

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

**REGULAR MEETING**

**September 12, 2024**

**MINUTES**

**I. CALL TO ORDER**

Chair-Elect Stephen Toy convened the meeting at 7:04 P.M.

**II. ROLL CALL**

The following members were present:

~~Robert Cook~~  
Mary Lynne Evans  
Chandler Felt  
Marlin Gabbert  
Jay Hamlin  
Ken Hearing

~~Hank Margeson~~  
~~Paul MacCreedy~~  
Teresa Platin  
Cheryl Scheuerman  
Stephen Toy

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

**III. PUBLIC COMMENT**

There were no public comments.

**IV. MINUTES**

**REGULAR MEETING – AUGUST 8, 2024**

Chair-Elect Toy presented the minutes of the Regular Meeting of August 8, 2024, for review and action by the members.

*Action: Jay Hamlin moved and Mary Lynne Evans seconded the motion to adopt the draft minutes for the Regular Meeting of August 8, 2024.*

*Board members voted seven in favor of approving this record of the Regular Meeting. Marlin Gabbert did not vote as he joined the meeting after the vote.*

**V. ADMINISTRATION**

**A. CHAIR-ELECT'S REPORT**

Chair-Elect Stephen Toy noted his chairing of the meeting due to Chair Robert Cook's excused absence. He thanked Jay Hamlin for participating from Spain.

**B. EXECUTIVE SECRETARY'S REPORT**

Ms. Miklethun shared that the Board received no new notices of intention or other business items that need to be addressed before the November 2024 Regular Meeting. She added that due to this and the [WSABRB Annual Conference](#) on October 24, 2024, the October 2024 Regular Meeting would most likely be cancelled. Additionally, she reminded members to let her know if they would like to attend the conference so that she could register them and pay the associated fee. Next, she asked members to turn in any outstanding vouchers for Quarter Three 2024 for payment. She then stated that she had processed two public records requests in the month prior and provided details regarding the requests.

Additionally, she added that these were the first public records requests directed to the Board in 2024. Next, she added that her priorities for the following four weeks would be prepping for the WSABRB Conference and planning the Board's end of the year celebratory meeting. She then shared that she had recently completed several records management trainings and would be working on records management projects in the office. Finally, she stated that September was Preparedness Month and that King County Office of Emergency Management has published a preparedness planning [workbook](#) that Members may find useful.

### **C. COMMITTEE REPORTS**

#### **1. Budget Committee**

Budget Committee Chair Jay Hamlin shared that the Budget Committee held its planned bi-annual review of the annual budget on August 27, 2024. He presented an overview of the spending to budget to date (78%) and highlighted several line items in detail and answered Member questions regarding the same. Ms. Miklethun shared that the Executive's Proposed 2025 Budget will be transmitted to the King County Council on or about September 25, 2024.

### **VI. EXECUTIVE SESSION**

The Board held an Executive Session from 7:20 p.m. to 7:54 p.m. 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**

Personnel Committee Chair Ken Hearing shared that the Committee felt that the draft performance appraisal was a fair and appropriate appraisal of Ms. Miklethun's work and that the Board appreciates her work very much. He then thanked the Personnel Committee Members for their work drafting the appraisal.

*Action: Ken Hearing moved and Chandler Felt seconded the motion to approve the draft performance appraisal of Executive Secretary Shelby Miklethun.*

*Board members voted eight in favor of approving the draft performance appraisal of Executive Secretary Shelby Miklethun*

### **VIII. PERSONNEL COMMITTEE REPORT & DISCUSSION**

Personnel Committee Chair Ken Hearing reported that the Personnel Committee met twice via Zoom and also worked on individual assignments in order to draft Ms. Miklethun's performance appraisal. He again thanked the Personnel Committee for its work.

### **IX. VOTE RE EXECUTIVE SECRETARY 2025 EXECUTIVE LEAVE AWARD**

Personnel Committee Chair Ken Hearing shared that the Board may award Ms. Miklethun up to ten days of Executive Leave in 2025 per King County policy. Chandler Felt added that the leave must be used in full day increments and cannot be carried over into a subsequent year.

*Action: Ken Hearing moved and Jay Hamlin seconded the motion to award Executive Secretary Shelby Miklethun ten days of executive leave in 2025.*

*Board members voted seven in favor and one opposed (Teresa Platin) of awarding Executive Secretary Shelby Miklethun ten days of executive leave in 2025.*

### **X. DEBRIEF CONFLICT DE-ESCALATION TRAINING & NEXT STEPS**

Ms. Miklethun and the Members discussed Conflict De-Escalation Training provided by KCSO Deputy Megan Ross at the Board's Regular Meeting and all agreed that it was excellent. Ms. Miklethun presented an outline that could be used to draft a potential response plan for the Board. Members further discussed potential strategies for drafting

such a plan. Chair-Elect Toy shared that he felt that the Steering Committee taking the lead on such a plan made sense, and he stated that the Steering Committee will put this on its agenda for its upcoming meeting.

**XI. DISCUSSION OF STANDARD OPERATING PROCEDURE DRAFT**

Ms. Miklethun and the Members discussed draft RCW 42.30.070 Declaration of Emergency Standard Operating Procedure. She explained that the Board Chair had issued two such declarations of emergency that allowed the Board to meet completely remotely per the Open Public Meetings Act. She then added that these proposed procedures would formalize the process for the Board Chair to do so again in the future. Members discussed the idea and pros/cons of electronic-only future public hearings during periods of emergency but further discussed that that would necessitate an update of the Board's [ORPP](#).

**XII. 2024 PLANNING – MEETINGS & COMMITTEE WORK**

Ms. Miklethun and the Members reviewed and discussed upcoming regular board meetings, committee meetings and work items planned for September 2024 through February 2025.

**XIII. NEW BUSINESS:**

There was no new business before the Board. Members discussed a [MRSC article](#) regarding local ballot measure results. Ms. Miklethun and Members then further discussed WSABRB Annual Conference registrations.

**X. ADJOURNMENT**

Chair-Elect Toy adjourned the Regular Meeting at approximately 8:41 P.M.