



SCA Board of Directors AGENDA

November 19, 2025

Renton City Hall, 1055 S Grady Way, Renton, WA

10 AM – Noon

- | | |
|---|---------------------------------|
| 1) Call to Order – President Traci Buxton | 2 Minutes |
| 2) Public Comment | 5 Minutes |
| 3) Consent Agenda | 3 Minutes |
| a. Minutes of the October 15, 2025 SCA Board of Directors Meeting | Attachment 1 |
| b. Financial Reports of September 2025 | Attachments 2-3 |

Recommended Action: Approval of the Consent Agenda, consisting of the minutes of the October 15, 2025 SCA Board of Directors Meeting; and the Financial Reports of September 2025, consisting of the September 2025 Balance Sheet and September 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. | 20 Minutes |
| 5) President’s Report – President Traci Buxton | 5 Minutes |
| 6) Executive Director’s Report – Executive Director Robert Feldstein | 5 Minutes |
| 7) 2026 Immediate Past President | |
| 8) Treasurer’s Report – SCA Treasurer Regan Bolli | 10 Minutes |
| October 28, 2025 Finance Committee Meeting Materials | |
| a. Draft 2026 SCA Budget | Attachments 4-5 |
| <i>Recommended Action: Recommendation to the full SCA Membership approval of the 2026 SCA Budget</i> | |
| b. Employee Retirement Program Discussion | |
| c. Sponsorship Update | Attachments 6 |
| d. Other Updates | |
| 9) PIC Report – SCA PIC Chair Chris Roberts | 15 Minutes |
| November 12, 2025 Public Issues Committee Meeting Materials | |

- a. SCA 2026 State Legislative Agenda & County Priorities
- b. Transit Safety and Security Briefing
- c. Unapproved Food Vendors Briefing
- d. PSRC Committee Restructuring
- e. Election Results Roundtable
- f. Updates and Informational Items
 - i. Regional Boards & Committees Upcoming Issues
 - ii. November 2025 Newsletter
 - iii. Levies and Ballot Measures

[Attachments 7-8](#)

10) 2026 SCA Board Agreement

10 Minutes

[Attachment 9](#)

11) SCA Board Policies

- a. Ad Hoc Committee Recommendations
- b. Public Comment Policy

15 Minutes

[Attachment 10](#)

12) Members Emeritus

Potential Action: To honor individuals as SCA Members Emeritus

15 Minutes

[Attachment 11](#)

13) Discussion Items

- a. Regional Boards and Committees Appointments Update
- b. Staffing Update

5 Minutes

14) Informational Items

- a. 2025 Caucus Meetings & Board Elections

[Attachment 12](#)

15) Adjourn

Upcoming Events

- a. SCA Offices Closed for Thanksgiving Holiday – November 27 – 28
- b. SCA Annual Meeting – Wednesday, December 3, 5:30 PM – Pickering Barn, Issaquah – [Register Here](#)
- c. SCA Public Issues Committee Meeting – Wednesday, December 10
- d. SCA Board of Directors Meeting – Wednesday, December 17
- e. SCA Offices Closed for Winter Holiday December 25 – January 2
- f. SCA 2026 Appointee Orientation – Evening of Wednesday, Feb 4 – SeaTac City Hall

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

SCA will lead policy change to make the Puget Sound region the best in the world for our diverse communities.

Values

SCA is committed to creating 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 inequities in our society and continues its commitment to the work needed to address them.

Guiding Principles

- Assume that others are acting with good intent
- No surprises!
- Have each other's backs
- Think about who is not at the table
- Be candid, but kind
- Once a decision is made, work together to make it work
- Show up to meetings prepared
- Be fully present and engaged during meetings
- Extend grace to others – cut them some slack
- Remain open-minded
- Respect differing views



SCA Board of Directors

DRAFT Minutes

October 15 2025

Renton City Hall

1) Call to Order

SCA President Buxton called the meeting to order at 10:01 AM. Present were members Armondo Pavone, Troy Linnell, Katherine Ross, Vanessa Kritzer, Thomas McLeod, Nigel Herbig, Dana Ralph; Amy Falcone; and Thomas McLeod, and SCA staff Robert Feldstein, Leah Willoughby, Aj Foltz, and Laura Belmont. Absent were members Mason Thompson; Amy Falcone, and Chris Roberts.

2) Public Comment

President Buxton asked if there were any members of the public present for public comment.

Joe Kunzler introduced himself and referenced his prior work on public act reform. He stated that SCA is not currently in compliance with RCW requirements, as meetings with virtual options should allow for virtual public comment. He noted that other jurisdictions have experienced frequent Zoom bombing and hate speech during public comment periods and recommended that SCA establish an exclusion schedule and clear rules for verbal public comment. He encouraged the Board to consider moving toward written-only public comment.

There were no additional items for Public Comment.

3) Consent Agenda

President Buxton asked for any questions or concerns regarding items on the consent agenda.

Pavone moved, seconded by Ross, to approve the consent agenda consisting of the amended minutes of the July 16, 2025 SCA Board of Directors Meeting; the minutes of the September 10, 2025 SCA Special Board of Directors Meeting; the minutes of the September 17, 2025 SCA Special Board of Directors Meeting; and the financial reports of August 2025. The motion passed unanimously.

4) Executive Session

President Buxton announced that the Board would enter Executive Session at 10:06 AM pursuant to RCW 42.30.110(1)(i)(iii) to discuss with legal counsel the legal risks of a proposed action or current practice where public discussion would likely result in adverse legal or financial consequences to the agency. Staff and guests exited the room.

The Executive Session was scheduled for 20 minutes. The session was extended at:

- 10:26 AM for 10 minutes
- 10:36 AM for 10 minutes
- 10:46 AM for 10 minutes
- 10:51 AM for 10 minutes
- 11:01 AM for 5 minutes

The Executive Session concluded at 11:06 AM, and staff returned to the meeting. No action was taken and no action followed the Executive Session.

5) President's Report

In the interest of time, SCA President Traci Buxton moved to the next item on the agenda.

6) Executive Director's Report

SCA Executive Director Robert Feldstein noted that many highlights from his report were also included in his recent email to the Board. He stated his intent to consider clarification on certain internal policies, including those related to staff attendance at political events and press procedures. Feldstein informed the Board of potential changes to designated SCA seats within the Puget Sound Regional Council (PSRC) that may affect King County representation.

7) Executive Session to Discuss Personnel Matter

President Buxton announced that the Board would enter Executive Session at 11:15 AM to discuss a personnel matter. The Executive Session was scheduled for 15 minutes due to time constraints. Executive Director Robert Feldstein was asked to join the Executive Session. Other SCA staff and guests exited the room.

Chief Operating Officer Leah Willoughby was asked to join the Executive Session for the final five minutes.

The Executive Session concluded at 11:30 a.m., and staff returned to the meeting. No action was taken and no action followed the Executive Session.

8) 2026 SCA Board Nominating Committee

Staff provided a brief overview of the responsibilities and process for the SCA Board Nominating Committee. President Buxton invited questions and requested volunteers to serve.

Pursuant to Board policies, the President appoints members to the Nominating Committee. Following discussion, President Buxton took the following action:

President Traci Buxton appointed the following individuals to the 2026 SCA Board Nominating Committee:

- ***Immediate Past President Mary Lou Pauly***
- ***President Traci Buxton***
- ***Nigel Herbig***
- ***Dana Ralph***

9) Treasurer's Report

Treasurer Bolli provided a brief summary of the draft 2026 SCA budget as included in the meeting materials and reported on the guidance provided by the Finance Committee for minor edits. Treasurer Bolli noted that staff had identified one additional minor edit and also shared considerations, based on Finance Committee discussion, for potential budget topics in future years. The updated draft budget will be reviewed by the Finance Committee at its October meeting, will be presented to the Board for approval in November, and will be submitted to the full membership for approval at the December 3 Annual Meeting.

Treasurer Bolli and Executive Director Robert Feldstein provided a brief sponsorship update, including invoices issued and payments received since the last Board meeting, as well as ongoing conversations regarding future sponsorships and prospective sponsor outreach.

There were no additional updates.

10) PIC Chair's Report

As PIC Chair Chris Roberts was not present, SCA staff provided the PIC report and summarized the October 8 Public Issues Committee meeting.

- a. Staff briefly reviewed the update regarding SCA Regional Boards and Committees appointments.
- b. For the Indigent Defense Case Standards Letter to the Legislature, Policy Analyst AJ Foltz summarized the presentations provided at the PIC meeting, the amendments recommended by PIC, and the resulting final draft of the letter included in the meeting materials. Staff also summarized PIC discussion on the item. Following discussion, the Board took the following action:

Pauly moved, seconded by Linnell, to approve the final draft letter as recommended by PIC and direct SCA staff to send the letter to the Washington State Legislature. The motion carried.

Following discussion, Pauly moved, seconded by Linnell, to approve the final draft letter as recommended by PIC and direct SCA staff to send the letter to the Washington State Legislature. The motion carried, with Ralph opposed.

11) Ad Hoc Committee Recommendations Discussion

President Buxton reviewed the Ad Hoc Committee recommendations and led Board discussion. The Board considered each recommendation as follows:

- (1) **Hire an outside expert to investigate the recent hiring process for the SCA Executive Director and any breach of board members' legal fiduciary and confidentiality responsibilities**
No further action needed; this item has been completed.
- (2) **Recommend to the board to review hiring practices including adding HR training around hiring.**

President Buxton recommended scheduling this work for 2026 to allow adequate time and for the newly-seated Board to participate. The Board concurred.

(3) Bylaws improvements around best practices for executive session protocols including having a lawyer present.

President Buxton recommended a simple wording update to Board Policies. Staff were directed to prepare draft language for Board consideration at the November meeting.

(4) Review of the fiduciary responsibilities of board members around confidentiality and duty to the organization.

The Board discussed incorporating relevant expectations into the Board Agreement, along with applicable Board Policies, and Guiding Principles and job descriptions. Staff were directed to bring a draft Board Agreement for discussion at the November meeting.

(5) Suggest board recommit to the SCA Guiding Principles.

The Board discussed ensuring the Guiding Principles are explicitly included in the Board Agreement. Following discussion, the Board took the following action:

Ralph moved, seconded by Bolli, to include the Guiding Principles in the Board Agreement. The motion passed unanimously.

During discussion, expectations around in-person attendance at Board meetings was raised. Time will be scheduled at the November Board meeting for further discussion. Staff were directed to prepare draft attendance policy language for Board consideration, and Board members were asked to come prepared with suggested language.

12) Discussion/Informational Items

Executive Director Feldstein briefly introduced the informational items and asked Board members to review the materials provided. Due to time constraints, no discussion occurred. The items included:

- a. 2026 Board of Directors & Elections
- b. 2026 Events
- c. Members Emeritus
- d. Public Comment Policy
- e. Staffing Update

No action was taken.

13) The meeting was adjourned at 12:03 PM.

SOUND CITIES ASSOCIATION | Balance Sheet

As of September 30, 2025

	Total
1110 HomeStreet Bank	43,306.06
1120 HomeStreet Bank - Money Market	971,160.10
1130 PayPal Bank	70.00
Total Bank Accounts	\$ 1,014,536.16
1200 Accounts Receivable	19,000.00
Total Accounts Receivable	\$ 19,000.00
1140 Investments - Time Value	343,369.93
1145 Accrued Interest Receivable	931.48
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
Other Current Asset	0.00
Total Other Current Assets	\$ 344,301.41
Total Current Assets	\$ 1,377,837.57
Total 1400 Fixed Assets	0.00
Total Fixed Assets	\$ 0.00
Other Long-term Assets	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,377,837.57
2000 Accounts Payable	1,322.04
Total Accounts Payable	\$ 1,322.04
2200 HomeStreet Credit Card	1,952.66
Total Credit Cards	\$ 1,952.66
2300 Accrued Payroll	16,385.89
2110 Federal Withholding	8.64
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	0.00
2150 SDI	0.00
2405 FUTA	133.53
2410 SUI	136.79
Total 2415 FIT, SS, Medicare - 941	7,393.55
2420 L&I	668.21
2425 WA Paid Family & Medical Leave	0.07
2426 WA Cares	431.80
2435 PERS Payable	0.00
2439 Temporary Retirement Holdings Payable	24,929.81
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	18,538.94
2470 w/held Supplemental Life	0.00
2499 Payroll Corrections	173.01
Total 2400 Payroll Liabilities	\$ 70,044.19
2500 Accrued Liabilities	0.00
2510 Accrued Liabilities - Contractor Payments	0.00
Total 2500 Accrued Liabilities	\$ 0.00
2600 Deferred Revenue	0.00
Total Other Current Liabilities	\$ 86,430.08
Total Current Liabilities	\$ 89,704.78
Total Liabilities	\$ 89,704.78
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	541,792.00
3130 Contractual Obligations Reserve	34,062.00
3140 Legal Reserves Fund	0.00
Total 3100 Board Designated Reserves	\$ 590,854.00
3200 Board Designated Contra	-590,854.00
3300 Fund Balance (Prior Years)	887,481.18
3999 Opening Bal Equity	0.00
Net Income	400,651.61
Total Equity	\$ 1,288,132.79
TOTAL LIABILITIES AND EQUITY	\$ 1,377,837.57

SOUND CITIES ASSOCIATION Profit and Loss by Month														
January - September, 2025														
	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Total	2025 Budget	Difference		
1010 Member Dues	955,060.74									955,060.74	955,061	0	1010 Member Dues	
1020 Membership/Sponsorships		40,500.00	33,000.00	9,000.00				3,000.00	500.00	86,000.00	96,500	-10,500	1020 Membership/Sponsorships	
1030 Registration/Dinners Revenue		2,588.00	825.00				750.00	1,696.00		5,859.00	18,500	-12,641	1030 Registration/Dinners Revenue	
1040 Interest Income	1,415.43	1,395.72	1,617.17	1,588.44	1,145.61	2,028.62	1,453.76	1,149.37	2,050.83	13,844.95	12,880	965	1040 Interest Income	
1150 CC Points Redeemed for Credit				275.00				100.00		375.00	650	-275	1150 CC Points Redeemed for Credit	
Total Income	\$ 956,476.17	\$ 44,483.72	\$ 35,442.17	\$ 10,863.44	\$ 1,145.61	\$ 2,028.62	\$ 2,203.76	\$ 5,945.37	\$ 2,550.83	\$ 1,061,139.69	1,083,591	-22,176	Total Income	
Gross Profit	\$ 956,476.17	\$ 44,483.72	\$ 35,442.17	\$ 10,863.44	\$ 1,145.61	\$ 2,028.62	\$ 2,203.76	\$ 5,945.37	\$ 2,550.83	\$ 1,061,139.69				
											2025 Budget	Difference	% Budget Remaining	
Total 5100 Salaries	\$ 34,518.87	\$ 38,466.57	\$ 51,422.34	\$ 51,557.54	\$ 51,422.86	\$ 51,627.03	\$ 52,686.94	\$ 47,063.65	\$ 48,131.24	\$ 426,897.04	641,941	215,044	33%	Total 5100 Salaries
5210 Taxes-FUTA	35.28	37.54	27.01	0.00	0.00	0.00	0.00	31.02	10.98	141.83	336	194	58%	5210 Taxes-FUTA
5220 Taxes-SUTA	224.63	252.08	347.87	348.79	335.39	336.53	167.71	141.15	55.00	2,209.15	2,824	615	22%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	2,640.70	2,961.79	3,972.07	3,982.39	3,972.13	3,987.70	4,049.69	4,629.11	3,720.28	33,915.86	46,551	12,635	27%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	87.33	113.21	114.50	115.14	113.85	113.86	115.79	133.26	112.95	1,019.89	2,691	1,671	62%	5240 Taxes - L & I
5250 Taxes-FMLA	227.15	254.77	385.83	342.56	344.19	343.01	348.34	398.18	320.01	2,964.04	2,466	-498	-20%	5250 Taxes-FMLA
Total 5200 Payroll Taxes	\$ 3,215.09	\$ 3,619.39	\$ 4,847.28	\$ 4,788.88	\$ 4,765.56	\$ 4,781.10	\$ 4,681.53	\$ 5,332.72	\$ 4,219.22	\$ 40,250.77	54,868	14,617	27%	Total 5200 Payroll Taxes
5311 Temp. Retirement Contribution Holdings			4,684.59	4,696.89	4,684.65	4,703.23	4,776.99	4,649.73	1,344.23	29,540.31				
5312 Pension Plan Contributions	1,442.10	3,504.28	0.00						231.12	5,177.50				
Total 5310 Pension/Retirement Contributions	\$ 1,442.10	\$ 3,504.28	\$ 4,684.59	\$ 4,696.89	\$ 4,684.65	\$ 4,703.23	\$ 4,776.99	\$ 4,649.73	\$ 1,575.35	\$ 34,717.81	58,481	23,763	41%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	4,225.52	4,225.52	4,225.52	4,225.52	4,225.52	4,225.52	4,225.52	4,753.71	3,697.33	38,029.68	105,510	67,480	64%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development				142.16	38.62	450.00		158.69		789.47	8,000	7,211	90%	5330 Professional Development
5345 ED Car Allowance		250.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	3,750.00	6,000	2,250	38%	5345 ED Car Allowance
5346 Staff Travel Expenses	42.42	748.76	216.64	25.48	88.68		147.73	121.97	125.66	1,517.34	7,000	5,483	78%	5346 Staff Travel Expenses
Total 5340 Travel Reimburse	\$ 42.42	\$ 998.76	\$ 716.64	\$ 525.48	\$ 588.68	\$ 500.00	\$ 647.73	\$ 621.97	\$ 625.66	\$ 5,267.34	13,000	7,733	59%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	\$ 5,710.04	\$ 8,728.56	\$ 9,626.75	\$ 9,590.05	\$ 9,537.47	\$ 9,878.75	\$ 9,650.24	\$ 10,184.10	\$ 5,898.34	\$ 78,804.30	184,991	106,187	57%	Total 5300 Staff Benefits
Total 5000 Staff	\$ 43,444.00	\$ 50,814.52	\$ 65,896.37	\$ 65,936.47	\$ 65,725.89	\$ 66,286.88	\$ 67,018.71	\$ 62,580.47	\$ 58,248.80	\$ 545,952.11	881,800	523,696	38%	Total 5000 Staff
6100 Rent	2,786.06	2,786.06	2,786.06	2,786.06	2,786.06	2,786.06	2,786.06	2,786.06	2,786.06	25,074.54	34,163	9,088	27%	6100 Rent
6200 Office Insurance											620	620	100%	6200 Office Insurance
6310 Copier/Printer Lease & Maint	243.40	243.40	259.03	243.40	243.40	261.25	243.40	243.40	273.47	2,254.15	3,450	1,196	35%	6310 Copier/Printer Lease & Maint
6320 Outside Printing & Publication	128.76		1,115.75					58.61	25.26	1,328.38	3,000	1,672	56%	6320 Outsourced Printing/Publications
Total 6300 Printing and Publication	\$ 372.16	\$ 243.40	\$ 1,374.78	\$ 243.40	\$ 243.40	\$ 261.25	\$ 243.40	\$ 302.01	\$ 298.73	\$ 3,582.53	6,450	2,867	44%	Total 6300 Printing and Publication
6420 Website Design/Hosting				50.68	203.88		14.33	14.33	14.33	297.55	3,500	3,202	91%	6420 Website Design/Hosting
6430 IT Equipment							119.00	255.08	1,041.49	1,415.57	6,000	4,584	76%	6430 Equipment
6440 Software/Subscriptions	1,584.48	1,153.93	385.52	385.52	385.52	2,586.72	392.14	485.56	533.31	7,892.70	8,900	1,007	11%	6440 Software/Subscriptions
Total 6400 IT	\$ 1,584.48	\$ 1,153.93	\$ 385.52	\$ 436.20	\$ 589.40	\$ 2,586.72	\$ 525.47	\$ 754.97	\$ 1,589.13	\$ 9,605.82	18,400	8,794	48%	Total 6400 IT
6500 Cell Phone Service	324.20	267.73	267.99	267.99	267.99	269.76	268.00	268.00	331.54	2,533.20	4,300	1,767	41%	6500 Cell Phone Service
6600 CC, Banking & Other Fees	70.16	22.41	19.95	5.00	5.00	5.00	5.00	6.00	5.00	143.52	500	356	71%	6600 CC, Banking & Other Fees
6700 Accounting Fees										0.00	19,000	19,000	100%	Total 6700 Accounting Fees
6800 Legal Fees	203.38					8,502.30	12,843.30	12,483.21	15,332.02	49,364.21	30,000	8,451	-65%	6800 Legal (amended)
6900 Office Supplies / Misc.	88.93	241.95	301.75	62.62	39.07	39.07	93.45	63.73	260.19	1,190.76	3,000	1,809	60%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	\$ 5,429.37	\$ 4,715.48	\$ 5,136.05	\$ 3,801.27	\$ 3,930.92	\$ 14,450.16	\$ 16,764.68	\$ 16,663.98	\$ 20,602.67	\$ 91,494.58	116,433	24,938	21%	Total 6000 Office / Overhead
7100 Food/Beverage/Rentals		454.16	4,587.75					10,283.82		15,325.73	40,000	24,674	62%	7100 Food/Beverage/Rentals
7200 Event Pmts Processing Fee	3.88	99.32	33.14				30.53	71.66		238.53	1,850	1,611	87%	7200 Event Pmts Processing Fee
Total 7000 Event Expenses	\$ 3.88	\$ 553.48	\$ 4,620.89	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30.53	\$ 10,355.48	\$ 0.00	\$ 15,564.26	41,850	26,286	63%	Total 7000 Event Expenses
8100 Insurance (D&O)						2,294.00				2,294.00	2,500	206	8%	8100 Liability Insurance
8200 Awards / Recognition		145.39	70.97	11.80	360.65		132.26	367.72		1,088.79	6,000	4,911	82%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events	4.55	873.13	709.59	370.73			11.83	203.43	1,040.49	3,213.75	15,000	11,786	79%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects	179.00		0.00	199.00	1,450.00	199.00				2,027.00	20,000	17,973	90%	8400 Consultants/Special Projects
Total 8000 Board / Org Development	\$ 183.55	\$ 1,018.52	\$ 780.56	\$ 581.53	\$ 1,810.65	\$ 2,493.00	\$ 144.09	\$ 571.15	\$ 1,040.49	\$ 8,623.54	43,500	34,876	80%	Total 8000 Board / Org Development
9000 Contingency Fund	2,500.00	17,500.00	5,000.00							25,000.00	25,000	0	0%	Contingency Fund
Total Expenses	\$ 51,560.80	\$ 74,602.00	\$ 81,433.87	\$ 70,319.27	\$ 71,467.46	\$ 83,230.04	\$ 83,958.01	\$ 90,171.08	\$ 79,891.96	\$ 686,634.49	1,108,583	421,949	38%	Total Expenses
Net Operating Income	\$ 904,915.37	-\$ 30,118.28	-\$ 45,991.70	-\$ 59,455.83	-\$ 70,321.85	-\$ 81,201.42	-\$ 81,754.25	-\$ 84,225.71	-\$ 77,341.13	\$ 374,505.20				
Investment returns	-1,160.04	3.32	616.96	-43.72	-490.30	679.25	-279.87	795.78	845.58	966.96				
Processing Fees Recouped			179.45							179.45				
Release of Board-Designated Legal Reserves							25,000.00			25,000.00				
Total Other Income	-\$ 1,160.04	\$ 3.32	\$ 796.41	-\$ 43.72	-\$ 490.30	\$ 679.25	\$ 24,720.13	\$ 795.78	\$ 845.58	\$ 26,146.41				
Net Other Income	-\$ 1,160.04	\$ 3.32	\$ 796.41	-\$ 43.72	-\$ 490.30	\$ 679.25	\$ 24,720.13	\$ 795.78	\$ 845.58	\$ 26,146.41				
Net Income	\$ 903,755.33	-\$ 30,114.96	-\$ 45,195.29	-\$ 59,499.55	-\$ 70,812.15	-\$ 80,522.17	-\$ 57,034.12	-\$ 83,429.93	-\$ 76,495.55	\$ 400,651.61				

Summary

At their October meeting, the SCA Board Finance Committee reviewed and has recommended to the Board of Directors approval of the DRAFT 2026 SCA Budget

The draft budget will return to the full Board of Directors at the November meeting, where the Board is expected to vote on recommending the 2026 Budget to the full membership.

The full membership will vote on the 2026 SCA Member City Assessment rates and 2026 SCA Budget at the SCA Annual Meeting on December 3.



SOUND CITIES ASSOCIATION DRAFT 2026 Budget

Member City Dues		\$	988,900
Membership/Sponsorships		\$	90,000
Registration/Dinners Revenue		\$	22,500
Interest Income		\$	15,600
Credit Cards Points Redeemed for Credit		\$	500
Total Income		\$	1,117,500
Salaries		\$	692,892
Payroll Taxes		\$	64,826
FUTA	\$	270	
SUTA	\$	6,834	
FICA/Medicare	\$	51,398	
L & I	\$	1,746	
WA PFMLA	\$	4,578	
Staff Benefits		\$	156,827
Pension Plan Contributions	\$	38,600	
Medical/Dental/Vision/Life Ins	\$	98,227	
Professional Development	\$	9,000	
Travel Reimburse	\$	11,000	
TOTAL STAFF		\$	914,545
Rent		\$	34,255
Office Insurance		\$	900
Printing and Publication		\$	6,100
Copier/Printer Lease & Maint	\$	3,700	
Outside Printing & Publication	\$	2,400	
IT		\$	23,800
Website Design/Hosting	\$	6,800	
IT Equipment	\$	6,000	
Software/Subscriptions	\$	8,500	
Incidental Consulting	\$	2,500	
Cell Phone Service		\$	4,000
CC, Banking & Other Fees		\$	500
Accounting Fees		\$	16,800
Legal Fees		\$	10,000
Office Supplies / Misc.		\$	3,000
TOTAL OFFICE/OVERHEAD		\$	99,355
Event Food/Bev/Rentals		\$	40,000
Event Processing Fees		\$	1,200
TOTAL EVENT EXPENSES		\$	41,200
Liability Insurance		\$	2,900
D&O Insurance	\$	2,200	
Cyber Security Insurance	\$	700	
Awards / Recognition		\$	2,500
Retreats/Mtgs/Conf/Dues/Events		\$	12,000
Consultants/Special Projects		\$	20,000
TOTAL BOARD / ORG DEVELOPMENT		\$	37,400
CONTINGENCY FUND		\$	25,000
Total Expenses		\$	1,117,500

Income minus expensees

\$ -

2025 Sponsorship Payment

Tracking

Highlighted have been invoiced and payment is not yet received.

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Regional Associate Member	4Culture	September 2025	\$ 500.00	August 2025	\$ 500.00
Partner	Amazon	March 2025	\$ 6,000.00	August 2025	\$ 6,000.00
Event Sponsorship	Amazon	August 2025	\$ 2,500.00	October 2025	\$ 2,500.00
Regional Associate Member	AWC	February 2025	\$ 500.00	March 2025	\$ 500.00
Partner	Boeing	April 2025	\$ 6,000.00		
Event Sponsorship	Boeing	April 2025	\$ 2,500.00		
Regional Associate Member	Cedar Grove	August 2025	\$ 500.00	August 2025	\$ 500.00
Partner	Comcast	March 2025	\$ 6,000.00	March 2025	\$ 6,000.00
Event Sponsorship - Annual Mtg	Comcast	March 2025	\$ 2,500.00	March 2025	\$ 2,500.00
Regional Associate Member	Desimone Consulting	February 2025	\$ 500.00		
Regional Associate Member	EMC Research	February 2025	\$ 500.00	February 2025	\$ 500.00
Regional Associate Member	Foster Garvey	March 2025	\$ 500.00	March 2025	\$ 500.00
Regional Associate Member	Gordon Thomas Honeywell	February 2025	\$ 500.00	February 2025	\$ 500.00
Regional Associate Member	KC Dept of Assessments	February 2025	\$ 500.00	March 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 Public Affairs	February 2025	\$ 500.00	February 2025	\$ 500.00
Partner	Lumen	March 2025	\$ 6,000.00	March 2025	\$ 6,000.00
Partner	Marketing Solutions			In-Kind	
Partner	Microsoft	March 2025	\$ 6,000.00	March 2025	\$ 6,000.00
Partner	Port of Seattle	February 2025	\$ 6,000.00	June 2025	\$ 6,000.00
Regional Associate Member	PRR	April 2025	\$ 500.00		
Partner	Puget Sound Energy	February 2025	\$ 6,000.00	April 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	June 2025	\$ 6,000.00
Regional Associate Member	ValleyCom	March 2024	\$ 500.00		
Partner	Waste Management	February 2025	\$ 6,000.00	March 2025	\$ 6,000.00
Totals			\$ 86,500.00		\$ 70,000.00

Draft 2026 SCA State Legislative Agenda

The Sound Cities Association (SCA) urges the Washington State Legislature to adopt a balanced and equitable approach to policymaking that empowers cities to meet the varied and unique needs of communities in King County.

Fund & Support Indigent Defense Services

Cities require sustained state funding, workforce development, and guidance to meet the new indigent defense caseload standards, which are expected to significantly strain local budgets and operations. The projected cost increase for surveyed SCA cities is nearly 700% over ten years, with local funding models disproportionately impacting cities with the most indigent defense cases.

SCA supports:

- State funding for most—if not all—public defense to ensure equity and stability; and,
- Policies that strengthen the public defense workforce.

Expand Access for Public Safety Local Options

SCA cities support a range of state funding sources for public safety and the flexibility to allocate funds based on local priorities. While cities appreciate HB 2015's criminal justice sales tax, restrictive requirements limit cities' ability to access and use the funding effectively.

SCA supports:

- Easing restrictions on eligibility for the HB 2015 sales tax; and,
- Increasing support for public safety workforce and alternative crisis response programs.

Support Local Housing Priorities

Cities request adequate time to implement existing housing regulations before new policies are introduced, along with flexible funding tools to meet both state and local housing goals.

SCA supports:

- Prioritization of incentives over mandates and allow locally tailored approaches that focus on outcomes rather than prescriptive methods;
- Increasing the HB 1590 revenue allocation to cities for housing and behavioral health services from 40% to 50%; and,
- State engagement with cities throughout the legislative process and aligning regulatory efforts, including environmental regulations, with a broader strategy to expand housing supply.

Invest in Local Climate Action

SCA cities ask the state to collaborate more directly with cities to support local climate action. While cities have developed robust climate resilience plans, funding remains a major challenge.

SCA supports:

- Investment in local sustainability efforts; and,
- Providing transparent communication about Climate Commitment Act funding, including outcomes, impacts, and future resources.

Fund & Support Local Transportation Priorities

SCA cities ask the state to provide flexible options for funding local transportation. SCA cities in King County face a major transportation funding gap: the Puget Sound Regional Council's Regional Transportation Plan shows a 45% shortfall for cities compared to much lower gaps for counties and WSDOT.

SCA supports:

- Sustainable state transportation revenue that provides funding for local preservation, maintenance, operations, and safety improvements;
- Implementing a Road Usage Charge with a more balanced revenue distribution than the current gas tax; and,
- Instituting flexible funding options to address growing infrastructure demands.

Draft 2026 SCA County Priorities

For the benefit of the County, the region, and the residents of our cities, members of the Sound Cities Association (SCA) seek to strengthen King County's partnerships with local governments. By strengthening this partnership, cities and the County can build a solid foundation for consistent communication and collaborative action on countywide priorities, including those outlined below.

Collaboration on Levy Development

Ensure early and ongoing engagement with cities throughout the levy development process.

Enhanced collaboration between King County and its cities is essential to ensure the effective allocation of funding and the sustained delivery of vital programs and services for our shared residents.

SCA supports:

- Coordinating with cities on levy timing to reduce tax fatigue;
- Early transmittal that provides sufficient time for discussion and potential changes;
- Incorporating or addressing input from city staff and elected officials during development;
- Equitable distribution of levy revenues, including transparent reporting of the geographic distribution.

SCA will continue to emphasize increased communication between our member cities and SCA appointed members already engaged in levy development processes.

Siting County Facilities and Infrastructure

Communicate effectively with all cities, including small cities, on land use decisions. SCA cities face financial and logistical challenges when properties are purchased by King County within city limits without prior coordination. Strengthened coordination and transparency between King County and its cities will advance effective planning and facilitate streamlined, regionally integrated decision-making.

SCA supports:

- Early engagement with cities on siting facilities, including collaboration in identifying potential properties;
- Increased collaboration concerning land use near schools, residential areas, and on adjacent unincorporated lands;
- Discussion on the potential environmental and quality of life impacts of planned facilities; and,
- Supporting cities in communicating with their residents regarding land use decisions.

Public Safety Funding

SCA cities request greater involvement in decision-making related to public safety funding to ensure they are consistently engaged in and adequately prepared for any potential changes.

SCA supports:

- Engagement with cities during the public safety contracting process to ensure mutual communication of potential rising costs and city priorities;
- Providing advance notice of court and other fee increases to ensure cities have adequate time to adjust their budgets accordingly;
- Incorporating a phased-in approach for cities to implement rate changes; and,
- Aligning city and county public safety funding priorities and usage of HB 2015 funds.

Along with these priorities, SCA cities wish to remain actively engaged in broader public safety discussions, including the Regional Safety Task Force implementation, with increased representation and a more prominent role in shaping policy decisions.

Long-Term Solid Waste Disposal Strategy

To address the region's long-term solid waste disposal challenges, **King County should recognize the growing concerns of its cities** and work collaboratively to develop solutions that reflect shared priorities and city input. Solid waste disposal involves not only waste management but transportation concerns.

SCA supports:

- Providing a comprehensive traffic analysis on the impacts that waste export by rail would have on cities with rail lines.
- Analysis of the impacts of a potential waste-to-energy facility on communities surrounding potential sites

Utility Rates Affordability

Following the 2025 Regional Utility Rate Summit, **SCA cities remain committed to ongoing dialogue and engagement to ensure utility rates remain sustainable and equitable for residents.** Cities are particularly interested in mitigating rate increases since utility rates are tied to overall affordability in this region and are a key piece of equity and cost of living.

SCA supports:

- Assistance in communicating county rate changes to our shared populations;
- Coordinating local and county-wide rate increases, when necessary, to ensure local infrastructure and capital needs for utilities continue to be funded adequately; and,
- Engagement between cities and King County on supporting low-income residents who are impacted by rising utility rates.

SCA Board Agreement

1. I have reviewed SCA's Mission, Vision, Values, ~~and~~ Guiding Principles, and SCA's By Laws, and agree to strive to act consistently with those organizational principles when serving on the SCA Board.

2. I agree to demonstrate civility as an SCA Board Member, and to treat my colleagues on the Board, SCA staff, and others with respect and courtesy while acting in my capacity as an SCA Board Member. _____

3. I understand that I am expected to attend all SCA Board meetings as a Board member, and to be prepared for meetings. I will timely RSVP for board meetings and if I am unable to attend a meeting, I agree to let SCA staff know in a timely fashion. _____

4. I understand that as an SCA Board member, part of my role is being an ambassador to other SCA cities and to the region. To that end, I will attempt to attend SCA events and to engage in other ways with my fellow elected officials. _____

5. I understand that as an SCA Board Member, I am representing not just my own city, but SCA and its member cities. As an SCA Board Member, I shall endeavor to avoid taking positions that are harmful to any SCA member cities. _____

6. I understand that serving on the Board is a privilege, and that issues, policy, and other conversation in meetings of the Board will be treated with respect and confidentiality. I recognize that SCA has legal counsel under contract if needed. I also recognize that Executive Sessions will be treated with the strictest of confidence, and violation of that confidence may be grounds for dismissal.

6. I understand that if I am absent for three consecutive SCA Board meetings or over half of the meetings after June 1, if I fail to abide by any of the above guidelines, or for any other reason deemed detrimental to SCA, I may be removed from the Board by a 2/3 vote of the Board of Directors. _____

I have read the above and agree to abide by these guidelines as an SCA Board Member.

Dated this _____ day of _____, (Year)

_____ (Sign here, and initial above)

Name:

City:

Title:

For Executive Team, add

7. I understand as an SCA Executive Officer that I will be required to attend all Board meetings in person, as well as a monthly Executive Team meeting in person, and that if I cannot fulfill this responsibility, I will relinquish my position as an Officer.

For the President, Vice President, and PIC Chair, add:

8. I understand as (position) that I will be required to attend a monthly meeting with the King County Executive in person in their office in downtown Seattle, and that if I cannot fulfill this responsibility, I will relinquish my position as (position).

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.

Guiding Principles

- Assume that others are acting with good intent
- No surprises!
- Have each other's backs
- Think about who is not at the table
- Be candid, but kind
- Once a decision is made, work together to make it work
- Show up to meetings prepared
- Be fully present and engaged during meetings
- Extend grace to others – cut them some slack
- Remain open-minded
- Respect differing views

Ad Hoc Committee Recommendations

At the June 2025 meeting, SCA Board of Directors voted to approve the recommendations of the Ad Hoc Committee, with amendment, as follows:

1. Hire an outside expert to investigate the recent hiring process for the SCA Executive Director and any breach of board members' legal fiduciary and confidentiality responsibilities. Motion passed with one abstention.
2. Recommend to the board to review hiring practices including adding HR training around hiring.
3. Bylaws improvements around best practices for executive session protocols including having a lawyer present.
4. Review of the fiduciary responsibilities of board members around confidentiality and duty to the organization.
5. Suggest board recommit to the SCA Guiding Principles.

Executive Sessions on Legal Matters

Purpose: To address the Ad Hoc Committee recommendation of: Bylaws improvements around best practices for executive session protocols including having a lawyer present.

Recommendation:

SCA Board Policies 604. EXECUTIVE SESSION. Provision placed as a new subsection (604.1).

When an executive session is held for the purpose of discussing any matter related to actual or potential litigation, or other topics authorized under RCW 42.30.110(1)(i), a legal representative of the Association shall be present. No discussion of legal matters may occur in executive session without the attendance of legal counsel.

For possible further discussion:

- Remote attendance disallowed for any executive session as above.
- Review Whistleblower Policy

Formalizing Board Member Expectations and Responsibilities

Purpose: To address the Ad Hoc Committee recommendation of: Review of the fiduciary responsibilities of board members around confidentiality and duty to the organization.

Recommendation:

Update full job descriptions in **Appendix A of the SCA Board Policies** to add:

1. To the **Board Member** Description:
 - a. Acknowledgment and Commitment to Board Agreement, as adopted in [Item 9](#)
 - b. Required one-hour orientation
 - c. Required attendance of annual Board Retreat
2. To each **Officer** Description:
 - a. Executive Committee Meeting Attendance

For possible further discussion:

- Attendance to Board and Board Committee Meetings
 - Update to “three consecutive” missed meetings policy
 - Specification of in-person attendance
- Staff-Recommended, non-substantive updates to the descriptions, as provided in attached drafts, including:
 - Reordered and/or condensed duties for clarity.
 - Simplified and standardized language, format, and style throughout.
 - Updated wording of executive oversight to reflect a more active role.
 - Split resource responsibilities into separate duties for sufficiency and management.
 - Confirms that the President chairs all the meetings of both the Board and Executive Committee.
 - Removed: “Serves as the chief financial officer of the organization.”
Removed because it is not accurate under SCA’s structure. Under Bylaws/Policies, the ED (as Chief Executive) carries fiduciary responsibility.

Public Comment Policy

Purpose: To adopt and formalize the Board’s public comment process by specifying that written comments submitted in advance will serve as the method of public comment at Board meetings.

Recommendation:

Insert a new subsection under **SCA Board Policies 601**.

601.3 Public Comment at Board Meetings
The Board of Directors will accept written public comment only. Written public comment must be submitted to the Executive Director (or designee) no later than 24 hours prior to the scheduled start of the Board meeting. Written comments submitted by the deadline will be distributed to the Board and included in the public record.

Potential Action: To honor members as SCA Members Emeritus

New Members Emeritus will be recognized at the 2025 SCA Annual Meeting on December 3, 2025

Background

Each year, SCA recognizes retiring local elected officials who have made significant contributions to regional collaboration and to SCA's work by naming them as SCA Members Emeritus.

Several officials across our member cities are expected to retire at the end of this year. The Board will vote on new Members Emeritus at its November meeting, and those recognized will be honored at the 2025 SCA Annual Meeting.

Included below are all eligible members as of the date of this memo. "Eligible" refers to individuals who meet the qualifications outlined in SCA Board Policies, Section 502. Member Emeritus. Members highlighted in yellow have been added since the version presented to the Board at the October 2025 meeting.

Qualifications

SCA Board Policies: Section 502 Member Emeritus

"Member Emeritus" shall be conferred by the Board of Directors on individuals meeting the following criteria:

- a) The individual must be retiring from his/her elected position with an SCA member city.*
- b) The individual must have provided distinguished service on behalf of member cities in King County.*
- c) The individual must have served as an elected official of a member city for a minimum of 8 years.*
- d) The individual must have actively participated in SCA as evidenced by service on the SCA Board or an SCA committee or task force for a minimum of 2 years.*

November 19, 2025 SCA Board of Directors Meeting

Attachment 11: Members Emeritus

Complete list of prior honorees:

Jim White	Kent	2005
Rosemarie Ives	Redmond	2007
Steve Mullet	Tukwila	2007
Mary-Alyce Burleigh	Kirkland	2009
Nancy McCormick	Redmond	2009
Sally Nelson	Burien	2009
Ava Frisinger	Issaquah	2013
Linda Kochmar	Federal Way	2013
Pete Lewis	Auburn	2013
Bob Sternoff	Kirkland	2013
Chris Eggen	Shoreline	2015
Mia Gregerson	SeaTac	2015
Suzette Cooke	Kent	2017
Don Gerend	Sammamish	2017
Fred Butler	Issaquah	2017
Jeanne Burbridge	Federal Way	2017
Doreen Marchione	Redmond/Kirkland	2017
Will Ibershof	Duvall	2018
Dennis Higgins	Kent	2019
Margaret Harto	Covington	2019
Ken Hearing	North Bend	2019
Marlla Mhoon	Covington	2019
Amy Walen	Kirkland	2019
Catherine Stanford	Lake Forest Park	2019
Bruce Bassett	Mercer Island	2019
Denis Law	Renton	2019
John Marchione	Redmond	2019
Hank Margeson	Redmond	2019
Matt Larson	Snoqualmie	2021
Dave Hill	Algona	2022
David Baker	Kenmore	2023
Toby Nixon	Kirkland	2023
Ross Loudonback	North Bend	2023
Leanne Gueir	Pacific	2023
Kate Kruller	Tukwila	2023

November 19, 2025 SCA Board of Directors Meeting

Attachment 11: Members Emeritus

Eligible Members to Date

Name	City	SCA Board	PIC (yrs.)	SCA Committees (yrs.)	yrs elected official
Lynda Osborn	Algona		1 Rep; 7 Alt		12
Stokes John	Bellevue		4 Rep	RPC - 9; EDC -2; RAHTF -1	34
Carol Benson	Black Diamond			KCFCDAC - 6; MIDD 1	14
Traci Buxton	Des Moines	4 yrs; 2025 pres; 2024 VP	5 Rep	GMPB - 6; RLSJC - 1; DVI - 4 PSRC Exec	8
Matt Mahoney	Des Moines		2 Alt	TPB - 2; JRC - 2	8
Amy Ockerlander	Duvall	6 yrs; 2023 as sec.	8 Rep	RTC - 3; DVI - 2; GMPC - 3; RCEB - 5	15
Jan Molinaro	Enumclaw	5 yrs.; 2023 pres; 2022 VP	1 Rep	PSRCEB - 3	8
Pauly Mary Lou	Issaquah	6 yrs.; 2024 pres; 2023 VP		RTC - 2; KCDAC - 1; PSRCEB - 5; GMPB - 1; TPB - 8 PSRC Exec - 3	12
Chris Reh	Issaquah		2 Alt	GMPC - 3	8
Debra Srebnik	Kenmore			GMPC - 3; KCDAC - 2; RLSJC - 2; RPC 2; KCRCC -2	9
Brenda Fincher	Kent			KCDAC - 9; MIDD - 10 KCD -1	12
Penny Sweet	Kirkland			RWQC - 11; SWAC - 7; BOH - 1; EMAC 7; EDC - 2 HH -1	16
Salim Nice	Mercer Island			KCFCDAC - 1; GMPC - 6	8
Shanna Sherrell	Milton		4 Rep; 4 Alt	no	8
Alan Gothelf	North Bend			EMAC - 5	18
De'Sean Quinn	Tukwila	4 yrs.		JRC - 5; EDDB - 2; KCRCC - 2	18
Leih Mulvihill	Black Diamond			EMAC-3	9
Conrad Lee	Bellevue			RTC-5; RWQC-9	31
Joseph Cimaomo, Jr.	Covington		5 Rep; 4 Alt -incl 2 as Vice Chair	AHC-1; RLSJC-1; RTC-1	12
Jeralee Anderson	Redmond			BOH-1; EMAC-2; HH-1; RTC-2	8
Katherine Ross	Snoqualmie	2 yrs.	5 Rep	RTC-4	9
Yolanda Trout-Manuel	Auburn			CYAB-4; DVI 12; RLSJC-6; RWQC-3	12

Current Board Members Term Info

Seats up for caucus election:

- South Valley – Troy Linnell – eligible & running for reelection
- South – Dana Ralph – eligible & running for reelection
- North – Nigel Herbig – eligible for reelection (filled a short term)
- Snoqualmie Valley – Katherine Ross – OPEN SEAT (full term)
- South – Traci Buxton – OPEN SEAT (full term)
- North – Mason Thompson – OPEN SEAT (full term)
- North – Vanessa Kritzer – OPEN SEAT (short term ending 12/31/2026)

Seats to be selected by other means:

- PIC Chair – Chris Roberts – Term Limit Reached
- City Manager Representative – Regan Bolli – Term Limit Reached
- Past President – Mary Lou Pauly – rotates off – Angela Birney

Seats not up for election:

- South – Armondo Pavone
- South – Thomas McLeod
- North – Amy Falcone

Makeup of the SCA Board

- ❖ 4 North Caucus Representatives
- ❖ 4 South Caucus Representatives
- ❖ 1 South Valley Caucus Representative
- ❖ 1 Snoqualmie Valley Caucus Representative
- 1 City Manager Representative (non-caucus seat)
- 1 PIC Chair (non-caucus seat)
- 1 Past President (non-caucus seat)

Board of Directors Elections Process

SCA holds caucus meetings each year, as outlined in the [bylaws](#), to elect members to the Board of Directors. Each member city designates an elected official to serve as its delegate in these elections. Generally, the North and Snoqualmie Valley caucuses meet together, and the South and South Valley caucuses meet together to conduct elections. Following elections, these caucus meetings often serve as an opportunity for cities to discuss priorities for the upcoming year. The chair of the Public Issues Committee and the City

Manager/Administrator representative are selected by their respective groups rather than through caucus meetings.

Per the bylaws, all elections must be completed by December 31, and these caucus meetings are generally held in mid-December. Delegates cast votes in person on behalf of their cities, with a majority required for election and runoff procedures used if needed. Each member city may hold only one seat on the Board at a time.