

SCA Board of Directors AGENDA

April 16, 2025

Renton City Hall, 1055 S Grady Way, Renton, WA Conferencing Center, 7th Floor

10 AM - Noon

1) Call to Order – President Traci Buxton

2) Public Comment 3 minutes

3) Consent Agenda 2 minutes

a. Minutes of the March 19, 2025 SCA Board of Directors Meeting

**Recommended Action: Approval of the minutes of the February 19, 2025

SCA Board of Directors Meeting

Attachment 1

Attachment 1

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SCA Board of Directors Meeting

Attachment 1

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b. January 2025 Financial Reports

**Recommended Action: Approval of the financial reports of January 2025, including the January 2025

Balance Sheet and January 2025 Profit & Loss Report

4) Executive Session pursuant to RCW 42.30.110(1)(i)(iii), to discuss with legal counsel the legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.

30 minutes

NO ACTION IS EXPECTED FOLLOWING EXECUTIVE SESSION.

5) President's Report – President Traci Buxton

5 minutes

6) Executive Director's Report – Executive Director Robert Feldstein

5 minutes

7) King County Regional Homelessness Authority (KCRHA) Governing Board

15 minutes

The purpose of this item is to consider a motion to "Amend Something Previously Adopted" in regard to the SCA KCRHA lived experience appointment.

Possible Action: Appointment of SCA Representative to KCRHA Governing Board

Attachments 4-5

8) Treasurer's Report – Treasurer Regan Bolli

March 25, 2025 SCA Finance Committee Meeting Materials

10 minutes

a. HomeStreet Bank Accounts

Recommended Action: To authorize the following individuals as signers for HomeStreet Bank accounts held by SCA, as directed by Board Policies:

• Robert Feldstein, Executive Director

- Traci Buxton, President
- Armondo Pavone, Vice President
- Regan Bolli, Treasurer

b. 2025 Member City Dues Update

c. 2025 Sponsorship Update

d. Retirement Program Discussion

e. Other Updates

Attachment 6 Attachment 7

9) PIC Chair's Report

April 9, 2025 Meeting Materials

- a. Legislative Update
- b. Wastewater Rate Proposal
- c. SCA Membership Survey Findings
- d. Regional Boards and Committees Update
- e. Levies and Ballot Measures

10) King County Parks Levy Renewal 5 minutes

11) Executive Session to Discuss Personnel Matter 30 minutes

12) Discussion Items/Updates

- a. South Caucus Board Seat Vacancy
- b. Possible Future Topics for Lunch & Learn

13) Adjourn

Upcoming Events/Meetings

- a. SCA Public Issues Committee Meeting May 14, 2025
- b. SCA Board of Directors Meeting May 21, 2025

10 minutes

5 minutes



SCA Board of Directors DRAFT MINUTES

March 19, 2025

1) Call to Order

President Buxton called the meeting to order at 10:04 AM. Present were members Mary Lou Pauly, Armondo Pavone, Amy Falcone, Troy Linnell, Dana Ralph, Nigel Herbig, Vanessa Kritzer, Katherine Ross, Mason Thompson, and Chris Roberts; and SCA staff Robert Feldstein, Leah Willoughby, Laura Belmont, and Aj Foltz. Absent was member Regan Bolli. Members Pauly, Pavone, Linnell, and Ralph exited the meeting before Item 7.

2) Public Comment

President Buxton asked if there was anyone present for public comment. Seeing none, this portion of the agenda was closed.

3) Approval of Minutes

President Buxton asked for any question or discussion regarding the minutes of the February 19, 2025 SCA Board of Directors meeting

Ralph moved, seconded by Linnell, to approve the minutes of the February 19, 2025 SCA Board of Directors meeting. The motion passed unanimously.

4) Executive Session

SCA Staff left the room at 10:07 AM before the start of the twenty-minutes executive session for the purpose of discussing a personnel issue. At 10: 27 AM, the board extended the session by 15 minutes. At 10:42 AM, the board extended the session by ten minutes. The executive session concluded at 10:52 AM. Staff returned to the room after the conclusion of the session.

There were no actions to report.

5) President's Report

President Buxton reported on the start of the Executive Director and meetings and visits following his start; debriefed networking event; PIC meeting robust discussion. In the interest of the time, President Buxton moved to the next item on the agenda.

Thompson moved, seconded by Pauly, to move the discussion item of Executive Director Recruit Process (agenda Item 10.e) up on the agenda, following the President's Report. The motion passed.

6) Discussion Items/Updates

a. Executive Director Recruitment Process Debrief

Thompson asked for clarification on and provided feedback on the process of the Executive Director recruiting process. Herbig provided feedback on the process. After the discussion, the following action was made:

Falcone moved, seconded by Thompson, to call a 5 minute executive session to discuss a potential legal matter. The motion passed.

SCA staff left the room at 11:10 AM before the start of the five-minute executive session for the purpose of discussing a potential legal issue. At 11:15, the board extended the session by 10 minutes. The executive session concluded at 11:25 AM. Staff returned to the room after the conclusion of the session.

There were no action items to report.

7) Executive Director's Report

This item was not discussed.

8) King County Regional Homelessness Authority (KCRHA) Governing Committee

SCA Policy Analyst Aj Foltz briefly summarized process to date regarding the appointment of the Lived Experience representative to the KCRHA and directed members to application materials provided ahead of the meeting. The board discussed qualifications of applicants. After discussion, the following action was taken:

Herbig moved, seconded by Roberts, to appoint Roosevelt McQuarter Jr. as member to the King County Regional Homelessness Authority (KCRHA) Governing Board. The motion passed.

9) Treasurer's Report

This item was not discussed.

10) PIC Chair Report

This item was not discussed.

11) Discussion Items/Updates

- a. South Caucus Board Seat Vacancy
 This item was not discussed.
- b. Potential Upcoming Event Dates
 This item was not discussed.
- c. PERS Update

This item was not discussed.

d. Sponsor Luncheon Debrief
This item was not discussed.

12) Adjourn

The meeting was adjourned at 11:44 AM.

SOUND CITIES ASSOCIATION | BALANCE SHEET

As of January 31, 2025

	Total
1110 HomeStreet Bank	438,034.64
1120 HomeStreet Bank - Money Market	590,459.50
1130 PayPal Bank	0.00
Total Bank Accounts	\$ 1,028,494.14
1200 Accounts Receivable	508,268.93
Total Accounts Receivable	\$ 508,268.93
1140 Investments - Time Value	332,150.72
1145 Accrued Interest Receivable	294.77
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
Other Current Asset	0.00
Total Other Current Assets	\$ 332,445.49
Total Current Assets	\$ 1,869,208.56
Total 1400 Fixed Assets	\$ 0.00
Total Fixed Assets	\$ 0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,869,208.56
Total Accounts Payable	\$ 515.00
2200 HomeStreet Credit Card	8,927.93
Total Credit Cards	\$ 8,927.93
2300 Accrued Payroll	10,244.33
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	\$ 0.00
2150 SDI	0.00
2405 FUTA	124.90
2410 SUI	109.04
Total 2415 FIT, SS, Medicare - 941	\$ 4,670.57
2420 L&I	147.03
2425 WA Paid Family & Medical Leave	-59.00
2426 WA Cares	381.96
2435 PERS Payable	3,427.06
2440 DCAP / FSA Payable	0.00
2445 DRS DCP Payable	0.00
2450 Medical/Dental/Vision/Life Ins	-1,221.92
2460 Accrued Vacation Pay	25,386.74
2470 w/held Supplemental Life	0.00
2499 Payroll Corrections	173.01
Total 2400 Payroll Liabilities	\$ 32,826.73
Accrued Liabilities	0.00
Deferred Revenue	0.00
Total Other Current Liabilities	\$ 43,071.06
Total Current Liabilities	\$ 52,513.99
Total Liabilities	\$ 52,513.99
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	541,792.00
3130 Contractual Obligations Reserve	34,062.00
3140 Legal Reserves Fund	25,000.00
Total 3100 Board Designated Reserves	\$ 615,854.00
3200 Board Designated Contra	-615,854.00
3300 Fund Balance (Prior Years)	912,216.00
3999 Opening Bal Equity	0.00
Net Income	904,478.57
Total Equity	\$ 1,816,694.57
TOTAL LIABILITIES AND EQUITY	\$ 1,869,208.56

SOUND CITIES ASSOCIATION | Profit and Loss by Month

January 2025

		2005	Total	2025 Budget	Difference	% Budget	
4040 Marshar Dura		an 2025	Total	 2025 Budget	Difference	Remaining	
1010 Member Dues		955,060.74	955,060.74	955,060.74	0.00		
1040 Interest Income		0.00	0.00	96,500.00	-96,500.00		
1030 Registration/Dinners Revenue		0.00	0.00	18,500.00	-18,500.00		
1040 Interest Income		1,415.43	1,415.43	12,880.00	-11,464.57		
1150 CC Points Redeemed for Credit	_	0.00	0.00	 650.00	-650.00		
Total Income	\$	956,476.17 \$	956,476.17	1,083,590.74	-126,464.57		
Gross Profit	\$	956,476.17 \$	956,476.17				
Total 5100 Salaries	\$	34,518.87 \$	34,518.87	\$ 641,941.00	607,422.13	95%	Total 5100 Salaries
5210 Taxes-FUTA		35.28	35.28	336.00	300.72	90%	5210 Taxes-FUTA
5220 Taxes-SUTA		224.63	224.63	2,824.00	2,599.37	92%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941		2,640.70	2,640.70	46,551.00	43,910.30	94%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I		87.33	87.33	2,691.00	2,603.67	97%	5240 Taxes - L & I
5250 Taxes-FMLA		227.15	227.15	2,466.00	2,238.85	91%	5250 Taxes-FMLA
Total 5200 Payroll Taxes	\$	3,215.09 \$	3,215.09	\$ 54,868.00	51,652.91	94%	Total 5200 Payroll Taxes
5310 Pension Plan Contributions		3,144.66	3,144.66	58,481.00	55,336.34	95%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins		3,003.60	3,003.60	105,510.00	102,506.40	97%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development				8,000.00	8,000.00	100%	5330 Professional Development
5345 ED Car Allowance			0.00	6,000.00	6,000.00	99%	5345 ED Car Allowance
5346 Staff Travel Expenses		42.42	42.42	7,000.00	6,957.58	99%	5346 Staff Travel Expenses
Total 5340 Travel Reimbursement	\$	42.42 \$	42.42	\$ 13,000.00	\$ 12,957.58	100%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	\$	6,190.68 \$	6,190.68	\$ 184,991.00	178,800.32	97%	Total 5300 Staff Benefits
Total 5000 Staff	\$	43,924.64 \$	43,924.64	\$ 881,800.00	837,875.36	95%	Total 5000 Staff
6100 Rent		1,586.06	1,586.06	34,163.00	32,576.94	95%	6100 Rent
6200 Office Insurance		0.00	0.00	620.00	620.00	100%	6200 Office Insurance
6310 Copier/Printer Lease & Maint		243.40	243.40	3,450.00	3,206.60	93%	6310 Copier/Printer Lease & Maint
6320 Outside Printing & Publication		128.76	128.76	3000	2,871.24	96%	6320 Outsourced Printing/Publications
Total 6300 Printing and Publication	\$	372.16 \$	372.16	6,450.00	6,077.84	94%	Total 6300 Printing and Publication
6420 Website Design/Hosting		0.00	0.00	3,500.00	3,500.00	100%	6420 Website Design/Hosting
6430 IT Equipment		0.00	0.00	6,000.00	4,415.52	74%	6430 Equipment
6440 Software/Subscriptions		1,584.48	1,584.48	8,900.00	7,315.52	82%	6440 Software/Subscriptions
Total 6400 IT	\$	1,584.48 \$	1,584.48	18,400.00	16,815.52	91%	Total 6400 IT
6500 Cell Phone Service		324.20	324.20	4,300.00	3,975.80	92%	6500 Cell Phone Service
6600 CC, Banking & Other Fees		70.16	70.16	500	429.84	86%	6600 CC, Banking & Other Fees
6700 Accounting Fees		0.00	0.00	19,000.00	19,000.00	100%	Total 6700 Accounting Fees
6800 Legal Fees		203.38	203.38	5,000.00	4,796.62	96%	6800 Legal
6900 Office Supplies / Misc.		88.93	88.93	3,000.00	2,911.07	97%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	\$	4,229.37 \$	4,229.37	91,433.00	87,203.63	95%	Total 6000 Office / Overhead
7100 Food/Beverage/Rentals		0.00	0.00	40,000.00	40,000.00	100%	7100 Food/Beverage/Rentals
7200 Event Pmts Processing Fee		0.00	0.00	1,850.00	1,850.00	100%	7200 Event Pmts Processing Fee
Total 7000 Event Expenses	\$	0.00 \$	0.00	41,850.00	41,850.00	100%	Total 7000 Event Expenses
8100 Liability Insurance		0.00	0.00	2,500.00	2,500.00	100%	8100 D&O Insurance
8200 Awards / Recognition		0.00	0.00	6,000.00	6,000.00	100%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events		4.55	4.55	15,000.00	14,995.45	100%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects	_	179.00	179.00	 20,000.00	19,821.00	99%	8400 Consultants/Special Projects
Total 8000 Board / Org Development	\$	183.55 \$	183.55	43,500.00	43,316.45	100%	Total 8000 Board / Org Development
9000 Contingency Fund		2,500.00	2,500.00	25,000.00	22,500.00	90%	Contingency Fund
Total Expenses	\$	50,837.56 \$	50,837.56	1,083,583.00	1,032,745.44	95%	Total Expenses
Net Operating Income	\$	905,638.61 \$	905,638.61				
Other Income							
Investment returns	_	-1,160.04	-1,160.04				
Total Other Income	-\$	1,160.04 -\$	1,160.04				
Net Other Income	-\$	1,160.04 -\$	1,160.04				
Net Income	\$	904,478.57 \$	904,478.57				

KCRHA Governing Board - Lived Experience Appointment Process

Background Note from President Buxton

At the March 19, 2025 SCA Board meeting, an appointment was made for service as a lived experience representative to the King County Regional Homelessness Authority (KCRHA). However, while deliberating, incomplete information was made available to the Board, and there were no KCRHA caucus members available to provide information and ask questions.

The current appointment is still intact and the appointee has not yet served.

With this in mind, a Board member has notified the SCA Executive Director that they wish to make a motion to, "Amend Something Previously Adopted." If a second is received, the Board may discuss and reconsider its previous decision. In addition, a caucus member will be available for information and questions.

The Board may decide to keep the previous appointment, or make a new recommendation for appointment and/or adoption at that time.



Attachment 5:

KCRHA Governing Board - Lived Experience Appointment Process

POTENTIAL ACTION

SCA Staff Contact

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

Background

At the April SCA Board of Directors meeting, the Board will revisit the appointment of an individual with lived experience with homelessness to the King County Regional Homelessness Authority (KCRHA) Governing Board (GB). Per KCRHA's updated Interlocal Agreement, SCA has appointment authority for one individual with lived experience with homelessness to the GB. Candidates have been collected by SCA and KCRHA for the Board's consideration. The SCA Caucus of the KCRHA GB have recommended two candidates following their review of the applications. SCA Caucus member Mayor Nancy Backus is attending the April Board meeting to speak on behalf of the Caucus's recommendations.

The table below lists the candidates for consideration by the SCA Board of Directors. Application materials are sent directly to board members to protect applicants' personal information.

Candidates Recommended by SCA Caucus Members	Additional Candidates Collected by SCA	Candidates Submitted for Consideration by KCRHA				
Kent Hay	Elisha Burton	Linda Akey	Dominica Myers			
Christina Alexander	Christopher Carter	Michael Andre Cunningham	Latonya Patterson			
		Anna Goodwin	Duc Pham			
		Douglas Gunwaldsen	Amanda Richer			
		Amaiya Leonor	Maharshi Roy			
		Mike Mathias	Lonness Valenna			
		Roosevelt McQuarter Jr.	Sean Watkins			

The Board will discuss previous conversations regarding this appointment, and members will nominate an individual for consideration. The selected individual will proceed with onboarding activities with KCRHA before attending the May KCRHA Governing Board meeting. SCA staff will notify King County, the City of Seattle, and KCRHA staff following the Board's decision.

2025 Member City Dues

Municipality	Payment Due	Payment Date	Method	Payment Received		
Algona	\$ 2,601.96	1/28/2025	check	\$ 2,601.96		
Auburn (part)	\$ 61,549.88	2/5/2025				
Beaux Arts Village	\$ 245.76	1/28/2025	check	\$ 245.76		
Bellevue	\$ 78,019.87	1/28/2025	check	\$ 78,019.87		
Black Diamond	\$ 5,613.53	1/3/2025	check	\$ 5,613.53		
Bothell (part)	\$ 23,632.22	4/8/2025	check	\$ 23,632.22		
Burien	\$ 41,350.53	2/18/2025	check	\$ 41,350.53		
Carnation	\$ 1,755.45	1/27/2025	check	\$ 1,755.45		
Clyde Hill	\$ 2,418.62	1/21/2025	check	\$ 2,418.62		
Covington	\$ 17,164.37	1/10/2025	check	\$ 17,164.37		
Des Moines	\$ 26,058.64	2/18/2025	check	\$ 26,058.64		
Duvall	\$ 6,850.14	12/31/2024	check	\$ 6,850.14		
Enumclaw (part)	\$ 10,415.65	1/21/2025	check	\$ 10,415.65		
Federal Way	\$ 78,019.87	3/12/2025	check	\$ 78,019.87		
Hunts Point	\$ 358.89	12/31/2024	check	\$ 358.89		
Issaquah	\$ 32,378.25	1/9/2025	check	\$ 32,378.25		
Kenmore	\$ 18,997.84	2/5/2025	check	\$ 18,997.84		
Kent	\$ 78,019.87	2/24/2025	check	\$ 78,019.87		
Kirkland	\$ 75,453.02	3/12/2025	check	\$ 75,453.02		
Lake Forest Park	\$ 10,673.12	1/21/2025	check	\$ 10,673.12		
Maple Valley	\$ 22,875.43	1/21/2025	check	\$ 22,875.43		
Medina	\$ 2,278.18	1/21/2025	check	\$ 2,278.18		
Mercer Island	\$ 20,152.53	2/5/2025	check	\$ 20,152.53		
Milton (part)	\$ 1,275.62	1/28/2025	check	\$ 1,275.62		
Newcastle	\$ 10,727.73	1/28/2025	check	\$ 10,727.73		
Normandy Park	\$ 5,348.26	1/6/2025	check	\$ 5,348.26		
North Bend	\$ 6,444.44	1/21/2025	check	\$ 6,444.44		
Pacific (part)	\$ 5,640.84	2/18/2025	check	\$ 5,640.84		
Redmond	\$ 62,447.10	1/27/2025	check	\$ 62,447.10		
Renton	\$ 78,019.87	1/15/2025	ACH	\$ 78,019.87		
Sammamish	\$ 53,373.39	2/7/2025	check	\$ 53,373.39		
SeaTac	\$ 25,520.30	2/5/2025	check	\$ 25,520.30		
Shoreline	\$ 48,302.10	1/27/2025	check	\$ 48,302.10		
Skykomish	\$ 128.73	1/21/2025	check	\$ 128.73		
Snoqualmie	\$ 11,328.49	1/6/2025	check	\$ 11,328.49		
Tukwila	\$ 17,889.96	1/27/2024	check	\$ 17,889.96		
Woodinville	\$ 10,844.76	1/27/2024	check	\$ 10,844.76		
Yarrow Point	\$ 885.53	1/21/2025	check	\$ 885.53		
Total	\$ 955,060.73			\$ 955,060.76		
Outstanding				\$ (0.0)		

2025 Sponsorship Payment

Tracking Highlighted have been invoiced and payment is not yet received.

Tracking Trigring riced have been invoiced and payment is not yet received.								
Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced Paid Month		Amount Paid			
Partner	Amazon	March 2025	\$ 6,000.00					
Regional Associate Member	AWC	February 2025	\$ 500.00	March 2025	\$	500.00		
Partner	Comcast	March 2025	\$ 6,000.00					
Event Sponsorship - Annual Mtg	Comcast	March 2025	\$ 2,500.00					
Regional Associate Member	Desimone Consulting	February 2025	\$ 500.00					
Regional Associate Member	KC Dept of Assessments	February 2025	\$ 500.00	March 2025	\$	500.00		
Regional Associate Member	Foster Garvey	March 2025	\$ 500.00					
Regional Associate Member	Gordon Thomas Honeywell	February 2025	\$ 500.00	February 2025	\$	500.00		
Regional Associate Member	King County Elections	February 2025	\$ 500.00	March 2025	\$	500.00		
Regional Associate Member	King County Library Systems	February 2025	\$ 500.00	February 2025	\$	500.00		
Regional Associate Member	Langton Spieth, LLC	February 2025	\$ 500.00	February 2025	\$	500.00		
Partner	Lumen	March 2025	\$ 6,000.00	March 2025	\$	6,000.00		
Regional Associate Member	EMC Research	February 2025	\$ 500.00	February 2025	\$	500.00		
Partner	Marketing Solutions			In-Kind				
Partner	Microsoft	March 2025	\$ 6,000.00					
Partner	Port of Seattle	February 2025	\$ 6,000.00					
Regional Associate Member	PRR	April 2025	\$ 500.00					
Partner	Puget Sound Energy	February 2025	\$ 6,000.00					
Partner	Republic Services	February 2025	\$ 6,000.00	March 2025	\$	6,000.00		
Regional Associate Member	Seattle Building and Constr.	February 2025	\$ 500.00					
Partner	Seattle King County Realtors	February 2025	\$ 6,000.00	March 2025	\$	6,000.00		
Partner	Seattle Metro Chamber	February 2025	\$ 6,000.00					
Partner	Sound Transit	March 2025	\$ 6,000.00					
Partner	Waste Management	February 2025	\$ 6,000.00	March 2025	\$	6,000.00		
Regional Associate Member	ValleyCom	March 2024	\$ 500.00					
Totals			\$ 74,500.00		\$	27,500.00		

Not Yet Invoiced in 2025

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount		Paid Month	Amount Paid	Invoice for 2025
Partner	Boeing	June 2024	\$	6,000.00	July 2024	\$ 6,000.00	June 2025
RAM	Google Fiber	(not invoiced 2024)	\$	500.00			February 2025
RAM	Green River College	February 2024	\$	500.00		(unpaid in 2024)	February 2025
Partner	Recology	(not invoiced 2024)	\$	6,000.00			February 2025
RAM	McDonald's	(not invoiced 2024)	\$	500.00			February 2025
	expected event sponsorship		\$	2,500.00			
	expected event sponsorship		\$	2,500.00			
	expected event sponsorship		\$	2,500.00			
Total			\$	21,000.00		\$ 6,000.00	