



SCA Public Issues Committee
September 11, 2024 – 7:00 PM
Mercer Island Community Center

AGENDA

1. **Welcome and Roll Call** – Chris Roberts, Shoreline, Chair 5 minutes
2. **Public Comment** – Chris Roberts, Shoreline, Chair 5 minutes
3. [Approval of Minutes – July 10, 2024 Meeting](#) 5 minutes
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4. **Chair’s Report** – Chris Roberts, Shoreline, Chair 5 minutes
5. **Executive Director’s Report** – David Hoffman, SCA Executive Director 5 minutes
6. [New Guide to Enhance Urban Tree Protection in King County](#) 20 minutes
DISCUSSION
Page 12
Andie Parnell, SCA Senior Policy Analyst
7. [PIC Operating Policies](#) 15 minutes
ACTION
Page 14
David Hoffman, SCA Executive Director
8. [Crisis Care Center Proposal Review Panel](#) 15 minutes
UPDATE
Page 24
Andie Parnell, SCA Senior Policy Analyst
9. [2024 UASI Stakeholder Preparedness Review \(SPR\) Survey](#) 15 minutes
UPDATE
Page 27
Aj Foltz, SCA Policy Analyst
10. [Regional Board and Committee Appointments](#) 20 minutes
DISCUSSION
Page 31
Leah Willoughby, SCA Chief Operating Officer

11. Levies and Ballot Measures
UPDATE

10 minutes

David Hoffman, SCA Executive Director

12. Upcoming Events

- a. SCA Summer Social – July 24, 2024 – 5:30 – 8:00 PM – Pickering Barn, Issaquah
- b. SCA Board of Directors Meeting – Wednesday, July 17, 2024 – 10:00 AM – 12:00 PM – Tukwila Community Center
- c. SCA Public Issues Committee Meeting – Wednesday, September 11, 2024

13. For the Good of the Order

14. Adjourn

Sound Cities Association

Mission

To provide leadership through advocacy, education, mutual support and networking to cities in King County as they act locally and partner regionally to create livable vital communities.

Vision

Capitalizing on the diversity of our cities to lead policy change to make the Puget Sound region the best in the world.

Values

SCA aspires to create an environment that fosters mutual support, respect, trust, fairness and integrity for the greater good of the association and its membership.

SCA operates in a consistent, inclusive, and transparent manner that respects the diversity of our members and encourages open discussion and risk-taking. SCA acknowledges the systemic racism and inequalities in our society and continues its commitment to the work needed to address them.

Commonly Used Acronyms

ADS Advisory Council	Advisory Council on Aging and Disability Services
AHC	Affordable Housing Committee
AFIS Advisory Committee	Automated Fingerprint Identification System Advisory Committee
AWC	Association of Washington Cities
BOH	Board of Health
CSO	Combined Sewer Overflows
CYAB	Children and Youth Advisory Board
DCHS	King County Department of Community and Human Services
DVI Task Force	Domestic Violence Initiative Regional Task Force
EDDB	Central Puget Sound Economic Development District Board
EMAC	Emergency Management Advisory Committee
EMS Advisory Task Force	Emergency Medical Services Levy Advisory Task Force
ETP	Eastside Transportation Partnership
GMPB	PSRC Growth Management Policy Board
GMPC	King County Growth Management Planning Council
GSP	Greater Seattle Partners
IJT	Interjurisdictional Team – staff support to the GMPC
JRC	Joint Recommendations Committee for Community Development Block Grants
K4C	King County-Cities Climate Collaboration
KCD	King Conservation District
KCDAC	King Conservation District Advisory Committee
KCFCD	King County Flood Control District
KCFCDAC	King County Flood Control District Advisory Committee
KCPEC	King County Project Evaluation Committee
KCRHA	King County Regional Homelessness Authority
LEOFF1 Disability Board	Law Enforcement Officers and Fire Fighters Plan 1 Disability Board
LHWMP	Local Hazardous Waste Management Program
LHWMP MCC	Local Hazardous Waste Management Program Management Coordination Committee
MIDD	Mental Illness and Drug Dependency Oversight Committee
MKCC	Metropolitan King County Council
MRSC	Municipal Research Services Center
MSWMAC	Metropolitan Solid Waste Management Advisory Committee
MWPAAC	Metropolitan Water Pollution Abatement Advisory Committee
PIC	Public Issues Committee
PSAP	Public Safety Answering Points
PSCAA	Puget Sound Clean Air Agency
PSCAAAC	Puget Sound Clean Air Agency Advisory Council
PSERN	Puget Sound Emergency Radio Network
PSRC	Puget Sound Regional Council
RLSJC	Regional Law Safety and Justice Committee
RPC	Regional Policy Committee
RPEC	PSRC Regional Project Evaluation Committee
RTC	Regional Transit Committee

RWQC	Regional Water Quality Committee
SCA	Sound Cities Association
SCAACG	South Central Action Area Caucus Group
SCATBd	South County Area Transportation Board
SeaShore	Seashore Transportation Forum
SKHHP	South King Housing and Homelessness Partners
SWAC	Solid Waste Advisory Committee
TPB	PSRC Transportation Policy Board
WTD	King County Wastewater Treatment Division

2024 Public Issues Committee Roster

City	Representative	Alternate
Algona	Troy Linnell	David White
Auburn	Nancy Backus	Larry Brown
Beaux Arts Village	Aletha Howes	
Bellevue	Jared Nieuwenhuis	Dave Hamilton
Black Diamond	Tamie Deady	Kristiana de Leon
Bothell	Rami Al-Kabra	Carston Curd
Burien	Kevin Schilling	
Carnation		
Clyde Hill	Steve Friedman	
Covington	Joseph Cimaomo, Jr.	Kristina Soltys
Des Moines	Harry Steinmetz	Yoshiko Grace Matsui
Duvall	Amy McHenry	Rick Shaffer
Enumclaw	Chance LaFleur	Corrie Koopman-Frazier
Federal Way	Susan Honda	Lydia Assefa-Dawson
Hunts Point	Joseph Sabey	
Issaquah	Tola Marts	Victoria Hunt
Kenmore	Nigel Herbig	Melanie O'Cain
Kent	Bill Boyce	
Kirkland	Kelli Curtis	John Tymczyszyn
Lake Forest Park	Tom French	Lorri Bodi
Maple Valley	Sean Kelly	Dana Parnello
Medina	Michael Luis	
Mercer Island	Dave Rosenbaum	Ted Weinberg
Milton	Shanna Styron Sherrell	Tim Ceder
Newcastle	Paul Charbonneau	Ariana Sherlock
Normandy Park	Eric Zimmerman	Sue-Ann Hohimer
North Bend	Errol Tremolada	Brenden Elwood
Pacific	Vic Cave	
Redmond	Melissa Stuart	Osman Salahuddin
Renton	Ruth Perez	Valerie O'Halloran
Sammamish	Amy Lam	Sid Gupta
SeaTac	Jake Simpson	Iris Guzmán
Shoreline	Chris Roberts	John Ramsdell
Skykomish	Henry Sladek	
Snoqualmie	Cara Christensen	Louis Washington
Tukwila	Tosh Sharp	Jovita McConnell
Woodinville	David Edwards	James Randolph
Yarrow Point	Katy Kinney Harris	



SCA Public Issues Committee

DRAFT MINUTES

July 10, 2024 – 7:00 PM

ONLINE MEETING

1. Welcome and Roll Call

PIC Chair Chris Roberts, Shoreline, called the meeting to order at 7:02 PM. 28 cities were represented ([Attachment A](#)). Guests present included: Valerie O'Halloran, Renton (PIC Alternate); Sid Gupta, Sammamish (PIC Alternate); Katie Halse, Bellevue Staff; Amy Tsai, Redmond Staff; Amy Ockerlander, King County Solid Waste Division (SWD); Brian Halverson, King County SWD; Christopher Stubbs, King County SWD; Ira Helfand, International Campaign to Abolish Nuclear Weapons (ICAN); Sean Arent, Washington Physicians for Social Responsibility (WPSR); Robin Narruhn, King County Board of Health; Joy Carpine-Cazzanti, King County Public Health; Tania Mondaca, King County Staff; and Carolanne Sanders, King County Department of Community and Human Services.

Chair Roberts noted that any discussion in the chat for those joining online would be maintained for public records purposes and included in the PIC minutes ([Attachment B](#)).

2. Public Comment

Chair Roberts asked if there was anyone in attendance who would like to provide public comment. Seeing none, Chair Roberts closed the public comment portion of the meeting.

3. Approval of the June 12, 2024 PIC Meeting Minutes

Chair Roberts asked for any questions or amendments to the minutes of the June 12, 2024 PIC meeting.

Mayor Vic Kave, Pacific moved, seconded by Mayor Pro Tem Tamie Deady, Black Diamond, to approve the June 12, 2024 PIC minutes. There was no discussion. The motion passed unanimously.

4. Chair's Report

Chair Roberts encouraged PIC members to review an email sent by Executive Director David Hoffman the previous day and from SCA President Mary Lou Pauly regarding SCA staffing assignments. He also reminded the committee that there would be no meeting in August and the September PIC meeting would be in-person.

5. Executive Director's Report

SCA Executive Director David Hoffman reminded PIC members about the upcoming King County Fair. SCA Senior Policy Analyst Andie Parnell announced that SCA is co-sponsoring the Domestic Violence Initiative Task Force networking event on September 10 at Kent City Hall. All SCA members are invited to come share how their cities are handling gender-based violence in their communities and to network and learn from other leaders and organizers in the region. Following

Parnell's update, Hoffman gave update regarding the hiring of a new policy analyst, Aj Folz and reminded members to register for the upcoming Summer Social in Issaquah, sponsored by Boeing.

6. 2025 Solid Waste Rates

Brian Halvorson with the King County Solid Waste Division provided a briefing on the King County Solid Waste Division's rate and budget process, the 2025 rate proposal, the projected 2025 fixed-annual charges for haulers (based on jurisdiction), and construction and demolition fee (county-wide).

SCA staff will share presentation materials with PIC members.

7. Nuclear Radiation Health Effects

Dr. Ira Helfand with the International Campaign to Abolish Nuclear Weapons, and Sean Arent with the Washington Physicians for Social Responsibility provided a briefing on nuclear weapons and radiation health effects in the state of Washington.

8. Regional Alignment on Asylee Crisis

SCA Executive Director David Hoffman shared the final version of a statement regarding the ongoing asylee challenges in the region. The SCA Board originally requested that SCA staff draft a statement and have PIC review the language, followed by final Board review. Since then, PIC and the SCA Equity and Inclusion Cabinet have reviewed the language, providing critically important edits and feedback on the final version. After receiving any final suggestions at tonight's meeting, staff will take this statement back to the Board for final action at their July meeting.

9. Levies and Ballot Measures

SCA Executive Director David Hoffman asked for updates regarding any levies or ballot measures. Des Moines Deputy Mayor Harry Steinmetz shared that his city has a public safety ballot measure on the August Primary ballot.

10. Upcoming Events

- a. SCA Summer Social – July 24, 2024 – 5:30 – 8:00 PM – Pickering Barn, Issaquah
- b. SCA Board of Directors Meeting – Wednesday, July 17, 2024 – 10:00 AM – 12:00 PM – Tukwila Community Center
- c. SCA Public Issues Committee Meeting – Wednesday, September 11, 2024

11. For the Good of the Order

There were no items for the good of the order.

12. Adjourn

The meeting was adjourned at 8:42 PM.

**Public Issues Committee Meeting
July 10, 2024**

City	Representative	Alternate
Algona	Troy Linnell	David White
Auburn	Nancy Backus	Tracy Taylor
Beaux Arts Village	Aletha Howes	
Bellevue	Jared Nieuwenhuis	Dave Hamilton
Black Diamond	Tamie Deady	Kristiana de Leon
Bothell	Carston Curd	Rami Al-Kabra
Burien	Kevin Schilling	
Carnation		
Clyde Hill	Steve Friedman	
Covington	Joseph Cimaomo, Jr.	Kristina Soltys
Des Moines	Harry Steinmetz	Yoshiko Grace Matsui
Duvall	Amy McHenry	Rick Shaffer
Enumclaw	Chance LaFleur	Corrie Koopman-Frazier
Federal Way	Susan Honda	Lydia Assefa-Dawson
Hunts Point	Joseph Sabey	
Issaquah	Tola Marts	Victoria Hunt
Kenmore	Nigel Herbig	Melanie O'Cain
Kent	Bill Boyce	
Kirkland	Kelli Curtis	John Tymczyszyn
Lake Forest Park	Tom French	Lorri Bodi
Maple Valley	Sean Kelly	Dana Parnello
Medina	Michael Luis	none
Mercer Island	Dave Rosenbaum	Ted Weinberg
Milton	Shanna Styron Sherrell	Tim Ceder
Newcastle	Paul Charbonneau	Ariana Sherlock
Normandy Park	Eric Zimmerman	Sue-Ann Hohimer
North Bend	Errol Tremolada	Suzan Torguson
Pacific	Vic Kave	
Redmond	Melissa Stuart	Osman Salahuddin
Renton	Ruth Perez	Valerie O'Halloran
Sammamish	Amy Lam	Sid Gupta
SeaTac	Jake Simpson	Iris Guzmán
Shoreline	Chris Roberts	John Ramsdell
Skykomish	Henry Sladek	
Snoqualmie	Cara Christensen	Louis Washington
Tukwila	Tosh Sharp	Jovita McConnell
Woodinville	David Edwards	James Randolph
Yarrow Point	Katy Kinney Harris	

Cities present at the meeting are **bolded**. Voting representatives present are **highlighted**.

SCA PIC July 10 2024

Attachment B: Chat Log

19:32:42 From Suzan Torguson, North Bend to Hosts and panelists:

Why is North Bend the most expensive?

20:08:18 From Washington Physicians for Social Responsibility to Hosts and panelists:
Olympia, Port Townsend, and Spokane

20:08:31 From Washington Physicians for Social Responsibility to Hosts and panelists:
and Walla Walla

20:08:51 From Washington Physicians for Social Responsibility to Hosts and panelists:
sean@wpsr.org

20:15:12 From Washington Physicians for Social Responsibility to Hosts and panelists:
I may be able to answer this

20:20:04 From Washington Physicians for Social Responsibility to Hosts and panelists:
Thank you

20:20:32 From Andie Parnell, SCA to Everyone:

<https://preventnuclearwar.org/>

20:21:41 From Washington Physicians for Social Responsibility to Hosts and panelists:
Thanks for having us!

Item 6:

New Guide to Enhance Urban Tree Protection in King County

DISCUSSION

SCA Staff Contact

Andie Parnell, SCA Policy Analyst, andie@soundcities.org , 206-724-4060

Presenter

Joanna Nelson de Flores, King County Urban Forestry Program Manager

Discussion

At the September PIC meeting, members will be joined by Joanna Nelson de Flores, King County Urban Forestry Program Manager. Joanna will provide a briefing on King County's new " [Guide to Developing Effective Urban Tree Regulations on Private Property.](#) "

Project Summary

As urban development accelerates, the need to protect and sustain urban forests and their vital ecosystem services becomes increasingly urgent. In King County, WA, where most urban trees are located on private property and regulated by local municipalities, effective tree retention regulations are critical for combating climate change. However, many local governments have lacked clear guidance. King County's

" [Guide to Developing Effective Urban Tree Regulations on Private Property](#) " fills this gap by providing municipalities with essential insights, best practices, and actionable recommendations for creating and implementing effective tree regulations. Grounded in extensive research, surveys, interviews, national case studies, and industry best practices, the guide offers comprehensive strategies for public education, staff training, and ordinance development.

Introduction

As the urgency of combating climate change grows, the preservation of urban trees emerges as a critical strategy. In King County, where the majority of urban trees are situated on private property, local tree retention regulations play a pivotal role in safeguarding these essential assets. With urban development on the rise, the need to accommodate growth and protect and maintain urban forests has never been more pressing. Yet, existing tree regulations vary in effectiveness across municipalities, and many local governments lack clear guidance on how to develop or update their ordinances. In response to needs voiced by local municipalities, King County initiated a project to develop a resource to support jurisdictions navigating the complexities of urban tree code.

Project Overview

Funded in part through a grant with the

[State of Washington Department of Natural Resources Urban Forestry Assistance Program](#) , the project aimed to evaluate existing tree codes in King County, identify best practices based upon examples of strong tree retention ordinances, and disseminate recommendations to strengthen tree retention, emphasizing tree protection, replacement, and maintenance. Facet NW, working with TerraFirma Consulting, was tasked with collecting and analyzing data, and synthesizing the results into recommendations and best practices. The culmination of this analysis resulted in the creation of the "[Guide to Developing Effective Urban Tree Regulations on Private Property.](#)" Recognizing that each jurisdiction is unique, the guide provides a comprehensive framework informed by extensive research, survey data, interviews, national case studies, and industry best practices.

Key Elements of the Guide

The guide emphasizes the importance of clear and effective code language based on best management practices and industry standards. It also highlights the need for ordinances to balance growth and development while protecting and replacing trees, aligning with the vision and goals of individual jurisdictions. The guide provides insights into the fundamental elements of a comprehensive tree ordinance for private property and addresses the dynamic process of updating and enforcing tree ordinances. Additionally, the guide highlights unique tree regulations from different regions, offering insights into effective urban forest management.

Collaboration and Impact

Local municipalities were instrumental in this project, offering invaluable input through surveys, interviews, and guidance on content. The guide has been distributed to all 39 municipalities in King County and has been hailed as a "game changer" for jurisdictions aiming to enhance their tree codes. Beyond its impact on regulations, the project serves as a testament to the power of collaboration, showcasing how jurisdictions can unite to support county-wide initiatives. Through collaborative efforts involving King County departments, consultants, and municipalities, this project exemplifies the strength of collective action.

Advancing Urban Forestry Goals

At its core, this project underscores the power of collaboration and innovation in advancing urban forestry goals. By equipping jurisdictions with the necessary tools and knowledge, the guide aims to ease pressure on local staff while furthering King County's commitment to sustaining urban tree canopy across the county.

Next Steps

Questions and comments can be directed to Joanna Nelson de Flores at jonelson@kingcounty.gov, or SCA Senior Policy Analyst Andie Parnell at andie@soundcities.org or 206-724-4060.



September 11, 2024
SCA PIC Meeting

Item 7:

PIC Operating Policies

ACTION

SCA Staff Contact

David Hoffman, SCA Executive Director, david@soundcities.org or 206-910-9246

PIC Operating Policies Committee Members

Mayor Chris Roberts, Shoreline, SCA PIC Chair; Councilmember Joseph Cimaomo, Jr., Covington, SCA PIC Vice Chair; Councilmember Melissa Stuart, Redmond; Councilmember Tola Marts, Issaquah; Councilmember Lydia Assefa-Dawson, Federal Way.

Action

At the September meeting, PIC members will vote on the updated PIC Operating Policies as proposed by the PIC Operating Policies Committee.

Background

The PIC Operating Policies have not been updated since December 2012 ([Attachment A](#)). Since 2012, the [SCA Bylaws \(2022\)](#) and [Board Policies \(2023\)](#) have undergone several updates.

During the March PIC Meeting, Chair Roberts asked for volunteers to serve on a committee to review the PIC Operating Policies. The committee met several times in April and made technical and substantive revisions to the PIC Operating Policies. At the May PIC meeting, PIC members provided feedback on the initial revisions. At the June PIC meeting, members will vote on the updated PIC Operating Policies ([Attachment B](#)).

At the June PIC meeting, members were briefed on several changes that bring the operating policies in line with current practice and update them to the committee's primarily online meeting format.

PIC Operating Policies Revisions

Initial technical revisions were made to remove and revise language that no longer aligned with SCA Bylaws or Board Policies, as well as general document formatting and organization.

The substantive revisions modernized the Operating Policies to accommodate for the virtual meeting format, and clarify the expectations of PIC members:

- A minimum of two regular PIC meetings annually will be held in person at a place and time determined by the PIC Chair and Executive Director
- An SCA PIC Member Code of Conduct as adapted from the 2023 SCA Board Policies

Next Steps

Following any discussion and/or amendments, adoption of the updated PIC Operating Policies.

Questions and comments can be directed to SCA Executive Director David Hoffman at david@soundcities.org or 206-605-3836.



SCA Public Issues Committee Operating Policies

*Approved by the Public Issues Committee January 19, 2005, February 21, 2007,
January 14, 2009, September 14, 2011, December 12, 2012.*

A. Role and Responsibilities of SCA Public Issues Committee

1. Standing or Temporary Committees, General. The Board, by resolution duly adopted by a majority of the directors present at a meeting at which a quorum is present, may designate and appoint one or more standing or temporary committees. Such committees shall have and exercise the authority of the directors in the management of the corporation, subject to such limitations as may be prescribed by the Board; except, that no committee shall have the authority to: (a) amend, alter or repeal these Bylaws; (b) elect, appoint or remove any member of any other committee or any director or officer of the corporation; (c) amend the Articles of Incorporation; (d) adopt a plan of merger or consolidation with another corporation; (e) authorize a sale, lease or exchange of all or substantially all of the property and assets of the corporation not within the ordinary course of business; (f) authorize the voluntary dissolution of the corporation or revoke proceedings therefore; (g) adopt a plan for the distribution of the assets of the corporation; and (h) amend, alter or repeal any resolution of the Board or membership that by its terms provides that it shall not be amended, altered or repealed by a committee. The designation or appointment of any such committee and delegation thereto of authorities shall not operate to relieve the Board or any individual director of any responsibility imposed upon it, him or her by law. Only members in good standing may be represented on any committee of the Board. SCA Bylaw 4.17.1

2. Public Issues Committee. There shall be a Public Issues Committee which shall review and evaluate policy positions and recommend to the Board what, if any, action should be taken on such policy positions. SCA Bylaw 4.17.6

3. Regional Committee Appointments shall be recommended to the Board by December 1st each year. Additional recommendations may be made through June of each year. A nominating committee of the Public Issues Committee consisting of one representative of each SCA Regional Caucus shall be appointed by the Chair of the Public Issues Committee in October to recommend appointments to the committee. Members shall serve for a period of one year.

Appointees to major regional committees shall be selected from among elected officials otherwise qualified to serve in such positions, in accordance with the terms of the enabling documents creating such boards and committees. Appointees shall represent the positions of all the suburban cities. Equitable geographic distribution shall be considered in recommending appointments to the Board of Directors.

Suburban cities within King County who are not members of the Association may make recommendations to the nominating committee and be appointed to regional committees. SCA Bylaw 4.17.7.g

Appointments to regional boards and committees shall be made pursuant to the protocols set forth in adopted SCA Board policy 701.

Pursuant to SCA Board Policy 701, "A member representing SCA is expected to reflect policy which has been developed by SCA when sitting as a member of any regional committee, board or task force."

SCA representatives serving on regional boards and committees shall endeavor to avoid taking positions that are harmful to any SCA member cities. SCA appointees shall follow the following protocols when serving on regional boards and committees:

- 1) When the PIC & Board adopt a public policy position, it shall be binding on SCA representatives serving on regional boards and committees;
- 2) In the absence of such a position, the SCA caucus of a given board or committee shall attempt to develop a caucus position that represents the consensus of the caucus, based (where applicable) on existing SCA policy positions;
- 3) Where no policy position has been adopted by the PIC and Board, and the caucus is unable to reach a consensus position, individual members shall be free to vote their conscience, with the caveat that no SCA representative to a regional board or committee shall vote in a manner that is at odds with an adopted SCA policy position.

B. Manner of Acting

1. Membership shall consist of one representative and one alternate from each member city. Each representative or alternate must hold an elective office in the city or town they represent. SCA Bylaw 4.17.7.a

2. Resignation. Any member of any committee may resign at any time by delivering written notice to the President or the chairperson of such committee, or by giving oral or written notice at any meeting of such committee. Any such resignation will take effect at the time specified therein, or if a time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. SCA Bylaw 4.17.3

3. Vacancies on the committee are to be filled immediately by the member city responsible for the vacancy. SCA Bylaw 4.17.7.f

4. Committee Leadership shall be a Chair and Vice-chair elected by the committee. The nominating committee of the PIC shall solicit names for the Chair and Vice-chair of the PIC and make a recommendation to the PIC by December 15th of each year. The Chair may serve a one

year term with a two term maximum. The Chair shall establish the agenda in advance of each meeting in conjunction with the Executive Director. The Chair shall appoint subcommittees as needed.

5. Regular Meetings shall be held monthly or as deemed necessary.

SCA Bylaw 4.17.7.c.

6. Quorum; Manner of Acting

a. Fifty-one percent of the members of the committee, represented in person, shall constitute a quorum at a meeting of the committee. If less than a quorum of the members is represented at a meeting, a majority of the members so represented may adjourn the meeting. The vote of two thirds (2/3) represented in person at a meeting at which a quorum is present shall be necessary for the advancement of a public policy position to the Board. Votes shall be recorded in the minutes of the PIC meeting. Votes shall be in the name of the member city, rather than the individual representing the city.

SCA Bylaw 4.17.7.e

b. SCA Meeting Ground Rules/Protocol/Group Guiding Principles

During SCA Meetings:

- Participate—listen, share your ideas, thoughts and concerns, and ask questions
- One person talks at a time; no side bar conversations, please
- All voices are heard
- Stay on track
- Always RSVP to the SCA office regarding attendance per meeting
- Do your best to do the agreed upon “homework” and reading
- Turn off cell-phones
- Do not promote one city or project above others regardless of size.

SCA Board Policy 104.1

c. The PIC shall not make policy recommendations to the Board of Directors that are divisive among the members of SCA. See Board Policy 104.2. “Divisive” is defined as “creating disunity or dissension” among SCA member jurisdictions. SCA shall not take policy positions that are harmful to the interests of any member city, even if favored by a supermajority of members.

7. Special Meetings may be called by the Chair of the committee or at the request of the Board in an emergency situation. Single issue emergency meetings may be held by conference call. SCA Bylaw 4.17.6.d

8. Agenda Development. Issues shall be sent to the SCA Executive Director by any member, committee member or SCA delegation to any regional or county board, committee or task force to be placed on the agenda. Issues will be heard at one regularly scheduled meeting for discussion and may

return no sooner than the next regularly scheduled meeting for action. Resources for the development of the issue will be provided by the interested cities. If not immediately addressing a policy issue renders SCA unable to take a position on a timely basis, 85% of those present at a regularly scheduled meeting may declare an issue an emergency and the issue may be discussed and voted upon at the same meeting. SCA Bylaw 4.17.7.e

9. Process for Hearing an Issue.

- Issues will be heard at one regularly scheduled meeting for discussion and may return no sooner than the next regularly scheduled meeting for action. Resources for the development of the issue will be provided by the interested cities. If not immediately addressing a policy issue renders SCA unable to take a position on a timely basis, 85% of those present at a regularly scheduled meeting may declare an issue an emergency and the issue may be discussed and voted upon at the same meeting.
- Sub-committees, appointed by the Chair, will be made up of members declaring an interest in the issue

10. Agenda Structure.

- Order of Business
 - a. First on the agenda will be the action items (having been discussed at the prior meeting)
 - b. Second on the agenda will be discussion items (new items being brought forward)
 - c. Third, Regional Committee Reports will be called for. A time limit of 3 minutes per report will be encouraged.
 - d. Fourth, Other Business

11. Lobbying Activities. Individuals who are not members or staff of SCA may submit written materials regarding an agenda item to SCA for distribution at the PIC but are prohibited from lobbying the PIC or its members during debate of an issue. Materials are subject to SCA's guidelines for background papers.

C. General

- Communications shall be funneled electronically through the SCA office, including submissions to agendas, back-up materials, meeting notices.
- Meetings will be evening meetings unless otherwise noted.
- There will be no proxy voting.
- Meetings are open to the public.



SCA Public Issues Committee Operating Policies

Approved by the Public Issues Committee January 19, 2005, February 21, 2007, January 14, 2009, September 14, 2011, December 12, 2012.

1. Roles and Responsibilities

- a) The Public Issues Committee (PIC) shall review and evaluate policy positions and recommend to the Board of Directors what, if any, action should be taken on such policy positions (SCA Bylaw 4.16.7).
 - i) Membership shall consist of one representative and one alternate from each member city. Each representative or alternate must hold an elective office in the city or town they represent (SCA Bylaw 4.16.7.a).
 - ii) Committee Leadership shall be a Chair and Vice-Chair elected by the committee and may serve up to two consecutive one-year terms. The nominating committee of the PIC shall solicit names for the Chair and Vice-chair of the PIC and make a recommendation to the PIC by December 15th of each year. The Chair may serve a one year term with a two term maximum. The Chair shall establish the agenda in advance of each meeting in conjunction with the Executive Director.
 - iii) The Chair shall appoint subcommittees as needed (SCA Bylaw 4.16.7.b).
 - iv) Any member may resign at any time by delivering written notice to the PIC Chair and Sound Cities Association (SCA) staff. Any such resignation will take effect at the time specified therein, or if a time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
 - (1) The resigning member should also notify the council leadership of the city for which they are an elected representative.
 - v) Vacancies on the committee are to be filled immediately by the member city responsible for the vacancy (SCA Bylaw 4.16.7.f).
- b) Regional Committee Appointments (SCA Bylaw 4.16.7.g)

Deleted: The Chair shall appoint subcommittees as needed (SCA Bylaw 4.16.7.b)

- i) Regional Committee Appointments shall be recommended to the Board by the PIC, and the Board shall act upon the recommendation of the PIC no later than December 31st each year. Additional recommendations may be made as vacancies occur throughout the year. A nominating committee of the Public Issues Committee consisting of one representative of each SCA Regional Caucus shall be appointed annually by the Chair of the Public Issues Committee in October to recommend appointments to the committee.
- ii) Appointees to major regional committees shall be selected from among elected officials otherwise qualified to serve in such positions, in accordance with the terms of the enabling documents creating such boards and committees. Appointees shall represent the positions of all the member cities. Equitable geographic distribution shall be considered in recommending appointments to the Board.
- iii) Any Appointee absent for three consecutive meetings, or for any other reason deemed detrimental to the association, may be removed from office by a two-thirds (2/3) vote of the Board of Directors at any time during their term at any meeting of the Board.
- iv) Cities within King County who are not members of the Association may make recommendations to the nominating committee and be appointed to regional committees.
- v) No member shall serve more than six (6) consecutive years on a regional board or committee appointed by SCA. This limitation shall not apply to alternates to regional boards and committees. Once a member has served six (6) consecutive years on a regional board or committee, that member shall be ineligible to serve on said committee for a minimum of one (1) year. This limitation shall be effective beginning with appointments to 2014 regional boards and committees.
- vi) In extraordinary circumstances, the Board may make exceptions to the six-year term limit upon the recommendation of the PIC nominating committee and the PIC when a supermajority (2/3) of Board members present and voting at a meeting finds that doing so would be in the best interests of SCA and its member cities (SCA Bylaws 4.16.7.g).
- vii) Appointments to regional boards and committees shall be made pursuant to the protocols set forth in SCA Board Policy 701.
- viii) Appointees shall abide by the roles and responsibilities pursuant to SCA Board Policies 701.3 and included in Appendix 1 of this document.

2. Manner of Acting

- a) Regular Meetings shall be held monthly or as deemed necessary (SCA Bylaw 4.16.7.c). A minimum of two regular meetings annually will be held in person at a place and time determined by the Chair and Executive Director.
- b) Special Meetings may be called by the Chair of the committee or at the request of the Board in an emergency situation. Single issue emergency meetings may be held virtually (SCA Bylaws 4.16.7.d).
- c) Quorum shall be fifty-one percent of the members of the committee shall constitute a quorum at a meeting of the committee (SCA Bylaws 4.16.7.e).
- d) The vote of two thirds (2/3) represented in person at a meeting at which a quorum is present shall be necessary for the advancement of a public policy position to the Board (SCA Bylaws 4.16.7.e).
- e) Votes shall be recorded in the minutes of the PIC meeting. Votes shall be in the name of the member city, rather than the individual representing the city (SCA Bylaws 4.16.7.e).
- f) Issues will be heard at one regularly scheduled meeting for discussion and may return no sooner than the next regularly scheduled meeting for action (SCA Bylaws 4.16.7.e).
- g) If not immediately addressing a policy issue renders SCA unable to take a position on a timely basis, 85% of those present at a regularly scheduled meeting may declare an issue an emergency and the issue may be discussed and voted upon at the same meeting (SCA Bylaws 4.16.7.e).

3. Agenda Development

- a) Issues shall be sent to the SCA Executive Director by any member, committee member or SCA delegation to any regional or county board, committee or task force to be placed on the agenda. Resources for the development of the issue will be provided by the interested cities.
- b) Agenda Structure.
 - i) Order of Business
 - (1) First on the agenda will be the action items (having been discussed at the prior meeting)
 - (2) Second on the agenda will be discussion items (new items being brought forward)
 - (3) Third, Regional Committee Reports will be called for (a time limit of 3 minutes per report will be encouraged)

(4) Fourth, Other Business

- c) Individuals who are not members or staff of SCA may submit written materials regarding an agenda item to SCA for distribution at the PIC but are prohibited from lobbying the PIC or its members during debate of an issue. Materials are subject to SCA's guidelines for background papers.
- d) Policy recommendations to the Board that are divisive among the members of SCA shall be discouraged by the Board as not serving the greater good of the association and its membership.

4. General

- a) Communications shall be funneled electronically through the SCA office, including submissions to agendas, back-up materials, meeting notices.
- b) Meetings will be evening meetings unless otherwise noted.
- c) There will be no proxy voting.
- d) Meetings are open to the public, as pursuant to the Open Public Meetings Act (RCW 42.30).

Item 8:

Crisis Care Center Proposal Review Panel

UPDATE

SCA Staff Contact

Andie Parnell, SCA Senior Policy Analyst, andie@soundcities.org , 206-724-4060

Crisis Care Center Proposal Review Panel Appointees

Brook Buettner, Executive Director, R.C.R.; Brooke Buckingham, Human Services Manager, City of Redmond; South Crisis Response Zone: Merina Hanson, Human Services Manager, Kent; Youth Crisis Care Centers: Patricia Charles-Heathers, Ph. D., Chief Operations Officer, Friends of Youth.

Update

At the September PIC meeting, members will receive an update on the Crisis Care Center (CCC) Proposal Review Panel.

Outlined in the Crisis Care Center Implementation Plan, each competitive procurement process for operators of crisis care centers must be reviewed by a proposal review panel. The proposal review panel must include a scoring “subject matter expert” (SME) representative from the North, Central (chosen by Seattle), South, and East King County crisis response zones, as well as a representative to review youth crisis care center proposals.

The SCA Board met and approved four SCA representatives to serve on the review panel. All SMEs were appointed by Seattle and SCA by the September 1 deadline, ahead of a planned CCC procurement in mid-September.

Background

In 2023, King County voters approved to create a new nine-year levy (2024 – 2032) to support the creation of five new regional crisis care center facilities distributed throughout the county, with one center focused on serving youth. More details on the CCC Initiative can be found [here](#). The IP language does not define “subject matter expert” (SME), however DCHS is defining subject matter experts as those with expertise in administering and/or delivering behavioral health or crisis services, considering both behavioral health organizations and individuals (like city staff) with relevant capital development project experience. DCHS believes that city staff offer a valuable voice in the procurement process.

SCA has appointing authority to the proposal review panel for the following:

1. A North King County crisis response zone representative selected by the Sound Cities Association from cities to review crisis care center operator proposals for the north King

County crisis response zone. *(North zone includes cities: Bothell; Duvall; Kenmore; Kirkland; Lake Forest Park; Shoreline; Skykomish; Woodinville)*

2. A South King County crisis response zone representative selected by the Sound Cities Association from cities to review crisis care center operator proposals for the south King County crisis response zone. *(South zone includes cities: Algona; Auburn; Black Diamond; Burien; Covington; Des Moines; Enumclaw; Federal Way; Kent; Maple Valley; Milton; Normandy Park; Pacific; Renton; SeaTac; Tukwila)*
3. An East King County crisis response zone representative selected by the Sound Cities Association from cities to review crisis care center operator proposals for the east King County crisis response zone. *(East zone includes cities: Beaux Arts Village; Bellevue; Carnation; Clyde Hill; Hunts Point; Issaquah; Medina; Mercer Island; Newcastle; North Bend; Redmond; Sammamish; Snoqualmie; Yarrow Point)*
4. One representative selected by the City of Seattle and Sound Cities Association to review youth crisis care center operator proposals. *(Note: this representative can be from any regional zone, provided they have expertise in youth behavioral health or crisis services.)*

Seattle has sole appointing authority to the Central King County crisis response zone. Other panel representatives include King County staff, external subject matter experts, evaluators, community members, advisory board members, participants with past or current lived experience, and members or designees of the King County Council.

As described in the CCC Implementation Plan (amended and approved by the Regional Policy Committee), Seattle and the SCA must identify these representatives by September 1, 2024, ahead of the planned CCC procurement in mid-September. Meeting this deadline was imperative for the full panel to go through RFP training before the first RFP publication.

2024 Panel Appointments

SCA staff released several calls for nominations to SCA city staff and behavioral health/crisis response community organizations. Several applications were received for each representative seat. The SCA Board met for a special meeting on August 28, and the following representatives were appointed:

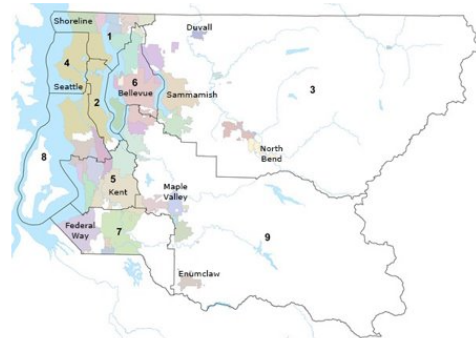
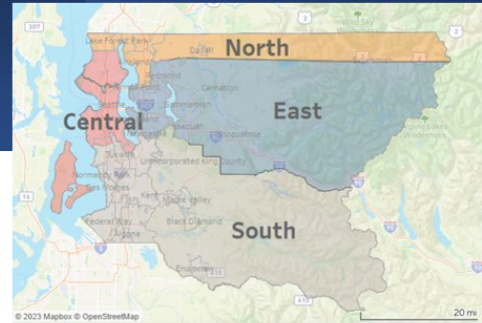
1. **North Crisis Response Zone:** Brook Buettner, Executive Director, R.C.R.
2. **East Crisis Response Zone:** Brooke Buckingham, Human Services Manager, City of Redmond
3. **South Crisis Response Zone:** Merina Hanson, Human Services Manager, Kent
4. **Youth Crisis Care Centers:** Patricia Charles-Heathers, Ph. D., Chief Operations Officer, Friends of Youth

The terms will go through next year's procurement cycle, with annual appointments beginning in 2026.

Crisis Response Zones

Crisis Response Zones

Cities and Unincorporated Parts of King County Located Within Each Crisis Response Zone			
Central CRZ	North CRZ	East CRZ	South CRZ
Seattle	Bothell Duvall	Beaux Arts Bellevue	Algona Auburn
Unincorporated areas within King County Council Districts 2 & 8	Kenmore Kirkland Lake Forest Park Shoreline Skykomish Woodinville	Carnation Clyde Hill Hunts Point Issaquah Medina Mercer Island Newcastle	Black Diamond Burien Covington Des Moines Enumclaw Federal Way Kent
	Unincorporated areas within King County Council District 3 that are north or northeast of Redmond	North Bend Redmond Sammamish Snoqualmie Yarrow Point	Maple Valley Milton Normandy Park Pacific Renton SeaTac Tukwila
		Unincorporated areas within King County Council District 3 that are east or southeast of Redmond & King County Council District 6	Unincorporated areas within King County Council Districts 5, 7 & 9



Next Steps

DCHS received notification of all five representatives as appointed by the City of Seattle and SCA by the September 1 deadline. The DCHS Contracts and Procurement Unit, with support from the CCC Initiative team, will manage all communications and activities including onboarding panelists, sharing essential information, and hosting and facilitating decision-making meetings. Training will commence before the first round of RFPs is published in mid-September. The next round of RFPs will be published in early 2025.

Questions and comments can be directed to SCA Senior Policy Analyst Andie Parnell at andie@soundcities.org or 206-724-4060.

Item 9:

2024 UASI Stakeholder Preparedness Review (SPR) Survey

DISCUSSION

SCA Staff Contact

Aj Foltz, SCA Policy Analyst, aj@soundcities.org, (206) 849-3056

SCA EMAC Committee Members

Councilmember Alan Gothelf, North Bend; Councilmember Leih Mulvihill, Black Diamond; Councilmember Karen Howe, Sammamish; Councilmember Eric Zimmerman, Normandy Park; Councilmember JC Harris, Des Moines; Councilmember Jeralee Anderson, Redmond

Discussion

Update

The 2024 Seattle Urban Area Security Initiative (UASI) Stakeholder Preparedness Review (SPR) Survey response deadline is approaching on **September 30, 2024**. This annual assessment, required by the Federal Emergency Management Agency (FEMA) and administered by the King County Office of Emergency Management (KCOEM), is intended to collect information necessary to assess disaster and emergency response capabilities within the Seattle UASI region. Survey information will be utilized to secure federal emergency response grants to increase the region's responses to all potential hazards, such as natural disasters and countering acts of terrorism.

This memorandum provides the necessary information for jurisdictions to provide an informed submission to the SPR Survey. Additionally, Office Hours are provided for members to speak with King County Emergency Management staff if questions arise.

Link to Online Survey: [2024 UASI SPR Survey Link](#)

Survey website includes instructional videos and guidance in each section of the survey. This memorandum provides an overview of what to expect and additional considerations.

Background Information for Survey Participants

The purpose of the annual SPR Survey is to 1) assess the region's current capability to respond to worst-case-scenario disasters, 2) identify gaps in our capacity to respond to these emergencies, and 3) identify ways to reduce or close these gaps by making jurisdictions better equipped to respond to these emergencies. ***Jurisdiction's participation in the SPR Survey will directly result in a safer community and stronger regional responses to all potential disasters.***

Implications for Grant Funding

The SPR Survey provides justification to secure grant funding from the following federal programs:

- Urban Area Security Initiative (UASI): This program provides funding to enhance regional preparedness and capabilities in designated high-threat, high-density areas.
- State Homeland Security Program (SHSP): This program provides funding to support the implementation of risk-driven, capabilities-based State Homeland Security Strategies to address capability targets.
- Emergency Management Performance Grant (EMPG): Provides state, local, tribal and territorial emergency management agencies with the resources required for implementation of national disaster preparedness goals.

Notably, for any jurisdiction that partners with KCOEM for grants under UASI and/or SHSP or similar grants, the jurisdiction **MUST** have a gap entered into the SPR Survey that KCOEM can cite verbatim to support the grant project. Despite this, regional participation in the SPR benefits all jurisdictions, as the federal grant funding is spread across the county and state.

Utilization of SPR Survey Data

SPR Survey data will be used primarily to support and secure emergency management grant funding in the areas described above. Additionally, each jurisdiction's data can be used to generate an Integrated Preparedness Plan (IPP) at the request of the jurisdiction. KCOEM can generate reports for any gaps that jurisdictions have specifically entered in the SPR Survey. Notably, once gaps are indicated in the jurisdiction's survey response, ***data will be recycled year over year to support grant applications to benefit the jurisdiction's disaster readiness*** until the gap is reported to KCOEM as closed. Jurisdictions will not have to report the same gaps each year in the SPR Survey in order to receive funding.

Please reach out to Debbie Hunt or Lexi Swanson at KCOEM (contact information below) with any additional questions.

Filling Out the Survey

1. Provide your contact information and basic demographic information for your organization.
2. Choose a Core Capability on which to report.
 - a. Multiple Core Capabilities can be reported in separate survey responses (demographic information will repopulate if you fill out the survey more than once on the same browser).
 - b. Please refer to [Attachment 1](#) for a breakdown of Core Capabilities to determine which apply to your area of expertise. Jurisdictions are ***not*** expected to know which Core Capability to report to. KCOEM staff are available to answer questions from jurisdictions as they complete the survey.

3. Answer qualitative questions comparing current capabilities to capability targets, which are developed by assessing the worst-case disasters likely to occur in the region. Compare current capabilities to the capabilities reported in the previous year.
 - a. Please note: the quantitative data questions are asking for **rough estimates** of those numbers. Greater emphasis is placed on the qualitative portions of the survey.
4. Identify gaps in the capability targets or ways to improve your current capability, then describe possible solutions for filling these gaps.
5. Help us identify others who may provide the county with similar Core Capabilities.

Office Hours

Office Hours will be conducted through the end of September for survey participants. One of three THIRA/SPR planners will be available to answer questions during the meeting times provided below. **Specific facilitated survey meetings can be scheduled as well for guided assistance completing the survey** (virtual or in-person). Email Debbie Hunt at KCOEM to schedule.

Monday Office Hours

10:00am - 12:00pm

[Join Monday Office Hours \(Teams\)](#)

Meeting ID: 281 003 254 004

Passcode: DsnPuo

Wednesday Office Hours

10:00am - 12:00pm

[Join Wednesday Office Hours \(Teams\)](#)

Meeting ID: 283 249 006 510

Passcode: NNMqoW

Next Steps

Questions and comments can be directed to SCA Policy Analyst Aj Foltz, aj@soundcities.org, (206) 849-3056

KCOEM Staff Contacts

Debbie Hunt, Emergency Management Assessment and Exercises Program Coordinator

dhunt@kingcounty.org

(206) 205-4070

Lexi Swanson, KCOEM

ALSwanson@kingcounty.gov

Nicholas Gibbons, KCOEM

nicholas.gibbons@kingcounty.gov

Attachment 1: Core Capabilities Breakdown

Family of Service	Core Capability	Capability Target
Community Outreach	Community Resilience	Community Outreach
	Public Information and Warning	Information Delivery
		Information Delivery to People with Access and Functional Needs
Firefighting / SAR / HazMat	Environmental Response/Health and Safety	HazMat Clean Up
	Fire Management and Suppression	Decontamination
	Mass Search and Rescue Operations	Structural Firefighting
Infrastructure / Utilities	Infrastructure Systems	Search and Rescue
		Water
		Sanitation
	Risk Management for Protection Programs	Communication Systems
Law Enforcement / Protection	Access Control/ID Verification	Community Power
	Cybersecurity	Critical Infrastructure Risk Assessment
	Forensics and Attribution	Credential Acceptance Rapid Credential Acceptance
	Interdiction and Disruption	Credential Acceptance Long Term Credential Acceptance
	Intelligence and Information Sharing	Cyber Plan Updates
	On-scene Security, Protection, and Law Enforcement	Short Term Evidence Collection and Analysis
	Physical and Protective Measures	Long Term Evidence Collection and Analysis
	Screening, Search, and Detection	Interdiction Disruption Activities
		Two Year Intelligence Cycle Auditing/Execution
Mass Care / Housing	Housing	Two Hour Intelligence Cycle Auditing/Execution
	Logistics and Supply Chain Management	Community Protection
		Life Sustaining Goods Delivery for People with Access and Functional Needs
	Mass Care Services	Critical Infrastructure Security Plan Updates
		Life Sustaining Goods Delivery
		Community Sheltering
Community Sheltering for People with Access and Functional Needs		
Medical / EMS	Public Health, Healthcare, and Emergency Medical Services	Community Sheltering Animals
Planning / Threat Modeling	Risk and Disaster Resilience Assessment	Relocation Assistance
	Long-term Vulnerability Reduction	Relocation Assistance for People with Access and Functional Needs
Recovery	Economic Recovery	Treatment Transport
	Natural and Cultural Resources	Triage Transport
		Resource Restoration
Response Coordination	Fatality Management Services	Threat and Hazard Modeling
	Health and Social Services	Building Code Review
	Operational Communications	Reopening Businesses
	Operational Coordination	Short Term Unemployed and Underemployed
		Unified Operations Organizations
	Planning	Long Term Unemployed and Underemployed
	Situational Assessment	Reestablish Services
	Supply Chain Integrity and Security	Interoperable Communications Jurisdictions
	Threats and Hazards	Interoperable Communications Organizations
		Threat Hazard Assessment Organizations
Transportation	Critical Transportation	Unified Operations Jurisdictions
	Cybersecurity	Unified Operations Organizations
		Evacuation
Enhancing Election Security	Cybersecurity	Evacuation of People with Access and Functional Needs
		Debris Removal
		Cyber navigator support
	Planning	Cybersecurity risk assessments, training, and planning
		Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection
	Intelligence and Information Sharing	Distributed Denial of Service protection
		Online harassment and targeting prevention services
	Situational Assessment	Projects that address vulnerabilities identified in cybersecurity risk assessments
	Long-term Vulnerability Reduction	General election security navigator support
	Infrastructure Systems	Identify and counter foreign malign influence activities directed at U.S. Elections
Physical/site security measures e.g., locks, shatterproof glass, alarms and access controls		



September 11, 2024
SCA PIC Meeting

Item 10:
2025 Regional Board and Committee Appointments
DISCUSSION

SCA Staff Contact

Leah Willoughby, Chief Operating Officer, 206-849-8132 leah@soundcities.org (general questions and application questions)

Andie Parnell, Senior Policy Analyst, 206-724-4060 andie@soundcities.org (committee questions)

Discussion

The Sound Cities Association (SCA) has appointing authority to over thirty-five regional boards and committees who guide regional policy on a wide array of topics. SCA representatives on regional committees play a critical role in ensuring that SCA cities and their more than 1.2 million residents have a voice in regional decisions affecting them.

The appointment process occurs in late fall each year, and vacant positions are filled throughout the year as needed. In the interest of being as transparent and inclusive as possible, SCA staff will brief the Public Issues Committee (PIC) on how the process works and answer questions about the appointment process at the September PIC meeting.

Background

The Sound Cities Association (SCA) has appointing authority to over thirty [regional boards and committees](#). These regional boards and committees cover important topics including affordable housing and homelessness, children and youth, economic development, emergency management, flood control, growth management and land use, health, solid waste, transportation, and water quality.

A committee made up of one Public Issues Committee (PIC) representative from each SCA caucus (North, Snoqualmie Valley, South, and South Valley) called the PIC Nominating Committee is appointed by the PIC Chair each fall. The PIC Nominating Committee makes initial recommendations on appointments to the PIC. The PIC in turn makes a recommendation to the SCA Board, who makes the final appointments. For 2025, those actions are anticipated be made on November 13, 2024 by PIC and November 20, 2024 by the SCA Board.

Appointment Timeline

- Call for Nominations sent out: September 16
- Online Overview and Q&A: September; details TBD
- Chair Appointment of PIC Nominating Committee Members: October
- Applications Due: October 17
- Nominating Committee Meets
- PIC Recommendation to SCA Board of Directors: November 13 PIC meeting
- SCA Board of Directors Approval: November 20 Board of Directors meeting

Next Steps

Look for the Call for Nominations email and information regarding the online overview and Q&A session.

To provide feedback or for more information about the appointment process, contact SCA Chief Operating Officer, 206-849-8132 or leah@soundcities.org.

[Attachment A: 2025 Regional Board and Committee Appointments FAQs](#)



2025 REGIONAL BOARD AND COMMITTEE APPOINTMENTS FAQs

1. How do I apply to serve on a regional board/committee?

You can apply by filling out the application form, which will be emailed to all SCA members. If you are applying to serve on multiple committees, please rank your preference in the form. You do not need to submit supporting documents more than once. If you have questions or challenges filling out the form, you can contact our Chief Operating Officer Leah Willoughby at leah@soundcities.org.

2. What is the timeline for applications?

A call for nominations will be sent in mid-September. The application deadline will be close of business on Thursday, October 17. The PIC is anticipated to receive and consider the Nominating Committee's recommendations at its meeting on November 13.

3. Who decides who gets appointed to regional boards and committees?

A committee made up of one Public Issues Committee (PIC) representative from each SCA caucus (North, Snoqualmie Valley, South, and South Valley) called the PIC Nominating Committee is appointed by the PIC Chair each October. The PIC Nominating Committee makes initial recommendations on appointments to the PIC. The PIC in turn makes a recommendation to the SCA Board, who makes the final appointments for members and alternates to the regional boards and committees. For 2025 appointments, that decision is anticipated to be made at the November 20, 2024 board meeting.

4. What should I include in my application?

You may include a brief statement of why you want to serve on the committee, and a brief summary of your background, experience, and subject matter knowledge relevant to the committee. This may be typed or copy/pasted in the online application, or attached to your online application in pdf or word format.

5. Do I apply as an individual, or does my city need to approve my application?

That is up to your individual city to decide. In some cities, the mayor submits all applications on behalf of the city. In some cities, the city council votes or confers informally on the applications before they are submitted. In others, each individual councilmember simply applies for the committees that they are interested in.

6. Can more than one person from a city serve on a particular committee at a time?

No. Only one member from each city may serve on an individual committee at a time.

7. What happens if more than one person from my city wants to serve on a particular committee?

You and your city will need to work that out, and designate one person to apply for your city. The method for doing this is left to the individual city.

If more than one person from a city applies to serve on a particular committee, SCA will not choose between the two. The end result will be that neither will be appointed.

8. Are all committees open to all SCA members?

There are some committees in which not all cities participate. In those (rare) cases, only participating jurisdictions are eligible for appointment. If in doubt, check with [SCA staff](#) on any special committee requirements.

In addition, on some committees, some cities have their own individual seats. For example, several cities including those with populations of over 80,000 have their own seats on the PSRC Executive Board. On that committee, SCA has appointing authority for other cities and only those cities that do not have their own seats are eligible to apply for the SCA-appointed seats.

9. Do I have to reapply if I am currently serving on a committee?

In general, yes, you need to reapply. Most boards and committees have one-year terms and you must reapply each year.

Per SCA Board policies, appointments may be continued from year to year, upon recommendation of the Public Issues Committee and approval of the Board of Directors, based on:

- past participation and continued interest in serving,
- successful representation of membership interests in past efforts,
- information from the caucus chair, if any,
- comparative need for organizational continuity in any appointment.

Some committees have multi-year terms established by the external entity. If you are in the middle of a multi-year term, you do not need to reapply. Check with the [SCA staff member](#) assigned to your committee if you are not sure when your term expires. (And if in doubt, submit an application!)

It should also be noted that there is a six-year term limit for SCA appointments to regional boards and committees. This limitation does not apply to alternates to regional boards and committees. The SCA bylaws provide that in extraordinary circumstances, the Board may make exceptions to the six-year term limit upon the recommendation of the PIC nominating committee and the PIC when a supermajority (2/3) of Board members present and voting at a meeting finds that doing so would be in the best interests of SCA and its member cities.

10. What criteria does the PIC Nominating Committee use in deciding who to appoint to regional boards and committees?

SCA Board Policies state that the PIC Nominating Committee shall look at the following factors:

- geographic distribution
- equitable representation
- size of city distribution
- form of governance distribution
- ability to serve, interest in serving, past participation
- knowledge of the subject matter

- preference shall be given to current SCA members (i.e., elected officials in SCA member cities)

11. Do I need to serve as an alternate before I become a member?

No, but in many cases individuals are appointed as alternates before becoming a full member of the committee. Alternates are generally given priority when an opening for a member occurs.

12. What is the role of an alternate on a regional board or committee?

In most cases, SCA alternates serving on regional boards and committees participate at the table/on the dais (or the virtual table or dais, as the case may be!) and engage in debate and discussion just like members do. The only difference is that alternates only vote if a member is absent. SCA appointees serving as an alternate are expected to attend all meetings and all caucus meetings just like committee members do.

13. What responsibilities do I have as an SCA appointee to regional boards and committees?

As noted above, all SCA appointees (including members and alternates) are expected to attend all committee meetings, and all caucus meetings. SCA appointees are expected to read materials and come to meetings prepared. They are asked to maintain good communication with SCA staff, and to attend the annual SCA orientation for regional board and committee appointees, which will be held in early 2025. Appointees are also encouraged to attend PIC meetings when the PIC will be discussing issues that are coming before the committee or board on which you serve.

14. Who am I representing on a regional board or committee? Myself? My city? SCA?

You are being appointed to serve on behalf of SCA, and all 38 cities that we represent. For that reason, you are expected to try to represent the interests of all SCA cities, not just your own city, or your own personal views. When you are coming to the table representing 38 cities and more than a million people, your voice carries more weight!

Pursuant to SCA Board Policy 701, “A member representing SCA is expected to reflect policy which has been developed by SCA when sitting as a member of any regional committee, board or task force.” SCA representatives serving on regional boards and committees shall endeavor to avoid taking positions that are harmful to any SCA member cities. SCA appointees shall follow the following protocols when serving on regional boards and committees:

- 1) When the PIC & Board adopt a public policy position, it shall be binding on SCA representatives serving on regional boards and committees;
- 2) In the absence of such a position, the SCA caucus of a given board or committee shall attempt to develop a caucus position that represents the consensus of the caucus, based (where applicable) on existing SCA policy positions;
- 3) Where no policy position has been adopted by the PIC and Board, and the caucus is unable to reach a consensus position, individual members shall be free to vote their conscience, with the caveat that no SCA representative to a regional board or committee shall vote in a manner that is at odds with an adopted SCA policy position.

15. What is a “caucus meeting”?

Prior to committee meetings, SCA appointees (both members and alternates) typically meet as a group to discuss the issues that will be on the committee agenda. This is an opportunity to share ideas with your fellow SCA appointees, to hear background information from staff, and to be well-prepared when you go out on the dais. These caucus meetings are a very important part of serving as an SCA appointee on a regional board or committee.

16. How do I get experience serving on a committee?

You can get experience by serving as a member or alternate on other boards and committees. New members are encouraged to volunteer to serve. By serving on a committee, even if it is not your first choice, you gain experience that is strongly considered by the Nominating Committee. Attending PIC is another great way to gain experience.

17. Can newly elected officials be appointed to regional boards and committees?

Nothing in the SCA Bylaws or Board Policies precludes newly elected officials from being appointed to regional boards and committees. As a practical matter, it may be challenging for a newly elected official to get up to speed on the issues on a regional board or committee at the same time as they are learning the ropes as a new councilmember or mayor, and a newly elected official may not have the same knowledge of subject matter and level of past participation that the PIC Nominating Committee may consider when making appointment recommendations.

18. How many committees can I apply to serve on?

There is no limit to the number of committees that you can apply for. However, we ask that you rank the committees in order of your interest when you submit your applications. You are encouraged to apply to more than one committee in case there are no vacancies on your first choice committee.

19. How do I decide which committees to serve on?

We encourage you to take the time to review the [2024 SCA Regional Committee and Board Appointment booklet](#) . This document gives details on the subject matter of each regional board and committee. It also tells you when and where the committee meets, so you can ensure that the committee will work with your schedule. You can then determine which committee(s) best match up with your city’s priorities, and your interests. You are welcome (and encouraged) to watch a meeting of the committee before applying to serve. You are also encouraged to contact SCA staff with questions.

20. Which committees will have vacancies for 2025?

SCA staff will share a list of expected vacancies when the call for nominations is sent out. It is important to note that there may be additional vacancies to those listed – we will not know of all vacancies until we receive applications. To assist in providing the most accurate list, 2024 committee members and alternates are asked to please communicate to SCA staff their intention to re-apply – or not re-apply – to continue serving on their respective committee(s) for 2025.