

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

**REGULAR MEETING**

**September 14, 2023**

**I. CALL TO ORDER**

Chair Hank Margeson convened the meeting at 7:01 P.M.

**II. ROLL CALL**

The following members were present:

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

Other attendees: Shelby Miklethun, Angelica Velasquez

**III. PUBLIC COMMENT**

There were no public comments.

**IV. MINUTES**

**REGULAR MEETING – AUGUST 10, 2023**

Chair Margeson presented the minutes of the Regular Meeting of August 10, 2023, for review and action by the members.

Action: Cheryl Scheuerman moved and Robert Cook seconded the motion to adopt the draft minutes for the Regular Meeting of August 10, 2023.

*Board members voted ten in favor of approving this record of the Regular Meeting.*

**V. ADMINISTRATION**

**A. CHAIR'S REPORT**

Chair Margeson shared that the Steering Committee will be bringing its proposed ORPP amendments to the Board for discussion later in the meeting's agenda. He also stated that the Board's October 12, 2023 Regular Meeting will be canceled due to the WSABRB Conference.

**B. EXECUTIVE SECRETARY'S REPORT**

Ms. Miklethun shared that Ms. Velasquez will be processing vouchers in mid-October so that members attending the WSABRB Conference can include conference-related expenses on their third quarter vouchers. She added that conference registration continues to be open if any members wished to register. She added that she would be meeting with Board Counsel Robert C. Kaufman and invited members to submit any legal questions that they may have to her to pass along. Next, she shared that King County is in the process of updating its website and that she is in the working on getting the Board's portion of the website transitioned and functioning. Further, she reported that she continues to collaborate with the [Regional Planning Section](#) in the King County Executive's

Office regarding data sharing. Finally, she shared that it is time for the Board to begin planning for its annual end of the year tasks and activities including holding a Nominating Committee meeting and planning for the Board's annual holiday meeting and dinner.

#### **C. COMMITTEE REPORTS**

##### **1. LEGISLATIVE COMMITTEE**

Legislative Committee Chair Mary Lynne Evans reported that she continues to work with WSABRB Legislative Committee Chair Chandler Felt regarding clarifying the roles and activities of the Board's Legislative Committee vs. the WSABRB Legislative Committee. She then stated that the Board's Legislative Committee will be meeting to also discuss the same. Regarding the WSABRB Legislative Committee, Chandler Felt shared that said committee has met several times in preparation of the upcoming WSABRB Conference report and skit.

##### **2. PERSONNEL COMMITTEE**

Personnel Committee Chair Stephen Toy reported that the Personnel Committee met several times in August in order to draft Ms. Miklethun's annual performance appraisal for Board input and voting later in the agenda. He shared that the Committee decided to use the currently preferred template of the King County Human Resources Department for the appraisal which is somewhat different from what the Board has used in the past for this process. He added that this template has an emphasis on goal setting.

#### **VI. DISCUSS "ORGANIZATION & RULES OF PRACTICE & PROCEDURE" (ORPP)**

Led by the Steering Committee, Board members discussed potential changes to the ORPP which were guided by the overall goals of: 1) clarifying the role of the Steering Committee; 2) using consistent language when possible; and 3) making general technical corrections. Ms. Miklethun presented the Steering Committee's proposed amendments in "track changes" format.

Board members generally concurred with the proposed amendments, and Stephen Toy suggested describing the public hearing in Section VII.B as rules-related in order to delineate it from the public hearing that the Board conducts per RCW 36.93.160. Board members discussed the same and directed Ms. Miklethun to use the qualifier "rules-related" in that section. Board members then discussed Section V.B. regarding public hearings in detail. Specifically, members discussed requirements and practices regarding public hearing attendance and multiple sessions/hearing dates as well as procedures for conflicts, disclosures and/or abstentions. The Board decided to continue the discussion regarding drafting additional procedures relating to conflicts, disclosures and/or abstentions at a later date when Mr. Kaufman is in attendance. Finally, Board members directed Ms. Miklethun to provide the required notice for the Board to vote regarding the proposed ORPP amendments at its November 9, 2023 Regular Meeting.

#### **VII. EXECUTIVE SESSION**

The Board held a 15-minute Executive Session pursuant to RCW 42.30.110(1)(g) in order to discuss the performance of the Executive Secretary.

#### **VIII. VOTE RE APPROVAL OF THE ANNUAL PERFORMANCE APPRAISAL OF THE EXECUTIVE SECRETARY**

*Action:* Stephen Toy moved and Robert Cook seconded the motion to adopt the draft annual performance appraisal for Executive Secretary Shelby Miklethun.

*Board members voted ten in favor of approving this record of the Regular Meeting.*

**IX. NEW BUSINESS:**

There was no new business before the Board. Ms. Micklethun shared that the Board received two new legal description review requests from special purpose districts.

**X. ADJOURNMENT**

Chair Margeson adjourned the Regular Meeting at approximately 8:20 P.M.