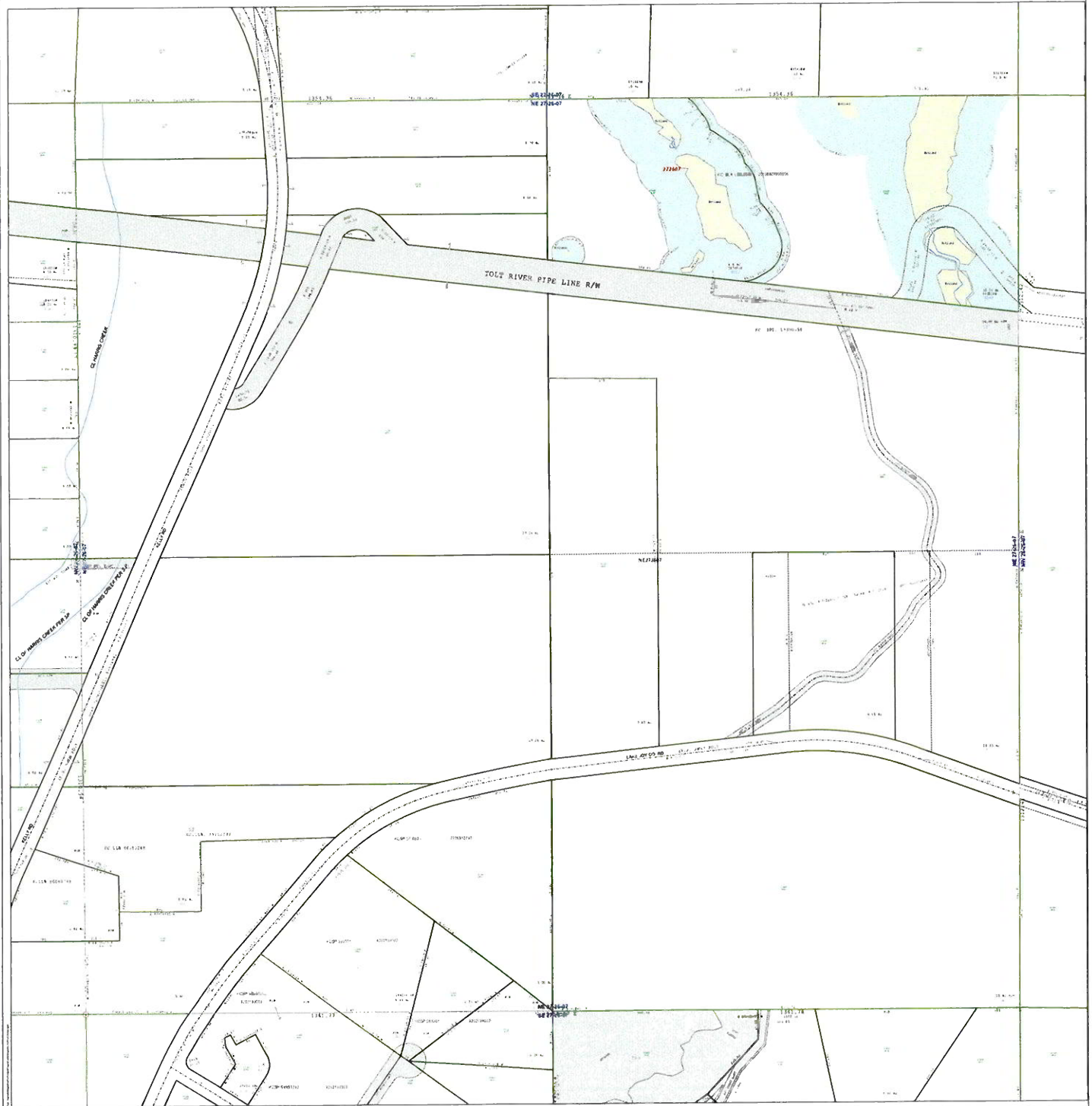
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NE 27-26-07
NW 27-26-07
SE 27-26-07
SW 27-26-07



NE 27-26-07

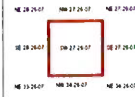
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Date: 1/22/2025





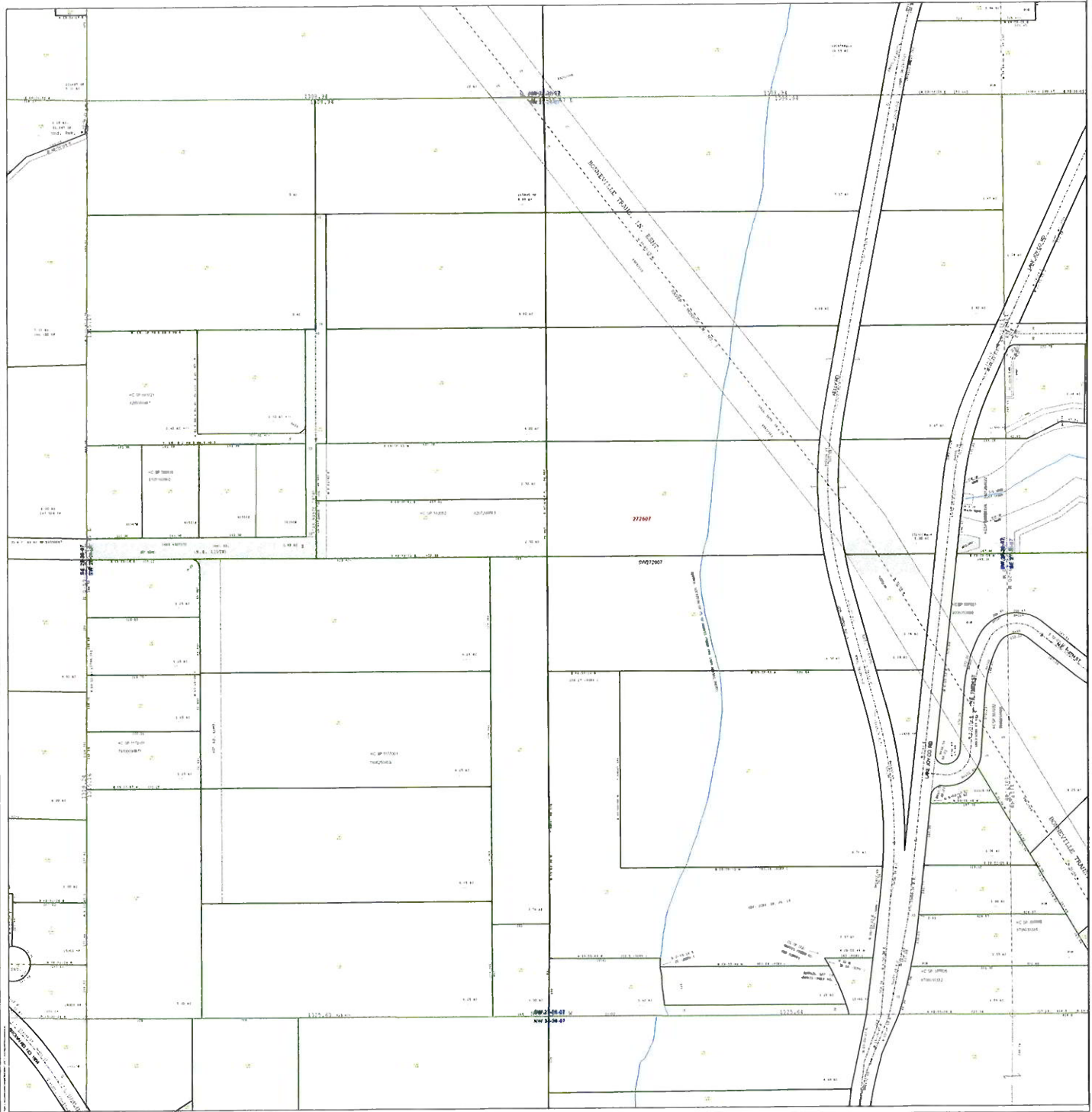
- Control
- Right-of-Way
- Plat
- Shaded
- Original Shaded
- Parcel
- Lot
- Case
- Survey
- Geometric
- Hydro
- Compass and Cam
- Proposed
- Parcel
- Rated Major Number
- City

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SW 27-26-07

1 inch = 100 feet
Date 8/5/2022



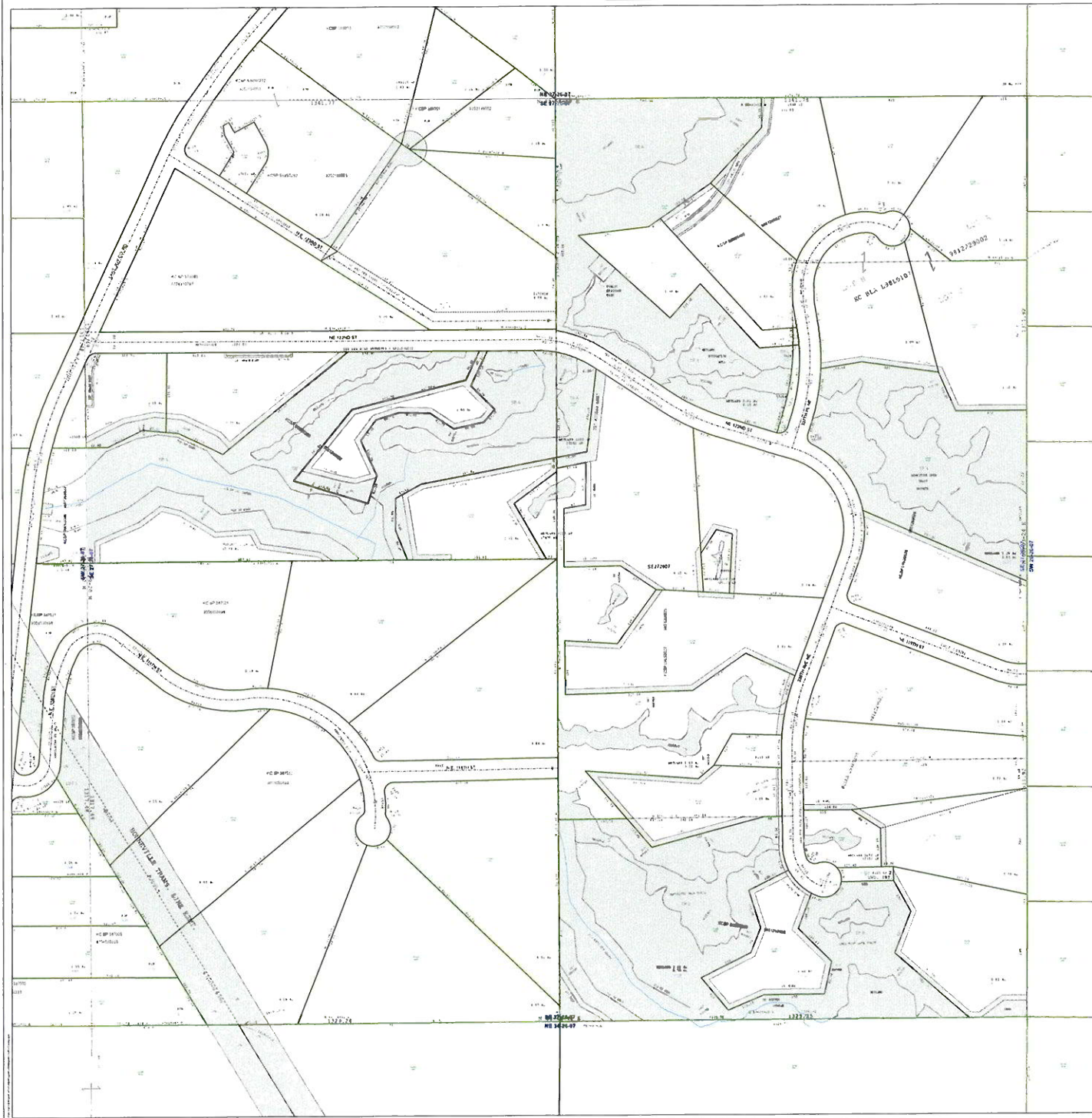
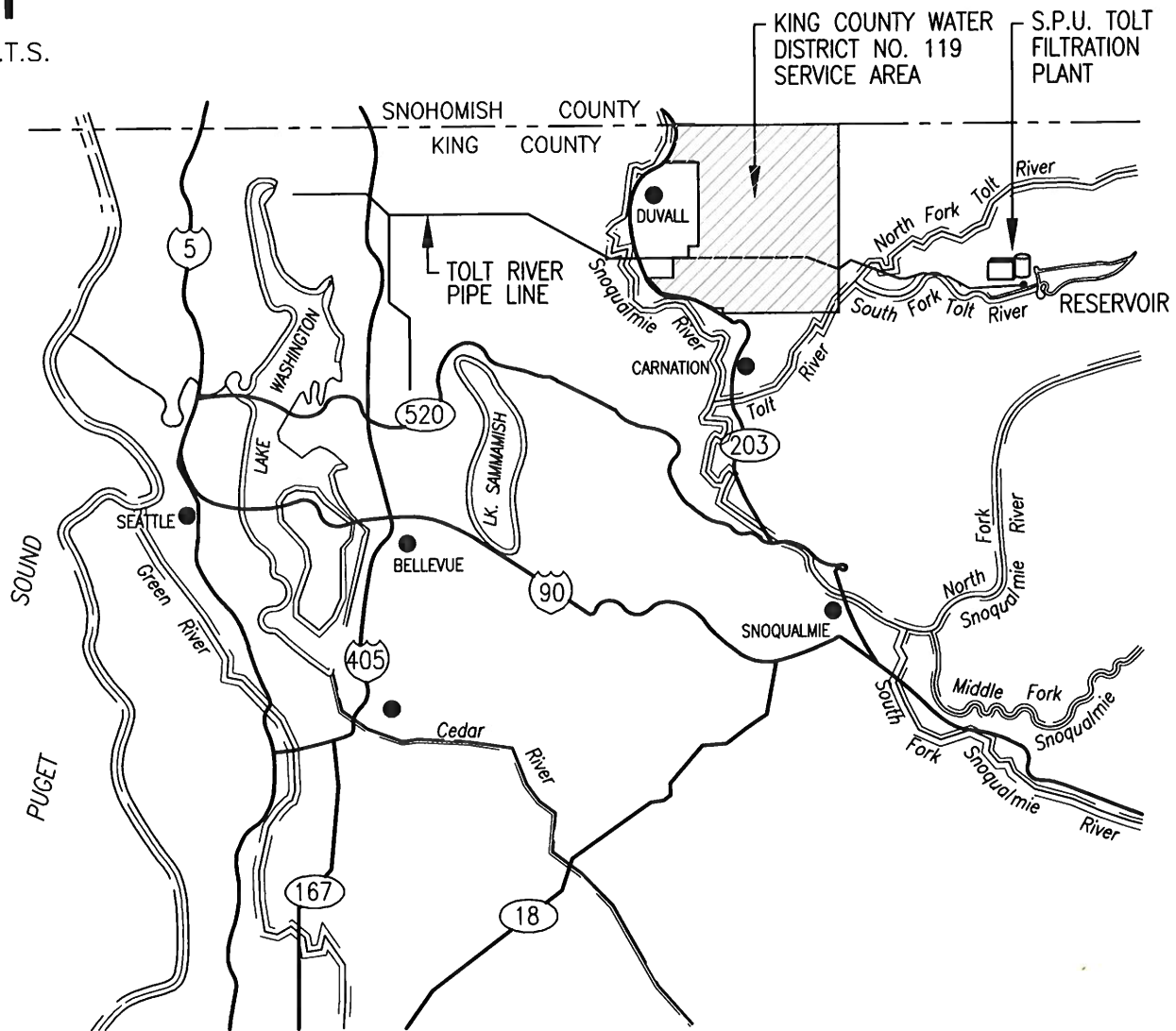


Exhibit 11
Vicinity Map

KING COUNTY WATER DISTRICT NO. 119



N.T.S.

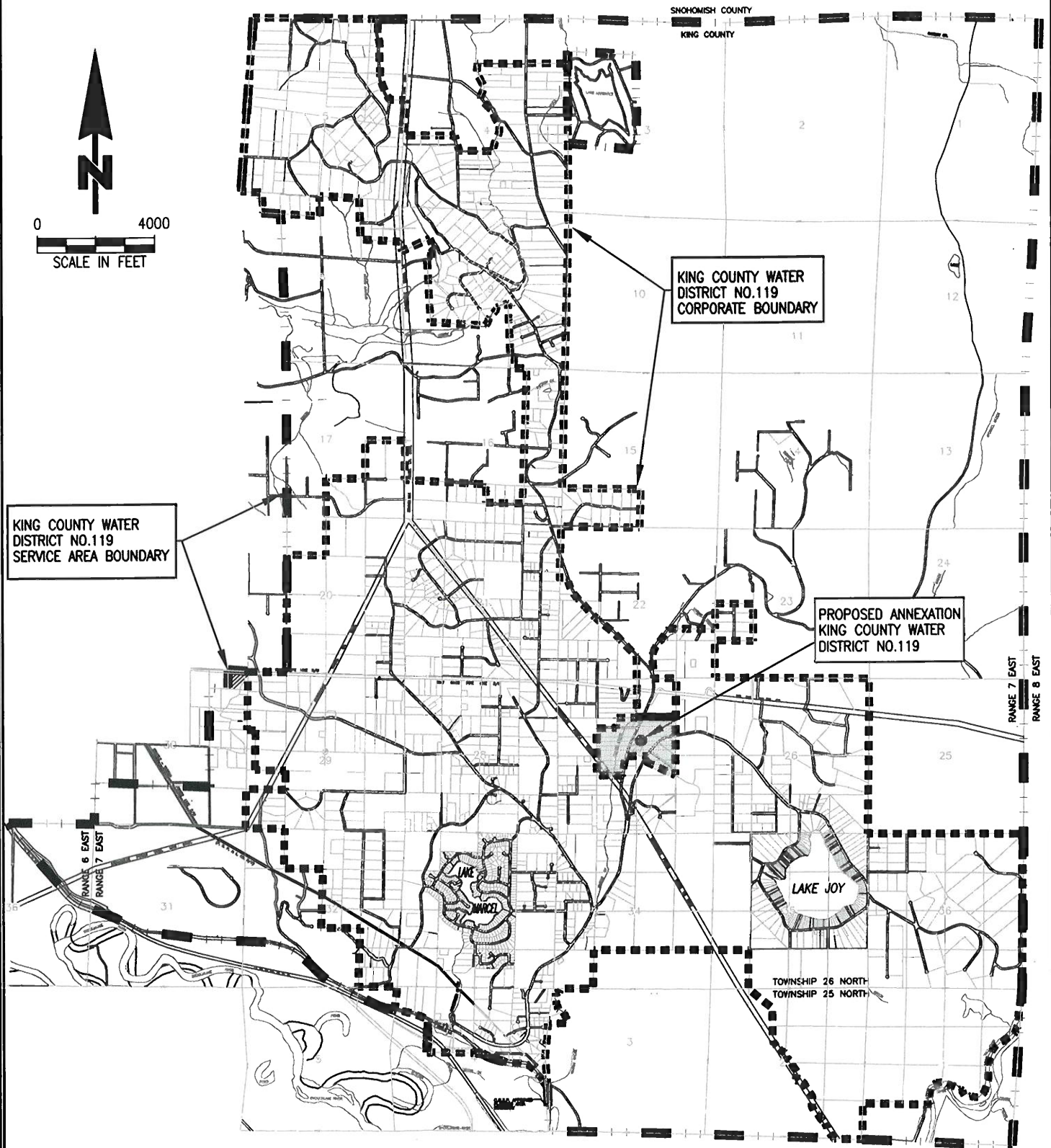


VICINITY MAP
EXHIBIT 11

Exhibit 12

Water District No. 119 Boundary Map

KING COUNTY WATER DISTRICT NO. 119 SERVICE AREA AND CORPORATE BOUNDARIES



Annexation by Resolution– Water-Sewer Districts



Washington State Boundary Review Board for King County
September 10, 2026

Water-Sewer Districts

Resolution Method – Less than 100 Acres

RCW 57.24.170-.190

- Area must be:
 - Less than 100 acres
 - At least 80 of the boundaries must be contiguous to a district
- A district board of commissioners may resolve to annex territory to the district
 - Resolution must:
 - Describe boundaries of proposed annexation area
 - State number of registered voters in the proposed annexation area
 - Det a date for a public hearing
 - Method has a required notice process regarding public hearing as well as after passage of resolution
 - Resolution cannot be effective for at least 45 days after hearing
 - A referendum-election process is available
 - At least 10% of registered voters in the annexation area who voted in the last municipal general election

Other Steps

- District must undertake a SEPA process
 - [RCW Chapter 43.21C](#) and [WAC Chapter 197-11](#)
- Boundary Review Board (BRB) process in BRB counties per [RCW 36.93.090](#)
- Approval of County legislative authority per [RCW 57.02.040](#)
 - Must hold a public hearing and approve or not approve per certain criteria:
 - (a) Whether the proposed action in the area under consideration is in compliance with the development program that is outlined in the county comprehensive plan, or city or town comprehensive plan where appropriate, and its supporting documents;*
 - (b) Whether the proposed action in the area under consideration is in compliance with the basin-wide water and/or sewage plan as approved by the state department of ecology and the state department of social and health services; and*
 - (c) Whether the proposed action is in compliance with the policies expressed in the county plan for water and/or sewage facilities.*
 - Can also find that the area would be most appropriately served by the county itself or another district, city, town or municipality

File	Date Rec	Filed	Exp/45	Entity	Entity Type	Action	Annexation Method	Name	Board Action	Date Closed	Final/Ord	Parcel Nos.	No. of Parcels	Total Acres
2424	8/19/2026	8/19/2026	10/5/2026	WD: WATER DIST 119	WATER DISTRICT	ANN	RESOLUTION - RCW 57.24.170	KELLY ROAD				2726079018, 2726079021, 2726079027, 2726079030, 2726079036, 2726079034, 2726079035, 2726079038, 2726079039, 2726079060, 2726079061, 2726079062, 2726079074, 2726079075, 2726079107, 2726079109, 2726079110, 2726079111, 2726079108 (Tract U)	18	95.67
2423	3/26/2026	3/27/2026	5/11/2026	S: VASHON SEWER DIST	SEWER DISTRICT	DE-ANN	WITHDRAWAL RESOLUTION - RCW 57.28	SPRING BEACH	APV/45/04/09/2026	5/11/2026		7930000285, 7930000280, 7930000275, 7930000220, 7930000215, 7930000210, 7930000200, 7930000180, 7930000170, 7930000160, 7930000156, 7930000155, 7930000150, 7930000135, 7930000130, 7930000120, 7930000116, 7930000110, 7930000100, 7930000085, 7930000005, 3522029023, 3422029003	23	67
2422	12/16/2025	1/6/2026	2/20/2026	D: KING COUNTY DRAINAGE DISTRICT 5-SA	DRAINAGE DISTRICT	DE-ANN	WITHDRAWAL RESOLUTION - RCW 57.28	ENUMCLAW	APV/45/01/08/2026	2/20/2026	RES. 2026-01	https://cdn.kingcounty.gov/-/media/king-county/independent/governance-and-leadership/government-oversight/boundary-review-board/docs/res/2422-5-SA-response.pdf?rev=7e05aaf99f3b84c088d924158d02da93b&hash=BC5210B40884A9FAFE4462A1B44A8538	657	852.44
2421	12/27/2024	1/3/2025	2/18/2025	W & S: NE SAMM 5 & W DIST	WATER AND SEWER DISTRICT	ANN	PETITION	PARKLANE SWR	APV/45/01/08/2025	2/18/2025	ORD. 19910	1240100082	1	1
2420	7/17/2024	7/30/2024	9/13/2024	W & S: SAMM PLATEAU W & S	WATER AND SEWER DISTRICT	WTR DE	WITHDRAWAL RESOLUTION - RCW 57.28	AMES LAKE ROAD	APV/45/09/12/2024	9/13/2024	ORD. 19834, RES. 5283		4	25
2419	4/10/2024	4/17/2024	6/2/2024	WD: COVINGTON	WATER DISTRICT	ANN	PETITION	SCHNEIDER WTR	APV/WAIVER 05/09/2024	5/9/2024	ORD. 19773, RES. 4683	2425069059, 2425069026, 2425069012, 2525069035	1	0.49
2418	2/22/2024	2/24/2024	4/8/2024	C: REDMOND	CITY	ANN	PETITION	NE 97TH STREET	APV/45/03/14/2024	4/9/2024	ORD. 3165	0325059160, 0325059155, 0325059155, 0325059134, 0325059039, 0325059045, 0325059052, 0325059108, 0325059053, 0325059087, 0325059082, 0325059093, 0325059257	13	13.5
2417	10/27/2023	10/27/2023	12/11/2023	W & S: SOOS CREEK W & S	WATER AND SEWER DISTRICT	ANN	PETITION	LAKEPOINTE SWR	APV/45/11/09/2023	12/12/2023	ORD. 19737, RES. 3845-5	2922069162, 1922069041, 3022069001, 2022069152, 2022069012	5	79.9
2416	10/5/2023	10/10/2023	11/27/2023	C: AUBURN	CITY	ANN	RESOLUTION - RCW 35.10.271(2)	THE BRIDGES	APV/45/11/09/2023	11/28/2023	ORD. 6928	https://cdn.kingcounty.gov/-/media/king-county/independent/governance-and-leadership/government-oversight/boundary-review-board/docs/res/2416-parcels.pdf?rev=bf446b066747a2e0824dd7e64e7b88&hash=3C079BA04A3D64A04F1C185A31584320	443	156
2415	3/31/2023	3/31/2023	5/15/2023	C: PACIFIC	CITY	SAC	INTERLOCAL AGREEMENT	GREEN VALLEY FARMS SAC	APV/45/04/13/2023	5/19/2023	RES. 2023-876	3621049016, 3621049077	2	20.5
2414	2/28/2023	2/28/2023	4/17/2023	WD: COVINGTON	WATER DISTRICT	ANN	PETITION	HUB WTR	APV/45/03/09/2023	4/25/2023	ORD. 19622, RES. 4618	4127000805, 4127000860, 4127000861	3	46.05
2413	10/17/2022	10/26/2022	12/12/2022	C: ENUMCLAW	CITY	ANN	PETITION	GRACE POINT	APV/45/11/10/2022	12/20/2022	ORD. 2749	7792000015, 7792000020	2	1.23
2412	9/26/2022	9/28/2022	11/14/2022	W & S: SAMM PLATEAU W & S	WATER AND SEWER DISTRICT	ANN	PETITION	SILER RIDGE WTR1	APV/45/11/10/2022	11/18/2022	ORD. 19554	1225069051, 1225069050, 135069091, 1225069049, 1225069013, 1350690905	6	120
2411	8/9/2022	8/15/2022	9/29/2022	W & S: SAMM PLATEAU W & S	WATER AND SEWER DISTRICT	ANN	PETITION	NE 1ST & JUNIPER SWR ANNE	APV/45/09/22/2022	9/29/2022	ORD. 19519	8843500209, 8843500208, 8843500205, 8843500150, 8843500121, 8843500120, 8843500124, 8843500136, 8843500138, 8843500145	10	12
2410	8/9/2022	8/15/2022	9/29/2022	W & S: SAMM PLATEAU W & S	WATER AND SEWER DISTRICT	ANN	PETITION	M-BROOKE FARM WTR ANN	APV/45/09/22/2022	9/29/2022	ORD. 19518	2425069002, 2525069003	2	80
2409	7/29/2022	8/2/2022	9/16/2022	FD: KCPD # 43	FIRE DISTRICT	ANN	PETITION	VANDER WOUDE ANNEX	APV/45/08/11/2022	9/16/2022	ORD. 19520	0822079034	1	1.36
2408	6/30/2022	7/5/2022	8/19/2022	W & S: SAMM PLATEAU W & S	WATER AND SEWER DISTRICT	SWR DE	WITHDRAWAL RESOLUTION - RCW 57.28	ISSAQUAH HIGHLANDS	APV/45/08/11/2022	8/19/2022	RES. 5139	NOT PROVIDED IN A LISTABLE FORMAT		27
2407	6/30/2022	7/5/2022	8/19/2022	W & S: SAMM PLATEAU W & S	WATER AND SEWER DISTRICT	WTR DE	WITHDRAWAL RESOLUTION - RCW 57.28	ISS H'LANDS & URBAN VILLA	APV/45/08/11/2022	8/19/2022	RES. 5138	NOT PROVIDED IN A LISTABLE FORMAT		247
2406	5/2/2022	5/3/2022	6/17/2022	WD: COVINGTON	WATER DISTRICT	ANN	PETITION	STATION BY VINTAGE	APV/45/05/12/2022	6/17/2022	ORD. 19468	3622059057	1	2.33
2405	1/7/2021	1/11/2021	2/25/2021	FD:NORTHSHORE F.D.	FIRE DISTRICT	MERGER	ELECTION METHOD MERGER - RCW 52.06	NORTHSHORE-WOODINVILLE	APV/45/02/11/2021	2/25/2021	REJECTED BY VOIERS	NOT PROVIDED IN A LISTABLE FORMAT		28.880
2404	10/1/2020	10/8/2020	11/22/2020	C: RENTON	CITY	ANN	PETITION	GRAVES ANNEX.	APV/45/11/12/2020	11/23/2020	ORD. 6011	3664500338, 3664500006, 3664500009, 3664500008, 3664500330, 3664500007, 3664500320, 1457500044, 1457500045, 1457500046, 1457500043, 1457500047, 1457500050, 1457500051, 1457500054, 1457500049, 1457500048, 1457500055, 1457500053	19	21.4
2403		9/21/2020	11/5/2020	WD: COVINGTON	WATER DISTRICT	ANN	PETITION	JACKSON DEAN ANNEX.	APV/45/10/08/2020	11/5/2020	ORD. 19190	2022069011	1	6.47
2402	6/3/2020	6/4/2020	7/19/2020	C: ENUMCLAW	CITY	ANN	PETITION	MT. RAINIER CHRISTIAN CTR.	APV/45/05/14/2020	7/20/2020	ORD. 2691	2220069097, 2220069170	2	6.87
2401	4/1/2020	4/15/2020	5/30/2020	C: FEDERAL WAY	CITY	ANN	PETITION	S. 320th STREET ANNEX.	APV/45/05/14/2020	5/18/2020	ORD. 20-892	0921049028, 0921049139, 0921049206, 0921049187, 0921049140, 0921049160, 0921049206	7	21
2400	2/6/2020	2/6/2020	3/22/2020	C: ENUMCLAW	CITY	ANN	PETITION	MT. RAINIER CHRISTIAN CTR	APV/45/02/13/2020	WITHDRAWN	WD-SEE FILE NO. 2402	2220069097, 2220069170	2	8.7
2399	12/19/2019	12/19/2019	2/2/2020	W & S: NE SAMM 5 & W DIST	WATER AND SEWER DISTRICT	ANN		SRIRAM SEWER ANNEX.	APV/45/01/09/2020	2/3/2020	ORD. 19072			
2398	12/18/2019	12/18/2019	2/1/2020	WD: COVINGTON	WATER DISTRICT	ANN		PACIFIC RACEWAYS	APV/45/01/09/2020	2/3/2020	ORD. 19071			
2397	8/14/2019	8/15/2019	9/29/2019	C: CARNATION	CITY	ANN		FALKENBERG	APV/45/09/12/2019	9/30/2019				
2396	8/8/2019	8/9/2019	9/23/2019	WD: WATER DIST. 119	WATER DISTRICT	ANN		OPPEN ANNEX.	APV/45/09/12/2019	9/23/2019	ORD. 18996			
2395	7/23/2019	7/24/2019	9/7/2019	C: RENTON	CITY	ANN		BILL ANNEX.	APV/45/08/08/2019	9/9/2019	ORD. 5949			
2394	6/12/2019	6/20/2019	8/4/2019	WD: COVINGTON	WATER DISTRICT	ANN		HAWK CWD	APV/45/07/11/2019	8/5/2019	ORD. 18982			
2393	6/14/2019	6/18/2019	8/2/2019	C: RENTON	CITY	ANN		HIGHLAND MEADOWS	APV/45/07/11/2019	8/2/2019	ORD. 5931			
2392	4/22/2019	4/23/2019	6/7/2019	C: SHORELINE	CITY	ASSUMP		RONALD SEWER DISTRICT	APV/45/05/09/2019	6/7/2019	ORD 912			
2391	4/17/2019	4/22/2019	6/6/2019	C: MILTON	CITY	ANN		HILL CREEK	APV/45/05/09/2019	7/5/2019	ORD. 1965-19			
2390	3/20/2019	3/25/2019	5/9/2019	WD: WATER DIST 119	WATER DISTRICT	ANN		CANDOO ANNEX	APV/45/04/11/2019	5/9/2019	ORD. 18937			
2389	9/14/2018	9/18/2018	11/2/2018	WD: WATER DIST. 45	WATER DISTRICT	MERGER		WD 45/20 MERGER	APV/45/10/18/2018	11/2/2018	RES 756/RES 349			
2388	9/13/2018	9/14/2018	10/29/2018	C: RENTON	CITY	ANN		WOLF WOODS	APV/45/10/18/2018	10/29/2018	ORD. 5919			
2387	8/24/2018	8/31/2018	10/15/2018	FD: KCPD 27	FIRE DISTRICT	MERGER		KCPD 27/10 MERGER	APV/45/09/13/2018	10/15/2018	DEFEATED 4/23/19			
2386	4/18/2018	4/23/2018	6/7/2018	WD: WATER DIST. 119	WATER DISTRICT	ANN		FELLING ANNEX.	APV/45/05/10/2018	6/7/2018	ORD 18787			
2385	11/17/2017	11/20/2017	1/4/2018	C: RENTON	CITY	ANN		ERIC RESSLER II ANNEX.	APV/45/11/14/2017	1/4/2018	ORD 5879			
2384	8/31/2017	8/21/2017	10/15/2017	C: MAPLE VALLEY	CITY	ANN		DEVERIN ANNEXATION	APV/45/09/14/2017	10/16/2017	ORD. 0-17-628			
2383	5/30/2017	5/31/2017	7/15/2017	C: ISSAQUAH	CITY	ANN		UTILITY ISLAND ANNEX.	APV/45/06/08/2017	7/17/2017	ORD. 2804			
2382	5/30/2017	5/30/2017	7/14/2017	C: ISSAQUAH	CITY	ANN		KING COUNTY ISLAND ANNEX.	APV/45/06/08/2017	7/14/2017	ORD. 2803			
2381	4/3/2017	4/17/2017	5/13/2017	C: RENTON	CITY	ANN		TIM D. ANNEX.	APV/45/05/11/2017	6/1/2017	ORD 5858			
2380	3/24/2017	3/27/2017	5/11/2017	C: REDMOND	CITY	ANN		NE ROSE HILL	APV/45/04/13/2017	5/11/2017	ORD 2980			
2379	12/14/2016	12/15/2016	1/29/2017	C: MAPLE VALLEY	CITY	ANN		RAINIER RIDGE	APV/45/01/29/2017	1/29/2017	ORD. 0-17-612			
2378	8/30/2016	9/9/2016	10/24/2016	WD: WATER DIST. 90	WATER DISTRICT	ANN		WINTERBROOK FARM	APV/45/10/13/2016	10/24/2016	ORD. 18433			
2377	4/4/2016	4/5/2016	5/20/2016	WD: WATER DIST. 119	WATER DISTRICT	ANN		MUNDY/DUNLAP	APV/45/05/20/2016	4/20/2016				
2376	3/22/2016	3/24/2016	5/8/2016	W & S: NE SAMM 5 & W DIST	WATER AND SEWER DISTRICT	ANN		RTK ANNEXATION	APV/45/05/09/2016	6/1/2016	ORD. 18294			
2375	2/26/2016	2/29/2016	4/14/2016	C: ISSAQUAH	CITY	ASSUMP		S. COVE/GREENWOOD PT.	APV/45/03/10/2016	4/14/2016	ORD. 2772			
2374	3/1/2016	3/1/2016	4/15/2016	C: REDMOND	CITY	ANN		LE VIA SCHOOL DIST	APV/45/3/10/2016	6/13/2016	ORD. 2832			
2373	12/14/2015	12/16/2015	1/30/2016	C: SAMMAMISH	CITY	ANN		MYSTIC LAKE	APV/45/01/29/2016	2/26/2016	ORD 02016-405			
2372	11/20/2015	11/23/2015	1/7/2016	WD: 119	WATER DISTRICT	ANN		MUNDY/DUNLAP	RET TO APPL.		REPL BY FILE # 2377			
2371	11/20/2015	11/23/2015	1/7/2016	C: ISSAQUAH	CITY	ASSUMP		SOUTH COVE/GRNWD PT.			REPL BY FILE # 2375			
2370	11/18/2015	11/23/2015	1/7/2016	C: COVINGTON	CITY	ANN		HAWK	APV/45/01/07/2016	1/8/2016	ORD 01-2016			
2369	10/21/2015	10/22/2015	12/6/2015	FD: KCPD # 27	FIRE DISTRICT	ANN		HARKLEROAD	APV/45/12/06/2015	12/14/2015	ORD 18200			
2368	8/4/2015	8/4/2015	9/18/2015	WD: SNOQ. VALLEY	WATERSHED IMPROVEMENT DISTRICT	FORMTN		SNOQ. VALLEY PRES. ALLIANCE	APV/45/09/10/2015	9/17/2015	ORD 18193			
2367	6/4/2015	6/5/2015	7/20/2015	C: SEATTLE	CITY	ANN		NORTH HIGHLINE						
2366	5/4/2015	5/5/2015	6/19/2015	WD: NORTH CITY WD	WATER DISTRICT	ANN		RIDGECREST	APV/45/06/11/2015	6/19/2015	ORD. 18069			
2365	4/30/2015	5/4/2015	6/18/2015	WD: WATER DIST 90	WATER DISTRICT	ANN		ISS. SCH. DIST. WINTERBROOK FARM	RET/URND TO APP					
2364	4/14/2015	4/29/2015	5/29/2015	C: MIDWAY SEWER DIST.	SEWER DISTRICT	ANN		ARGUS ANNEXATION	APV/45/05/29/2015	5/29/2015	ORD. 18068			
2363	4/1/2015	4/1/2015	5/16/2015	FD: KCPD # 27	FIRE DISTRICT	ANN		HARKLEROAD ANNEX.	APV/45/05/16/2015	5/18/2015	ORD. 18065			
2362	1/23/2015	1/26/2015	3/12/2015	C: NORTH BEND	CITY	ANN		SALISH AVE. SE	APV/45/03/12/2015	3/12/2015	ORD 1549			
2361	12/8/2014	12/8/2014	1/22/2015	C: SAMMAMISH	CITY	ANN		KLAHANIE	APV/45/01/8/2015	1/22/2015	ORD 2015-393			