



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

# SCA Board of Directors

## AGENDA

June 15, 2022

Tukwila Community Center, Executive Conference Room

12424 42nd Ave S, Tukwila, WA 98168

10 AM - Noon

- 1) **Call to Order** – President Angela Birney 2 minutes
- 2) **Public Comment** 5 minutes
- 3) **Consent Agenda** 3 minutes
  - a. Minutes of the May 18, 2022 SCA Board of Directors Meeting [Attachment 1](#)
  - b. March 2022 Financial Reports [Attachments 2-3](#)

*Recommended Action: Approval of the consent agenda consisting of the minutes of the May 18, 2022 SCA Board of Directors Meeting, and the April 2022 Financial Reports*

- 4) **President’s Report** – President Angela Birney 5 minutes
- 5) **Executive Director’s Report** – Brian Parry, Interim Executive Director 5 minutes
- 6) **Treasurer’s Report** – Treasurer Jeff Wagner 20 minutes
  - a. May 31, 2022 Finance Committee [Meeting Materials](#)
  - b. Sponsorship Update [Attachment 4](#)
  - c. SCA Investment Policies [Attachment 5-6](#)

*Recommended Action: To authorize investment of \$300,000, placed in three CDs of one, two, and three years, respectively, at \$100,000 each with Time Value Investments, as recommended by the finance committee.*

  - d. Office Lease
  - e. Form 990
  - f. Other Updates

- 7) **PIC Chair’s Report** – PIC Chair Bill Boyce 10 minutes
  - a. June 8, 2022 Public Issues Committee [Meeting Materials](#)
  - b. Regional Transit Committee Appointment
 

*Recommended Action: To appoint Mayor Katherine Ross, Snoqualmie, as member to the Regional Transit Committee (RTC), as recommended by the PIC.*
  - c. Clean Water Plan Guiding Principles [Attachment 7](#)
  - d. Conservation Futures Ballot Measure
  - e. King County Utility Rates

f. Levies and Ballot Measures in King County

- 8) Equity and Inclusion Cabinet Update** – Cabinet Chair Prince 5 minutes
- 9) Regional Homelessness Authority Update** – President Birney 5 minutes
- 10) City Manager’s Report** – Carl Cole 5 minutes  
[Attachment 8](#)
- 11) Leadership Advisory Council Update** – Ed Prince 5 minutes
- 12) Discussion Items/Updates** 25 minutes  
[Attachment 9](#)
- a. Board Policies  
*Recommended Action: To adopt updates to the SCA Board Policies.*
  - b. 2022 Policy Priorities  
*Recommended Action: To adopt 2022 SCA Board Policy Priorities.*
  - c. SCA Executive Director Recruitment Update
  - d. SCA Summer Social Event Tickets
  - e. 2022 SCA Board Retreat  
[Attachment 10](#)
    - i.) Review 2022 Commitments
    - ii.) Equity and Inclusion
    - iii.) Other
  - f. Upcoming and Potential SCA Events
- 13) For the good of the order** 10 minutes
- 14) Adjourn**

**Upcoming Events/Meetings**

- a. SCA Public Issues Committee Meeting – Wednesday, July 13, 2022 – 7:00 PM to 9:00 PM – Location TBD
- b. SCA Board of Directors Meeting – Wednesday, July 20, 2022 – 10:00 AM to Noon – Tukwila Community Center

# 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

## 2021 Policy Priorities

- Economic Recovery
- Housing/Homelessness
- Infrastructure
- Equity and Inclusion
- Collaboration, Nonpartisan Cooperation



SOUND CITIES ASSOCIATION

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**SCA Board of Directors**  
***DRAFT Meeting Minutes***

May 18, 2022  
10 AM - Noon

**1) Call to order**

SCA Vice President Jan Molinaro called the meeting to order at 10:00 AM. Vice President Molinaro noted that the meeting was being held virtually due to the COVID-19 public health emergency, and noted that any discussion in the chat logs would be maintained for public records purposes and included with the meeting minutes ( [Attachment A](#) ). Present via Zoom were members Jan Molinaro, Wendy Weiker, Bill Boyce, Amy Ockerlander, Jim Ferrell, Ed Prince, Carl Cole, Jeff Wagner, Traci Buxton. Staff present were Deanna Dawson, Brian Parry, and Kazia Mermel.

**2) Public Comment**

Vice President Molinaro asked if there were any members of the public present for comment. Hearing none, this portion of the agenda was closed.

**3) Consent Agenda**

Vice President Molinaro asked for any questions or concerns regarding the consent agenda consisting of the minutes of the April 20, 2022 SCA Board of Directors Meeting and the March 2022 financial reports.

***Amy Ockerlander moved, seconded by Jeff Wagner to approve the consent agenda consisting of the minutes of the April 20, 2022 SCA Board of Directors Meeting; and the financial reports of March 2022. The motion passed unanimously.***

**4) President's Report**

Vice President Molinaro noted the very full agenda and deferred his report.

**5) Executive Session to Discuss Personnel Matters**

Ten-minute executive session began at 10:05. Executive session was ended at 10:15.

**6) Potential Action – Staff Transitions**

The board took the following actions:

- ***Bill Boyce moved, seconded by Ed Prince that, upon the separation date of the Executive Director, pursuant to SCA’s Personnel Policies, in addition to wages earned through the separation date, to authorize payment to the Executive Director of any accrued and unused vacation leave earned through the separation date. In addition, pursuant to the Executive Director’s contract and the separation agreement to be signed by the parties, to authorize payment of the equivalent of six months regular compensation.***
- ***Ed Prince moved, seconded by Jeff Wagner that, effective 5:00 PM on June 10, 2022, Brian Parry is named Interim SCA Executive Director and to authorize a 5% increase in pay during the period of his service as Interim SCA Executive Director.***
- ***Amy Ockerlander moved, seconded by Jeff Wagner, to ratify the promotion of Leah Willoughby to Chief Operating Officer of SCA effective May 16, 2022, at step two of the salary scale for the position.***

#### **7) Executive Director’s Report**

Executive Director Deanna Dawson reported on efforts to support the transition to a new Executive Director of SCA. This includes communicating with SCA partners and regional associate members and coordinating ongoing contacts with SCA board members; scheduling SCA events for the remainder of 2022; coordinating ongoing support for the Equity Cabinet and the Leadership Advisory Committee; setting coverage for meetings convened by SCA with mayors, deputy mayors, city managers and administrators; and preparing a draft 2023 budget among other work. Dawson reported on recent meetings with County Executive Dow Constantine, the University of Washington, Boeing; visits to SCA cities; the most recent public health briefing; and the legislative panel hosted by SCA.

#### **8) Treasurer’s Report**

- SCA Treasurer Jeff Wagner summarized the April 26, 2022 Finance Committee [Meeting Materials](#).
- Dawson gave update on sponsorships, including invoices sent since the last meeting of the board; expected payments and outstanding invoices; and new sponsors added since the last meeting of the board. SCA is on track to be on budget for sponsorship income for 2022.
- Dawson summarized discussion at the Finance Committee related to SCA’s investment policies. She noted the Committee was working with Time Value Investments to advise on investment options for SCA. A recommendation from the Finance Committee is anticipated to be considered at the June board meeting.
- Dawson summarized impacts of the Executive Director transition and work related to recruitment of a new Executive Director.

After Discussion, the board took the following actions:

**Jeff Wagner moved, seconded by Ed Prince to authorize President Birney, with the advice of the Executive Committee, to retain Karas Consulting to recruit a new Executive Director for SCA. The motion passed unanimously.**

**Vice President Molinaro moved, seconded by Traci Buxton to authorize adjusting credit card limit for Leah Willoughby to \$15,000. The motion passed unanimously.**

**Jeff Wagner moved, seconded by Bill Boyce, to direct Treasurer Jeff Wagner to review bank statements, deposits and/or checks received, staff timesheets, payroll reports, credit card statements, and reconciliation reports as an internal control until a permanent Executive Director is hired. The motions passed unanimously.**

**Jeff Wagner moved, seconded by Ed Prince, to authorize Brian Parry as a signer on SCA bank accounts and contracts, and to perform all other duties of the Executive Director, until the permanent Executive Director is hired. The motion passed unanimously.**

- e. Dawson summarized board policies related to member dues. The SCA board has discussed changing the formula for member dues for several years. Dues were frozen during the pandemic, but typically increase by a combination of population increase and inflation. For dues purposes, inflation is capped at 3%. In order to take effect, any changes to the dues formula adopted in SCA board policies will also need to be approved at the SCA Annual Meeting.

After Discussion, the board took the following actions:

**Jeff Wagner moved, seconded by Ed Prince, to amend the SCA Board Policies regarding population caps to adjust cap to population to 90,000 for 2023 dues, and 100,000 for 2024. The motion passed unanimously.**

**Jeff Wagner moved, seconded by Ed Prince, to amend the SCA Board Policies regarding annual adjustment to assessment rate, and to revise the current 3% cap on the adjustment to the rate to 5%. The motion passed unanimously.**

Dawson summarized the need for additional administrative support to improve the operations of the organization.

After Discussion, the board took the following action:

**Jeff Wagner moved, seconded by Ed Prince, to authorize staff to proceed with hiring a part-time administrative assistant for 2022, with the intention that the position become permanent if adjustment to dues are approved by the membership at the SCA Annual Meeting. The motion passed unanimously.**

- f. There were no other updates.

**9) PIC Chair’s Report**

As PIC Chair Bill Boyce reported that PIC will meet on June 8 via Zoom and that he is anticipating PIC will again meet virtually in July. PIC does not meet in August, but there may be an opportunity to meet in person as soon as September.

**10) Equity and Inclusion Cabinet**

Equity and Inclusion Cabinet Chair Ed Prince spoke about opportunities for the future work of the Cabinet and recent discussions related to how cities define equity. Two new members were recently added to the committee.

After Discussion, the board took the following action:

***Ed Prince moved, seconded by Traci Buxton, to formally establish the Equity and Inclusion Cabinet in the SCA Board Policies. The motion passed unanimously.***

**11) Regional Homelessness Authority Update**

Ed Prince reported on the Regional Homelessness Authority (KCRHA), noting that there is a caucus meeting with Marc the following week. Recent discussions included exploring federal response to homelessness and concern about the lack of specificity to date in the KCRHA budget.

**12) City Administrator’s Report**

City Manager/Administrator Representative Carl Cole reported on the May 2022 City Managers and Administrators Meeting. Discussion topics included a presentation from Tukwila on work they are doing related to housing; and, a presentation from Mercer Island on what they have done to reassess their Parks and Recreation Department in the wake of COVID.

**13) Leadership Advisory Council**

Executive Director Deanna Dawson reported on a recent meeting with the Leadership Advisory Council, which is composed of all past SCA presidents who are still elected officials in SCA cities. The SCA past president and current president are also included in the meetings to ensure a connection with the SCA board. Dawson noted the value they bring to the organization as experienced regional leaders familiar with the work of SCA. Dawson encouraged engaging the Council as part of the recruitment process for a new Executive Director of SCA. After Discussion, the board took the following action:

***Jeff Wagner moved, seconded by Wendy Weiker to formally establish the Leadership Advisory Council in the SCA Board Policies. The motion passed unanimously.***

**14) Discussion Items**

- a. Veterans, Seniors, and Human Services Levy

Executive Director Deanna Dawson reported that terms of SCA staff representatives on the Veterans, Seniors, and Human Services Advisory Board are set to expire and that the current members are all eligible and willing to continue to serve.

After Discussion, the board took the following action:

**Jeff Wagner moved, seconded by Ed Prince, to reappoint SCA representatives to the Veterans, Seniors, and Human Services Advisory Board as follows:**

- **Maryjane Van Cleave, Recreation and Neighborhoods Director at the City of Renton, Vulnerable Populations Subcommittee;**
- **Lori Guilfoyle, Human Services Coordinator at the City of Kent, Seniors Subcommittee;**
- **Pete Lewis, former SCA President and former Mayor of Auburn, Veterans Subcommittee.**

**The motion passed unanimously.**

b. Board Priorities

c. 2022 SCA Accomplishments

Members were asked to share any 2022 SCA Accomplishments.

d. 2022 SCA Board Retreat

i.) Review 2022 Commitments

Members discussed progress toward 2022 commitments. This item will continue to be brought back for discussion at future meetings.

ii.) Equity and Inclusion

Members discussed progress toward 2022 commitments. This item will continue to be brought back for discussion at future meetings.

iii.) Other

There were no other updates on this item.

e. Upcoming and Potential SCA Events

Executive Director Dawson updated that a date was being confirmed to have Brian Surrat, President and CEO of Greater Seattle Partners, speak at an upcoming SCA networking event.

## **15) For the Good of the Order**

Executive Director Deanna Dawson thanked the board for the opportunity to serve as the Executive Director of SCA. She spoke to her interest in ensuring in her new role as CEO of the Association of Washington Cities there is a good connection between the two organizations. Members thanked Deanna for her service and spoke to the many accomplishments of SCA under her leadership.

## **16) Meeting was adjourned by Vice President Molinaro at 11:53 AM.**

**May 18, 2022 SCA Board Meeting**  
**Attachment A: Zoom Chat Log**

**SOUND CITIES ASSOCIATION**  
**Balance Sheet**  
As of April 30, 2022

	Total
1110 HomeStreet Bank	603,092.71
1120 HomeStreet Bank - Money Market	757,512.51
1130 PayPal Bank	0.00
<b>Total Bank Accounts</b>	<b>\$ 1,360,605.22</b>
<b>Total Accounts Receivable</b>	<b>\$ 46,610.00</b>
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 1,407,215.22</b>
1410 Furniture and Fixtures	31,060.23
1415 Computers	4,891.71
1420 Accumulated Depreciation	-33,620.01
<b>Total 1400 Fixed Assets</b>	<b>\$ 2,331.93</b>
<b>Total Fixed Assets</b>	<b>\$ 2,331.93</b>
Other Long-term Assets	0.00
<b>Total Other Assets</b>	<b>\$ 0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,409,547.15</b>
<b>Total Accounts Payable</b>	<b>\$ 261.06</b>
2200 HomeStreet Credit Card	4,911.78
<b>Total Credit Cards</b>	<b>\$ 4,911.78</b>
<b>2300 Accrued Payroll</b>	<b>14,894.43</b>
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	<b>\$ 0.00</b>
2405 FUTA	334.49
Total 2415 FIT, SS, Medicare - 941	<b>\$ 7,164.39</b>
2420 L&I	373.20
2425 WA Paid Family & Medical Leave	183.34
2435 PERS Payable	4,732.84
2440 DCAP / FSA Payable	208.26
2445 DRS DCP Payable	1,655.00
2450 Medical/Dental/Vision/Life Ins	-0.04
2460 Accrued Vacation Pay	72,523.76
2499 Payroll Corrections	0.00
Car Allowance Payable	0.00
<b>Total 2400 Payroll Liabilities</b>	<b>\$ 87,514.44</b>
<b>Accrued Liabilities</b>	<b>0.00</b>
<b>Deferred Revenue</b>	<b>0.00</b>
<b>Total Other Current Liabilities</b>	<b>\$ 102,408.87</b>
<b>Total Current Liabilities</b>	<b>\$ 107,581.71</b>
<b>Total Liabilities</b>	<b>\$ 107,581.71</b>
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	428,767.00
3130 Contractual Obligations Reserve	106,194.00
3140 Legal Reserves Fund	25,000.00
<b>Total 3100 Board Designated Reserves</b>	<b>\$ 574,961.00</b>
<b>3200 Board Designated Contra</b>	<b>-574,961.00</b>
<b>3300 Fund Balance (Prior Years)</b>	<b>721,782.37</b>
<b>3999 Opening Bal Equity</b>	<b>0.00</b>
<b>Net Income</b>	<b>580,183.07</b>
<b>Total Equity</b>	<b>\$ 1,301,965.44</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,409,547.15</b>

Accrual Basis LW

June 15, 2022 SCA Board of Directors Meeting  
Attachment 2: April 2022 Balance Sheet

**SOUND CITIES ASSOCIATION**  
**Profit and Loss by Month**  
 January - April, 2022

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	Total
<b>Income</b>					
1010 Member Dues	749,539.23				749,539.23
1020 Membership/Sponsorships	86,000.00	9,500.00	4,000.00	3,000.00	102,500.00
1030 Registration/Dinners Revenue			5,560.00		5,560.00
1040 Interest Income	70.58	99.46	118.71	114.53	403.28
1150 CC Points Redeemed for Credit		275.00			275.00
<b>Total Income</b>	<b>\$ 835,609.81</b>	<b>\$ 9,874.46</b>	<b>\$ 9,678.71</b>	<b>\$ 3,114.53</b>	<b>\$ 858,277.51</b>
<b>Gross Profit</b>	<b>\$ 835,609.81</b>	<b>\$ 9,874.46</b>	<b>\$ 9,678.71</b>	<b>\$ 3,114.53</b>	<b>\$ 858,277.51</b>
<b>Total 5100 Salaries</b>	<b>\$ 47,791.20</b>	<b>\$ 47,791.21</b>	<b>\$ 47,791.16</b>	<b>\$ 47,791.16</b>	<b>\$ 191,164.73</b>
5210 Taxes-FUTA	83.34	0.00	0.00	0.00	83.34
5220 Taxes-SUTA	385.46	342.01	353.19	262.47	1,343.13
5230 Taxes - FICA, Medicare - 941	3,687.14	3,662.41	3,662.39	3,662.38	14,674.32
5240 Taxes - L & I	30.61	137.65	137.65	173.38	479.29
5250 Taxes-FMLA	122.16	122.16	122.16	122.16	488.64
<b>Total 5200 Payroll Taxes</b>	<b>\$ 4,308.71</b>	<b>\$ 4,264.23</b>	<b>\$ 4,275.39</b>	<b>\$ 4,220.39</b>	<b>\$ 17,068.72</b>
5310 Pension Plan Contributions	4,898.60	4,898.60	4,898.60	4,898.60	19,594.40
5320 Medical/Dental/Vision/Life Ins	5,284.80	5,284.80	5,284.80	5,284.80	21,139.20
5330 Professional Development				819.95	819.95
Total 5340 Travel Reimburse	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,000.00
<b>Total 5300 Staff Benefits</b>	<b>\$ 10,683.40</b>	<b>\$ 10,683.40</b>	<b>\$ 10,683.40</b>	<b>\$ 11,503.35</b>	<b>\$ 43,553.55</b>
<b>Total 5000 Staff</b>	<b>\$ 62,783.31</b>	<b>\$ 62,738.84</b>	<b>\$ 62,749.95</b>	<b>\$ 63,514.90</b>	<b>\$ 251,787.00</b>
6100 Rent	2,639.84	2,639.84	2,639.84	2,639.84	10,559.36
6200 Office Insurance	0.00	0.00	0.00	0.00	0.00
6310 Copier/Printer Lease & Maint	231.06	231.06	231.06	231.06	924.24
6320 Outside Printing & Publication			266.66	22.24	288.90
<b>Total 6300 Printing and Publication</b>	<b>\$ 231.06</b>	<b>\$ 231.06</b>	<b>\$ 497.72</b>	<b>\$ 253.30</b>	<b>\$ 1,213.14</b>
6420 Website Design/Hosting	30.00	30.00	30.00	77.33	167.33
6430 IT Equipment		1,779.45			1,779.45
6440 Software/Subscriptions	1,092.52	405.01	216.42	228.98	1,942.93
<b>Total 6400 IT</b>	<b>\$ 1,122.52</b>	<b>\$ 2,214.46</b>	<b>\$ 246.42</b>	<b>\$ 306.31</b>	<b>\$ 3,889.71</b>
6500 Cell Phone Service	256.50	256.10	256.10	256.05	1,024.75
6600 CC, Banking & Other Fees	5.00	5.00	5.00	5.00	20.00
<b>Total 6700 Accounting Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6800 Legal Fees	0.00	0.00	0.00	0.00	0.00
6900 Office Supplies / Misc.	33.58	26.21	282.04	354.55	696.38
<b>Total 6000 Office / Overhead</b>	<b>\$ 4,288.50</b>	<b>\$ 5,372.67</b>	<b>\$ 3,927.12</b>	<b>\$ 3,815.05</b>	<b>\$ 17,403.34</b>
7100 Food/Beverage/Rentals				4,395.67	4,395.67
7200 Event Pmts Processing Fee			308.22	24.28	332.50
<b>Total 7000 Event Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 308.22</b>	<b>\$ 4,419.95</b>	<b>\$ 4,728.17</b>
8100 Insurance (D&O)	0.00	0.00	0.00	0.00	0.00
8200 Awards / Recognition	0.00	0.00	0.00	0.00	0.00
8300 Retreats/Mtgs/Conf/Dues/Events	521.11	1,500.00	1,952.33	-434.51	3,538.93
8400 Consultants/Special Projects	0.00	0.00	0.00	0.00	0.00
<b>Total 8000 Board / Org Development</b>	<b>\$ 521.11</b>	<b>\$ 1,500.00</b>	<b>\$ 1,952.33</b>	<b>-\$ 434.51</b>	<b>\$ 3,538.93</b>
9000 Contingency Fund		0.00			0.00
Depreciation	159.25	159.25	159.25	159.25	637.00
<b>Total Expenses</b>	<b>\$ 67,752.17</b>	<b>\$ 69,770.76</b>	<b>\$ 69,096.87</b>	<b>\$ 71,474.64</b>	<b>\$ 278,094.44</b>
<b>Net Operating Income</b>	<b>\$ 767,857.64</b>	<b>-\$ 59,896.30</b>	<b>-\$ 59,418.16</b>	<b>-\$ 68,360.11</b>	<b>\$ 580,183.07</b>
<b>Net Income</b>	<b>\$ 767,857.64</b>	<b>-\$ 59,896.30</b>	<b>-\$ 59,418.16</b>	<b>-\$ 68,360.11</b>	<b>\$ 580,183.07</b>

Accrual Basis LW

	2022 Budget	Difference
Income		
1010 Member Dues	749,539.22	0.00
1020 Membership/Sponsorships	97,000.00	5,500.00
1030 Registration/Dinners Revenue	10,000.00	-4,440.00
1040 Interest Income	1,000.00	-596.72
1150 CC Points Redeemed for Credit	0.00	275.00
<b>Total Income</b>	<b>\$ 787,093.00</b>	<b>738.28</b>

	2022 Budget	Difference	% Budget Remaining	
<b>Total 5100 Salaries</b>	<b>573,494.00</b>	<b>382,329.27</b>	<b>67%</b>	<b>Total 5100 Salaries</b>
5210 Taxes-FUTA	210.00	126.66	60%	5210 Taxes-FUTA
5220 Taxes-SUTA	1,695.00	351.87	21%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	37,766.00	23,091.68	61%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	1,745.00	1,265.71	73%	5240 Taxes - L & I
5250 Taxes-FMLA	2,058.00	1,569.36	76%	5250 Taxes-FMLA
<b>Total 5200 Payroll Taxes</b>	<b>43,474.00</b>	<b>26,405.28</b>	<b>61%</b>	<b>Total 5200 Payroll Taxes</b>
5310 Pension Plan Contributions	58,783.00	39,188.60	67%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	63,504.00	42,364.80	67%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development	5,000.00	4,180.05	84%	5330 Professional Development
Total 5340 Travel Reimburse	10,000.00	8,000.00	80%	Total 5340 Travel Reimburse
<b>Total 5300 Staff Benefits</b>	<b>137,287.00</b>	<b>93,733.45</b>	<b>68%</b>	<b>Total 5300 Staff Benefits</b>
<b>Total 5000 Staff</b>	<b>754,255.00</b>	<b>502,468.00</b>	<b>67%</b>	<b>Total 5000 Staff</b>
6100 Rent	31,678.00	21,118.64	67%	6100 Rent
6200 Office Insurance	604.00	604.00	100%	6200 Office Insurance
6310 Copier/Printer Lease & Maint	2,960.00	2,035.76	69%	6310 Copier/Printer Lease & Maint
6320 Outsourced Printing/Publications	600.00	311.10	52%	6320 Outsourced Printing/Publications
<b>Total 6300 Printing and Publication</b>	<b>3,560.00</b>	<b>2,346.86</b>	<b>66%</b>	<b>Total 6300 Printing and Publication</b>
6420 Website Design/Hosting	1,400.00	1,232.67	88%	6420 Website Design/Hosting
6430 Equipment	2,000.00	220.55	11%	6430 Equipment
6440 Software/Subscriptions	4,982.00	3,039.07	61%	6440 Software/Subscriptions
<b>Total 6400 IT</b>	<b>8,382.00</b>	<b>4,492.29</b>	<b>54%</b>	<b>Total 6400 IT</b>
6500 Cell Phone Service	3,060.00	2,035.25	67%	6500 Cell Phone Service
6600 CC, Banking & Other Fees	150.00	130.00	87%	6600 CC, Banking & Other Fees
<b>Total 6700 Accounting Fees</b>	<b>2,570.00</b>	<b>2,570.00</b>	<b>100%</b>	<b>Total 6700 Accounting Fees</b>
6800 Legal	5,000.00	5,000.00	100%	6800 Legal
6900 Office Supplies / Misc.	2,500.00	1,803.62	72%	6900 Office Supplies / Misc.
<b>Total 6000 Office / Overhead</b>	<b>56,900.00</b>	<b>39,496.66</b>	<b>69%</b>	<b>Total 6000 Office / Overhead</b>
7100 Food/Beverage/Rentals	5,000.00	604.33	12%	7100 Food/bev/rentals
7200 Event Pmts Processing Fee	0.00	-332.50		
<b>Total 7000 Event Expenses</b>	<b>10,000.00</b>	<b>5,271.83</b>	<b>53%</b>	<b>Total 7000 Event Expenses</b>
8100 Insurance (D&O)	1,774.00	1,774.00	100%	8100 D&O Insurance
8200 Awards / Recognition	1,000.00	1,000.00	100%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events	13,000.00	9,461.07	73%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects	5,000.00	5,000.00	100%	8400 Consultants/Special Projects
<b>Total 8000 Board / Org Development</b>	<b>20,774.00</b>	<b>17,235.07</b>	<b>83%</b>	<b>Total 8000 Board / Org Development</b>
9000 Contingency Fund	15,000.00	15,000.00	100%	Contingency Fund
<b>Total Expenses</b>	<b>857,533.00</b>	<b>579,438.56</b>	<b>68%</b>	<b>Total Expenses</b>

Sponsorship Payment Tracking  
2022

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Amazon	February 2022	\$ 6,000.00		
Regional Associate Member	AT&T	February 2022	\$ 500.00		
Regional Associate Member	AWC	January 2022	\$ 500.00	January 2022	\$ 500.00
Partner	Boeing	January 2022	\$ 6,000.00	May 2022	\$ 6,000.00
Event Sponsor	Boeing	January 2022	\$ 2,500.00	May 2022	\$ 2,500.00
Partner	Cedar Grove	January 2022	\$ 6,000.00	February 2022	\$ 6,000.00
Partner	Comcast	January 2022	\$ 6,000.00	May 2022	\$ 6,000.00
Event Sponsor	Comcast	January 2022	\$ 2,500.00	May 2022	\$ 2,500.00
Regional Associate Member	Creative Solutions			In-Kind	
Regional Associate Member	Desimone Consulting Group	March 2022	\$ 500.00		
Regional Associate Member	EMC Research	January 2022	\$ 500.00	February 2022	\$ 500.00
Partner	Facebook	January 2022	\$ 3,000.00		
Partner	Facebook	January 2022	\$ 3,000.00	January 2022	\$ 3,000.00
Regional Associate Member	Foster Garvey	February 2022	\$ 500.00	March 2022	\$ 500.00
Event Sponsor	Foster Garvey	February 2022	\$ 2,500.00	March 2022	\$ 2,500.00
Regional Associate Member	Gordon Thomas Honeywell	April 2022	\$ 500.00	June 2022	\$ 500.00
Event Sponsor	Gordon Thomas Honeywell	April 2022	\$ 2,500.00	June 2022	\$ 2,500.00
Regional Associate Member	Green River College	January 2022	\$ 500.00		
Event Sponsor	Inslee Best	January 2022	\$ 2,500.00	February 2022	\$ 2,500.00
Regional Associate Member	Inslee Best	January 2022	\$ 500.00	February 2022	\$ 500.00
Regional Associate Member	The Johnston Group	January 2022	\$ 500.00	February 2022	\$ 500.00
Regional Associate Member	Jurassic Parliament			In-Kind	
Regional Associate Member	KC Dept of Assessments	January 2022	\$ 500.00	January 2022	\$ 500.00
Regional Associate Member	King Conservation District	January 2022	\$ 500.00		
Regional Associate Member	King County Elections	May 2022	\$ 500.00		
Regional Associate Member	King County Library Systems	January 2022	\$ 500.00	February 2022	\$ 500.00
Regional Associate Member	Langton Spieth, LLC	January 2022	\$ 500.00	January 2022	\$ 500.00
Partner	Lumen	August 2021	\$ 6,000.00	August 2021	\$ 6,000.00
Partner	Marketing Solutions			In-Kind	
Regional Associate Member	Michael Baker International	January 2022	\$ 500.00	March 2022	\$ 500.00
Partner	Microsoft	January 2022	\$ 6,000.00	February 2022	\$ 6,000.00
Regional Associate Member	Outcomes by Levy	January 2022	\$ 500.00	January 2022	\$ 500.00
Partner	Port of Seattle	January 2022	\$ 6,000.00	January 2022	\$ 6,000.00
Regional Associate Member	PRR	March 2022	\$ 500.00	May 2022	\$ 500.00
Partner	Puget Sound Energy	January 2022	\$ 6,000.00	February 2022	\$ 6,000.00
Partner	Recology	January 2022	\$ 6,000.00		
Partner	Republic Services	January 2022	\$ 6,000.00	April 2022	\$ 6,000.00
Regional Associate Member	SAP Concur	May 2022	\$ 500.00		
Regional Associate Member	Seattle Building and Constr.	January 2022	\$ 500.00	January 2022	\$ 500.00
Partner	Sound Transit	January 2022	\$ 6,000.00		
Regional Associate Member	Symetra	March 2022	\$ 3,000.00	May 2022	\$ 3,000.00
Regional Associate Member	ValleyCom	January 2022	\$ 500.00	February 2022	\$ 500.00
Partner	Waste Management	January 2022	\$ 6,000.00	February 2022	\$ 6,000.00
<b>TOTALS</b>			<b>\$ 103,500.00</b>		<b>\$79,500.00</b>

Sponsorship Payment Tracking  
2021

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Grant	Challenge Seattle	June 2021	\$ 6,000.00	Septmeber 2021	\$ 6,000.00
Partner	King County Realtors	August 2021	\$ 6,000.00	August 2021	\$ 6,000.00
Partner	Seattle Metro Chamber	September 2021	\$ 6,000.00	October 2021	\$ 6,000.00
<b>TOTALS</b>			<b>\$ 18,000.00</b>		<b>\$18,000.00</b>

# Public Funds Investment Information

**Prepared For:**



**Prepared by:**

**Peter Becker, Vice President  
Time Value Investments  
206-365-3000**

# TVI Background

- Local firm, home office in Seattle, Washington.
- Over 150 public entity accounts in Washington, including 18 of 38 SCA member cities.
- Invited to teach public funds investment classes at various conferences.
  - Washington Finance Officers Association annual conferences
  - Washington Public Treasurers Association Conferences
  - Four-hour training every spring in Puget Sound area for local public funds investors
  - Monthly webinars for public funds investors after the first Friday jobs reports.

# Authorized Investments for Public Funds

## RCW 39.59.040

### Authorized investments—Bonds, warrants, certificates, and other investments.

Any local government in the state of Washington may invest in:

- (1) Bonds of the state of Washington and any local government in the state of Washington;
- (2) General obligation bonds of a state and general obligation bonds of a local government of a state, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency;
- (3) Subject to compliance with RCW [39.56.030](#), registered warrants of a local government in the same county as the government making the investment;
- (4) Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States; or United States dollar denominated bonds, notes, or other obligations that are issued or guaranteed by supranational institutions, provided that, at the time of investment, the institution has the United States government as its largest shareholder;
- (5) Federal home loan bank notes and bonds, federal land bank bonds and federal national mortgage association notes, debentures and guaranteed certificates of participation, or the obligations of any other government sponsored corporation whose obligations are or may become eligible as collateral for advances to member banks as determined by the board of governors of the federal reserve system;
- (6) Bankers' acceptances purchased on the secondary market;
- (7) Commercial paper purchased in the secondary market, provided that any local government of the state of Washington that invests in such commercial paper must adhere to the investment policies and procedures adopted by the state investment board; and
- (8) Corporate notes purchased on the secondary market, provided that any local government of the state of Washington that invests in such notes must adhere to the investment policies and procedures adopted by the state investment board.

# Certificates of Deposit

CUSIP Asset	Mdy/S&P Underlying	Issue Description	Coupon	Maturity ▲ Next Call
38150VBU2 CD <a href="#">Px Hist</a>	FedFIS 2.405	<a href="#">Goldman Sachs Bk Usa</a> <i>Death Put     GS   Interest at Maturity</i>	2.100%	06/08/2023
02589ACV2 CD <a href="#">Px Hist</a>	FedFIS 2.42	<a href="#">American Express National Bank</a> <i>Death Put     AXP   Semi-Annual Pay</i>	2.850%	06/03/2024
02007GSF1 CD <a href="#">Px Hist</a>	FedFIS 2.02	<a href="#">Ally Bank</a> <i>Death Put     GMATBK   Semi-Annual Pay</i>	3.000%	06/02/2025
14042TGK7 CD <a href="#">Px Hist</a>	FedFIS 2.025	<a href="#">Capital One Bank (usa) Nat</a> <i>Death Put     COF   Semi-Annual Pay</i>	3.150%	06/02/2026
254673G34 CD <a href="#">Px Hist</a>	FedFIS 2.09	<a href="#">Discover Bank</a> <i>Death Put     DFS   Semi-Annual Pay</i>	3.150%	06/07/2027

# Current Treasury Market

## U.S. 3 Year Treasury

US3Y:Tradeweb

RT Quote | Exchange

Yield | 2:30 PM EDT

**2.642%** ▲ +0.011

1D 5D 1M 3M 6M YTD 1Y 5Y ALL

+ Comparison

1D



## **207 INVESTMENTS**

### 207.1 Investment Policies

- a) Funds not covering current expenses should be maintained in low risk, liquid, interest bearing accounts. (3-15-95)
- b) Investment of funds in excess of current expenses may be invested in a specific investment plan that is AA rated or better or the equivalent risk for unrated investments, and approved by the SCA Board. (3-15-95)
- c) Consistent with the Uniform Prudent Investor Act, investments must be chosen based on their suitability for SCA. Consideration should be given to the following:
  - financial condition;
  - current investment portfolio;
  - need for income;
  - investment objective; and risk tolerance and diversification
- d) At least annually, the Board of Directors shall review investments for consistency with the SCA Investment Policies. (6-9-2011)

## Draft SCA Clean Water Plan Guiding Principles

We appreciate the consideration that the Wastewater Treatment Division (WTD) is giving to the Clean Water Plan development process, and in particular the decision to put the Plan on pause. We want to take the opportunity afforded by the pause to share some comments and requests as WTD develops its next steps.

**Vision:** Create a Clean Water Plan that acts as a prioritization hierarchy for deciding which wastewater-specific actions should be taken and when over the coming four decades to ensure that the wastewater treatment system provides sufficient treatment service, meets regulatory requirements, advances equity, aligns with stakeholder priorities, and protects public health and the environment while addressing affordability.

### **Scope:**

1. **Include only wastewater-specific actions.** Because the Clean Water Plan is funded by revenue generated by sewer rates, the scope of the Plan should only include wastewater specific actions. Sewer ratepayers should not bear the costs of projects outside of that scope (e.g., stormwater management, removal of creosote pilings).
  - a. **Plan to address the priorities identified through stakeholder outreach (Fig. 1) through wastewater-specific actions.**
2. **Clarify the relationship between the Clean Water Plan, other King County plans, and existing WTD programs.** Explain whether the existing direction of these programs will be revised, and if so, within what time frame. State any impacts the CWP will have on capital costs of other programs as well as any impacts capital costs of other programs will have on the total cost of the CWP.

### **Baseline Objectives:**

#### *Service Levels*

3. **Define the minimum service levels that must be provided to:**
  - a. **meet an acceptable level of service in each program area during each decade.** Articulate criteria for defining acceptable and affordable service levels for different programs (asset management, conveyance, treatment, climate change preparedness, resource recovery, etc.). Include the levels of service that WTD currently provides for each program area, as well as projections of how service levels will change in response to anticipated population changes throughout the region.
  - b. **meet regulatory requirements.** Articulate a plan to meet regulatory requirements that is in keeping with these Guiding Principles and then validate this approach with stakeholders including MWPAAC and RWQC.
4. **Define intermediate and aspirational levels above the minimum service levels.** Articulate the service levels at a range of options that allow policy makers to meaningfully weigh tradeoffs.

#### *Rates and Costs*

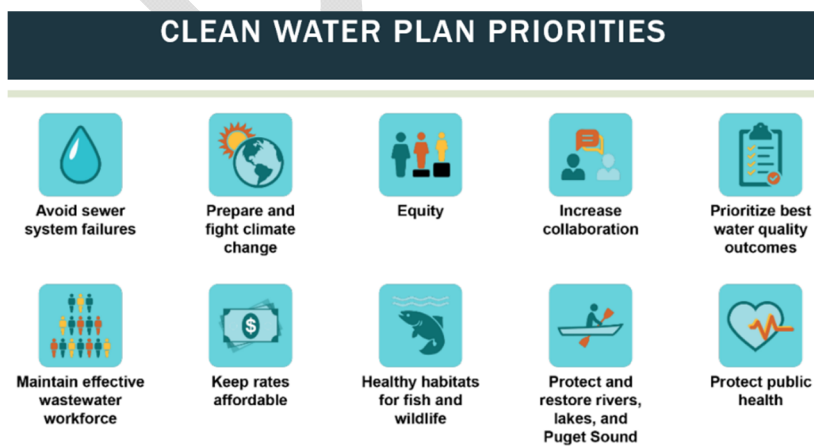
5. **Center considerations of affordability in setting sewer rates, including the impact of other non-wastewater regional service costs imposed on ratepayers.** The County should have a robust conversation with system users about what sewer rate is reasonably affordable considering the totality of ratepayer cost burdens, including the rates charged both by King County’s system and by contract and local systems.
6. **Maintain an emphasis on total sewer rates.** When evaluating affordability, consider the impacts a decision will have on the total sewer rate, where the total sewer rate is defined as the rate to cover both King County and local system rates. Ultimately, it is the total sewer rate that impacts ratepayers. Often, contract agencies must forgo or delay their own system improvements as a result of proposed improvements to the County’s system in order to lessen the financial burden of increases to the total sewer rate on ratepayers.
7. **Make it a CWP policy to control rate increases by smoothing.** The County took this approach in 2021.
8. **Describe the rate drivers and categories of costs.** Clearly show what proportion of King County rate increases are a result of operational rate drivers, capital rate drivers, regulatory rate drivers, etc. Provide detailed costs of each.

### Equity

9. **Provide equitable service levels to all communities.**
10. **Ensure no communities receive a disproportionate financial burden or unmitigated construction or operational impacts.** Create programs that provide support to low-income ratepayers.
11. **Ensure applicable policies and goals from the County’s Equity and Social Justice Strategic Plan are reflected in the CWP processes, strategies, and outcomes.** Create mechanisms to track progress toward achieving equity goals.

### Prioritization

12. **Provide clear policy choices and their respective impacts, and then create a hierarchy of priorities based on system needs and strong technical analysis.**
13. **Continue to share the results of stakeholder engagement, including engagement with both system customers and other stakeholders.** WTD has spent a large amount of time on stakeholder outreach and has identified the following CWP priorities (Figure 1).



**Figure 1.** Clean Water Plan priorities, as identified by stakeholder outreach conducted by the Wastewater Treatment Division.

### **Process:**

- 14. Build in a review of the Clean Water Plan at least once each decade.** Given the multidecade nature of the plan, opportunities to evaluate and adjust should be built into the process.
- 15. Define the contents of the Clean Water Plan document and any other associated documents that will be developed to support it.** Describe how policies from the current Regional Wastewater System Plan will be replaced by policies laid out in the Clean Water Plan. Consider renaming the plan so that it clearly addresses only wastewater.
- 16. Provide RWQC representatives with detailed financial and regulatory information before asking them to make decisions.**
- 17. Clearly define the review and approval process and the expectations for local agencies.**
- 18. Maintain a substantive collaboration between WTD and contract participants in the creation of the CWP.** Shift the process from “Your Plan” (County’s) to “Our Plan” (WTD and contract participants). Collaboration could potentially take one or more of the following forms:
  - a. Consider a phased approach.** Define the policies undergirding the plan—and seek approval of the policies by the Regional Water Quality Committee (RWQC) and the King County Council before developing Strategies for the Decision Areas.
  - b. Consider a process whereby the County seeks ratification/adoption of the CWP by 66% of the County’s wastewater contract agencies.** This process is required for adoption of the King County Solid Waste Comprehensive Plan, pursuant to interlocal agreement.<sup>1</sup> This adoption process worked for obtaining consensus on that Plan.
- 19. Align the contract structure with the goals of the CWP.** Identify characteristics of the current contract that may impede or contradict the goals of the CWP, and make adjustments to bring contracts in line with the Clean Water Plan.

In addition to these principles stated, we support the recommendations and questions shared in the King County Auditor’s Office September 30, 2021 letter.

We appreciate the pause and WTD’s willingness to listen and adjust in response to comments and concerns as we collaborate on this important plan. Thank you!

---

<sup>1</sup> King County Solid Waste Comprehensive Plan

11.6.b The Comprehensive Plan is approved by cities representing three-quarters of the population of the incorporated population of jurisdictions that are parties to the Forum Interlocal Agreement. In calculating the three-quarters, the calculations shall consider only those incorporated jurisdictions taking formal action to approve or disapprove the Comprehensive Plan within 120 days of receipt of the Plan. The 120-day time period shall begin to run from receipt by an incorporated jurisdiction of the Forum’s recommendation on the Comprehensive Plan, or, if the Forum is unable to make a recommendation, upon receipt of the Comprehensive Plan from the Forum without recommendation.

11.7 Should the Comprehensive Plan be approved by the King County Council, but not receive approval of three-quarters of the cities acting on the Comprehensive Plan, and should King County and the cities be unable to resolve their disagreement, then the Comprehensive Plan shall be referred to the State Department of Ecology and the State Department of Ecology will resolve any disputes regarding the Comprehensive Plan adoption and adequacy by approving or disapproving the Comprehensive Plan or any part thereof.

# **CITY MANAGERS AND ADMINISTRATORS**

## **MEETING AGENDA**

**WEDNESDAY, JUNE 1, 2022**

**9:30 TO 11:00 AM**

## **HYBRID MEETING**

### ***IN PERSON:***

**SHORELINE CITY HALL, 17500 MIDVALE AVE N, SHORELINE, WA 98133**

**Parking in City Hall Parking Garage or across the street @ Walgreens in east and north parking stalls identified for City of Shoreline**

### ***VIRTUAL via Zoom***

- 9:30 AM     A.     Welcome & Introductions**
- Debbie Tarry, City Manager, City of Shoreline
- 9:40 AM     B.     King County Conservation Futures Tax Potential Ballot Measure**
- Christie True, Director of Department of Natural Resources and Parks
  - Jenny Huston, Director of Federal and Regional Relations, King County Executive Office
- 10:10 AM    C.     Managing a Hybrid Workforce**
- Tracy Burrows, MRSC, Executive Director
  - Andrea Snyder, City of Issaquah, Deputy City Administrator
- 10:50 AM    F.     SCA Update**  
Deanna Dawson, Executive Director, SCA  
Brian Parry, Interim Executive Director, SCA  
Carl Cole, SeaTac City Manager, SCA Board Liaison
- 11:00 AM    G.     Adjourn**



Commented [DD1]: New logo

**Sound Cities Association**

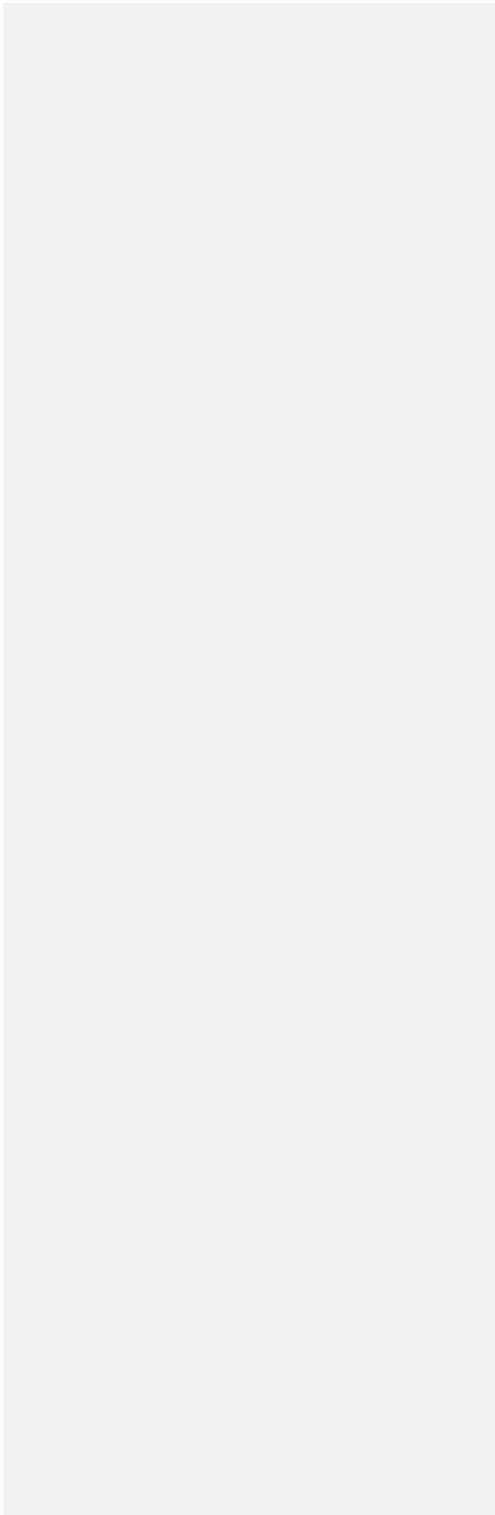
**Board  
Policies**

Adopted July 28, 2005

Commented [DD2]: Add new date

Amended May 17, 2006, July 19, 2006, March 28, 2007, September 19, 2007,  
October 22, 2008, April 15, 2009, July 22, 2009, October 14, 2009, June 16, 2010,  
October 20, 2010, April 20, 2011, June 9, 2011, October 19, 2011, March 21, 2011,  
April 18, 2012, April 17, 2013, October 16, 2013, January 15, 2014, December 17, 2014,  
April 15, 2015, June 17, 2015, September 16, 2015, December 16, 2015, March 20, 2019, June  
2022

By the SCA Board of Directors



**100 GENERAL POLICIES**

- 101 Vision, Values and Mission Statements
- 102 Statement of Purpose
- 103 Logo, Stationary and Fax Use
- 104 SCA Board and Committee Meetings-  
Manner of Acting
- 105 Records

**200 FINANCE**

- 201 Financial Policies
- 202 Authorized Signatures
- 203 Accounting System
- 204 Tax Report
- 205 Credit Cards
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- 207 Investments
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**300 OFFICE/PERSONNEL  
MANAGEMENT**

- 301 Office Lease
- 302 Automobile/Travel Reimbursement
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**400 DUES AND FEES**

- 401 Revenue
- 402 Member Dues

**500 MEMBERSHIP**

- 501 Class of Membership
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**600 BOARD AND COMMITTEE**

**STRUCTURE**

- 601 Board
- 602 Committees
- 603 Leadership Job Descriptions
- 604 Executive Session

**700 APPOINTMENTS TO REGIONAL  
BOARDS AND COMMITTEES**

- 701 Appointment Policy
- 702 Regional Project Evaluation Committee  
for PSRC

**800 INFORMATION/EDUCATION/  
COMMUNICATION**

- 801 Conference/Networking Dinners
- 802 Cancellation of  
Conferences/Networking Dinners
- 803 Selection Criteria
- 804 Communicating SCA Public Policy  
Positions
- 805 SCA Sponsorship Opportunities

**900 EXTERNAL RELATIONSHIPS**

- 901 Political relationships
- 902 Use of SCA Member Information

**APPENDIX A**

Job Descriptions

**APPENDIX B**

Records Retention Policy, Public Records Policy,  
Public Records Request Form

## 100 GENERAL POLICIES

### 101 VISION, VALUES AND MISSION STATEMENTS

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.

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.

(Membership 11-16-2005, 11-18-2009, Board 4-18-2012, 4-17-2013, 2-2019)

### 102 STATEMENT OF PURPOSE

To lead King County cities with a population less than 250,000 that act locally and partner regionally to create livable vital communities through advocacy, education, leadership, mutual support and networking.

(Bylaws 11-17-04)

(10-16-96)

### 104 SCA BOARD AND COMMITTEE MEETINGS – MANNER OF ACTING

#### 104.1 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 (1-26-2005)
- Do not promote one city or project above others regardless of size. (7-19-2006)

104.2 Policy recommendations to the Board of Directors 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. (10-14-2009)

#### 104.3 Alternate SCA Meeting Styles

At the discretion of the Chair, when the normal procedure for holding a meeting is unworkable, meetings expected to be of short duration, limited agenda or urgent in nature, may be convened and attended through conference call or email (by replying to all). Vote results must be reported back at the next regular meeting. (3-28-2007)

### 105 RECORDS

**Commented [DD3]:** 2-24-2021 Exec Committee

**Deleted:** f

**Commented [DD4]:** Delete these with new update? Only helpful if shows where actual changes made.

**Deleted:** 1

**Commented [DD5]:** This portion of bylaws was updated last year

**Deleted:** 103

**Deleted:** LOGO, STATIONARY, AND FAX SHEET USE  
¶ All use of the SCA logo, stationary and fax cover sheets will remain under the control of the Sound Cities Association.

**Commented [DD7]:** Add SCA guiding principles

**Commented [DD8]:** Delete. There's a remote meeting section in bylaws. This is contrary to OPMA.

The Sound Cities Association records policies are included as Appendix B.

(1-15-2014)

**Commented [DD9]:** Review and update by Foster Garvey

## 200 FINANCE

### 201 FINANCIAL POLICIES

201.2 The opening/closing of bank accounts requires board approval. (7-28-2005)

**Deleted:** 201.1 All bills shall be paid out of one account. (7-28-2005)¶

201.4 Individual written contractual financial commitments for future services, materials, and benefits in excess of \$10,000 require Board approval and two authorized signatures. (7-28-2005)

**Deleted:** ¶  
201.3 The Treasurer's Report, prepared by the Executive Director, shall be submitted to the Treasurer prior to the Board meeting at which it is made. (7-28-2005)¶

201.5 Unbudgeted expenditures which may cause SCA to exceed its proposed budget shall require the approval of the SCA Board. (7-28-2005)

201.6 Member Cities should be billed during the month of December for the following year's dues. Dues should be payable within 60 days. (3/15/95)

201.7 Reserve policies

a) The association should maintain an Operations Reserve equal to half the annual budget. (3/15/95, 4/15/09, 3/20/2019)

b) The association should maintain an Equipment Replacement reserve of a minimum of \$15,000 to fund unbudgeted capital expenditures. (Board 9/27/2006, 3/21/2012, 3/20/2019)

c) The association should maintain a Contract Liability Reserve to fund the liabilities of all SCA contracts. (Board 9/27/2006, 3/20/2019)

d) The association should maintain a Legal Reserve of \$25,000.

e) The association should maintain sufficient funds to pay all liabilities, including accrued vacation and other employment liabilities. (3/20/2019)

f) The association may apply unallocated operating reserves to the budget for the following year. (4-15-09, Board 10/20/10)

201.8 The SCA should not operate with any deficit financing. (3-15-95)

201.9 Equipment Depreciation – Equipment with a combined value (purchase and installation costs) of more than \$2000 will be depreciated annually. (Board December 8, 2008)

201.10 The Executive Director has the authority to write off uncollectible debts in amounts up to and including \$500. Any debts larger than \$500 must be authorized for write off by the Board of Directors. A debt shall not be deemed "uncollectable" until it is overdue by a minimum of 120 days.

(Board 4/15/2009, 3/21/2012)

### 202 AUTHORIZED SIGNATURES

202.1 The President, Vice President, Treasurer, Secretary/Executive Director of SCA shall be the authorized persons named in the account resolution between any banks and SCA and they, on behalf of SCA, may:

a) Open, close and deposit funds into any checking, savings, or time deposit account, or any certificate of deposit (3-28-2007)

b) Obligate the Corporation to contracts and other agreements with the bank

- c) Deposit to the Corporation's account (and provide any endorsements for that purpose) any negotiable item payable to the Corporation
- d) Sign any check or draft
- e) Withdraw funds from any checking, savings, or time deposit account, or any certificate of deposit

(7-28-2005)

202.2 SCA checks of \$5,000 or more require two signatures. All other checks, including regular payroll checks, require only one signature. The Executive Director may sign his/her own payroll check. (7-28-2005)

202.3 Payroll is done electronically.

(7-28-2005)

**203 ACCOUNTING SYSTEM**

203.1 SCA shall maintain an accounting system according to Generally Accepted Accounting Principals.

(7-28-2005)

**204 TAX REPORT**

SCA shall file its Form 990 tax report with the IRS under its 501 (c)(4) designation. The Form 990 shall be reviewed and approved by the Finance Committee and Board prior to filing. (7-28-2005, 8-21-2013)

**205 CREDIT CARDS**

SCA shall establish a bank credit card in SCA's name with a combined limit of \$15,000. The Executive Director shall determine the authorized holders and respective credit limits.

(7-28-2005, 4-20-2011, 3/21/2012, 4/17/2013, 4/15/2015)

**206 AUDIT**

The books and records of SCA shall be audited at least every three years by a CPA approved by the SCA Board of Directors and upon the exit of the executive Director.

(10/22/2008)

**207 INVESTMENTS**

207.1 **Investment Policies**

- a) Funds not covering current expenses should be maintained in low risk, liquid, interest bearing accounts. (3-15-95)
- b) Investment of funds in excess of current expenses may be invested in a specific investment plan that is AA rated or better or the equivalent risk for unrated investments, and approved by the SCA Board. (3-15-95)
- c) Consistent with the Uniform Prudent Investor Act, investments must be chosen based on their suitability for SCA. Consideration should be given to the following:
  - financial condition;
  - current investment portfolio;
  - need for income;
  - investment objective; and risk tolerance and diversification
- d) At least annually, the Board of Directors shall review investments for consistency with the SCA Investment Policies. (6-9-2011)

**Commented [DD10]:** Update after recommendations from financial advisors

**208 BUDGET POLICY**

208.1 Budget Adoption Procedure

1. The executive director shall submit an annual budget to the Finance Committee for the coming fiscal year. (Bylaws 11-17-2004)
2. The Finance Committee shall annually submit a budget to the Board of Directors. (Bylaws 11-17-2004)
3. Dues are assessed annually as determined by the membership adoption of the Association budget. (Bylaws 11-17-2004)

208.2 Budget Adherence

All expenditures shall be made in accordance with the annual budget adopted or as amended by the Board. (Bylaws 11-17-2004)

**300 OFFICE/PERSONNEL MANAGEMENT**

**301 OFFICE LEASE**

301.1 SCA may enter into a multiple year lease of office space with payments to be made monthly. The lease shall include utilities, housekeeping, area for separate offices and a conference room. (7-28-2005)

301.2 SCA may enter into multiple year leases of office equipment with payments to be made monthly. Annual service agreements may be purchased. (7-19-2006)

301.3 Renter's insurance shall be purchased for the office furnishings and contents. (7-28-2005)

**302 AUTOMOBILE/TRAVEL REIMBURSEMENT**

If a car allowance is not provided, mileage reimbursement for SCA staff will be at the current IRS allowable rate. Request for all travel reimbursement must be submitted to SCA no later than 30 days after the expense is incurred. (7-28-2005)

**303 EMPLOYEE BENEFITS**

303.1 Education

No contingencies shall be placed on the educational allowance provided in the contracts of each staff. (7-28-2005)

303.2 Retirement

SCA shall provide Washington Public Employment Retirement System (PERS) in the method defined by the Washington State Legislature. (7-28-2005)

303.3 Personnel Policies

The Sound Cities Association Personnel Policies shall be approved by the Board. (7-28-2005)

**304 EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY**

If any employee reasonably believes that some policy, practice, or activity of the Sound Cities Association (SCA) is in violation of law, a written complaint must be filed by that employee with the Executive Director or the President of the SCA Board of Directors.

It is the intent of SCA to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of SCA and provides SCA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

SCA will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of SCA or of another individual or entity with whom SCA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

SCA will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of SCA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Employees will be required to sign a policy indicating receipt and understanding of this policy. Their signature also verifies that they have been provided with an opportunity to ask questions about the policy. The signed policy will become a part of their permanent employee file. (Board 4-15-2009)

#### **400 DUES AND FEES**

##### **401 REVENUE**

A combination of city membership dues, special assessments, and sponsorships shall provide revenue for SCA. (7-28-2005)

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##### **402 MEMBER CITY DUES**

402.1 The dues of the Association shall be assessed annually as determined by the membership's adoption of the Association's budget. Assessments for special activities or expenses may be determined by action of the Board of Directors with approval of a majority of the membership. All dues and assessments will be based on the most recent official population figure for each city and town as provided by the State Office of Financial Management (OFM). (Bylaws 11-17-04)

402.2 Dues shall be based on population times an annual assessment rate, which shall be recommended to the Board by the Finance Committee.

402.3 The assessment rate shall be adjusted annually based on the CPI-W for Seattle/Tacoma/Bremerton, with a floor of 0% and a cap of %.

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402.4 A city's dues for the upcoming year shall be based upon the population of the area of the city effective January 1 of the upcoming year, including any areas annexed as of January 1.

402.5 Dues for cities with populations of 80,000 or above shall be capped at a population of 80,000, effective as of the 2017 budget cycle. Effective for the 2023 budget, cities shall be capped at a population of 90,000. Effective for the 2024 budget, cities shall be capped at a population of 100,000.

## **500 MEMBERSHIP**

### **501 CLASSES OF MEMBERS**

The corporation shall initially have one class of voting members. Additional classes of members, the manner of election or appointment of each class of members, and the qualifications and rights of each class of members may be established by amendment to these Bylaws. (Bylaws 11-17-04)

501.1 Regional Affiliate Membership - SCA Regional affiliate membership is available to all cities and towns in Kitsap, Pierce, and Snohomish Counties having populations of less than 150,000 that demonstrate an interest in the purposes and programs of SCA and desire to make a useful contribution to its work.

Benefits of SCA Regional Affiliate Membership:

1. Provide input to the SCA Public Issues Committee on regional policy issues
2. Meet with the SCA Caucuses at PSRC
3. Attend meetings of the SCA Board of Directors
4. Attend SCA committee meetings
5. Attend and participate on SCA work groups
6. Listing on the SCA web site (Board 5-17-2006)

501.2 Regional Associate Membership (Similar to AWC) - SCA provides an opportunity for private firms and individuals with a public service interest to become members through a special "associate" membership category. Associate members are non-voting members and are not eligible participate in SCA's legislative policy development or to serve on the Board of Directors or committees. Application for membership must be approved by the Association's Board of Directors.

Benefits of SCA Associate Membership:

1. Participation in SCA conferences and workshops
2. Invitations to serve as panelists/resource people
3. Opportunity to display banner at SCA Annual Conference
4. Sponsorship of events at annual conference and other major events at a preferred membership rate
5. Identification in the annual conference program
6. Listing on the SCA web site (Board 5-17-2006)

### **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. (7-28-2005)

## 600 BOARD AND COMMITTEE STRUCTURE

### 601 BOARD

The Board of Directors shall have general control and supervision over the corporation and shall be empowered to determine all questions of policy that may arise in all intervals between annual membership meetings. (Bylaws 11/17/04)

#### 601.1 Board Operating Procedures

- a) Any director 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 his or her term at any meeting of the Board.
- b) Any director may resign at any time with written notice to the President at the registered office of the corporation, or by giving oral or written notice at any meeting of the directors. Any such resignation shall take effect at the time specified therein, or if a time it is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- c) Any vacancy occurring in the membership of the Board shall be filled as voted upon by the members.
- d) A simple majority of the directors then in office shall constitute a quorum for the transaction of business at any Board meeting. If a quorum is not present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

(Bylaws 11-17-04)

#### 601.2 Conflict of Interest

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest, and b) withdraw from the discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval. (07-19-2006)

### 602 COMMITTEES

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.

(Bylaws 11-17-04)

#### 602.1 Membership

- a) The Chair shall appoint the committee chairpersons and vice-chairpersons.
- b) The committee chairpersons, in conjunction with the President of the Board, shall select the committee members from the SCA Membership.
- c) Each committee member shall be a voting member when determining policy, membership, and operating recommendations to be brought before the Board for final action.
- d) The committees shall reflect the geographic and size distributions of the SCA membership whenever possible.
- e) No more than one person per member city shall be selected to serve as a voting member on a committee. This does not preclude persons from the member city from serving as a voting member on different committee.

f) The Chairs of each committee shall review the proposed committee roster with the Executive Director prior to issuing written notification to those who have been, and those who were not, selected as voting committee members. The purpose of this review is to ensure, to the extent possible, that the members were selected in accordance with the committee member selection criteria described in this section. (7-28-2005)

602.2 Committee Operating Procedures

- a) Committee members are expected to attend each scheduled committee meeting. The members selected to serve on the committees should not be absent from more than thirty percent (30%) of the Committee meetings scheduled throughout the year. If any committee member is absent for more than 30% of the scheduled meetings, the member will be asked by the committee chairperson to begin attending the meetings or to voluntarily remove him or herself from the committee. If the member does not voluntarily remove him or herself from the committee, and does not attend any remaining scheduled committee meetings, at 50% absence, the Board of Directors will ask for the resignation of the appointee. (Board July 22, 2009)
- b) There shall be a minimum of three members chosen to serve on a committee.
- c) The committee members shall determine recommendations, when appropriate, based upon a quorum having been established and a simple majority of the voting members of the committee present.
- d) A quorum shall be a simple majority of the voting committee members in attendance at a scheduled committee meeting. (7-28-2005)

**603 VOLUNTEER JOB DESCRIPTIONS**

(See attached Appendix A)

(1-26-2005)

**604 EXECUTIVE SESSION**

Prior to calling an executive session a motion must be passed by the board of directors to identify the specific topics to be discussed. Those topics shall frame and limit the discussion. After the meeting, actions of the executive sessions shall be reported to the board of directors for inclusion in the official meeting minutes of the current or next board meeting, summarizing what was discussed and any decisions made in the executive session. (7-28-2005)

**700 APPOINTMENTS TO REGIONAL COMMITTEES AND BOARDS**

**701 APPOINTMENT POLICY**

A member representing the Sound Cities Association is expected to reflect policy which has been developed by the Sound Cities Association when sitting as a member of any regional committee, board or task force. (8/16/1995)

701.1 Exercise of SCA Appointment Authority

- a) Sound Cities Association (hereafter, SCA) exercises appointment authority on behalf of its member cities for those regional forums in which the municipalities of King County, other than Seattle, share representation and where, by charter, bylaw or interlocal contract, the appointment authority is exercised by the affected jurisdictions.
- b) SCA's appointment authority for shared representation is valid for so long as SCA's membership comprises over 50% of the suburban municipalities containing over 50% of the suburban population.

- c) SCA may be asked to recommend appointments to regional forums where appointment authority resides in others (state or county executives or legislative bodies). SCA is not responsible for the appointment subsequently made, staffing scheduling or information distribution.
- d) While SCA attempts to meet the representational requirements of regional bodies, it is the policy of SCA's board of directors to promote consolidation of regional issues in such a way as to provide for effective decision-making through efficient use of our staff and elected officials' time. This policy may be evidenced through the creation of the SCA Public Issues Committee. (9-19-2007)
- e) SCA shall retain discretion in accepting or exercising appointment authority for new forums, based on the perceived value of the forum proposed, availability of elected officials or staff with prerequisite knowledge, and the availability of alternate forums for exercise of the same function. The Board shall be the final arbiter of acceptance of responsibility for new forums.
- f) Board appoints staff representatives. (10-29-99, 7/28/05, 9/19/07)

701.2. Identification of Appointees

Regional Committee Appointments shall be recommended to the Board of Directors by December 31st each year. (Bylaws 11/17/04, 9/19/07, 12/17/2014)

- a) SCA shall, in the fall of each year, issue a call for nominations from the cities of King County for all open seats for King County regional boards, committees and task forces.
- b) SCA shall provide for notice to the membership of:
  - all regional appointments currently being reviewed,
  - the process and timeline for approval of appointments,
  - any requirements or criteria for consideration
  - appointments which are available due to retirement or resignation
- c) The Public Issues Committee through its Nominating Committee shall review all pertinent information and determine a draft list of appointments for the coming year with regard to the following criteria:
  - geographic distribution
  - size distribution
  - governance distribution
  - ability to serve, interest in serving, past participation
  - knowledge of the subject matter
  - Preference shall be given to current SCA members (12/17/2014)
- d) 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.
- e) Appointments are valid for one year unless specified by the governing authority (9/19/07)
- f) Alternates will be appointed for boards, committees and task forces, according to the same criteria as full members. (10/29/1999, 7/28/2005)
- g) For vacancies and new appointment opportunities, SCA shall issue a call for nominations from the cities of King County and follow the procedure as outlined in b) through f) above. Any vacancies occurring after August 1st shall be filled at the discretion of the Board of Directors. (7/19/2006)
- h) Appointment of electeds for terms less than 6 months or interim workgroups and task forces shall be made directly by the Board of Directors (7/19/2006)
- i) Each city may have no more than one representative serving at a time on any individual regional board, committee, advisory council, or task force. Further, cities are asked to not submit multiple applicants for

the same committee. The process for deciding which applicant's name to submit is left to the discretion of each individual city. (12/17/2014)

701.3 Roles and Responsibilities of Appointees

- a) Appointees and alternates to regional forums are expected to attend meetings of the forum and of the SCA caucus. At the beginning of each appointment year, caucus chairs, in coordination with the executive director, shall establish steps to be taken in confirming attendance, notifying of absences or other procedural matters concerning the forum. (9/19/2007)
- b) Appointees and alternates should be knowledgeable of the subject matter of the forum, reviewing materials and participating in discussion on behalf of the interests of the affected jurisdictions. Appointees shall observe any protocols or procedures of the forum in which they participate.
- c) Alternates should participate in all caucus meetings and in materials distribution on a par with full members, including the discussion of any caucus consensus position
- d) Alternates will be considered by the Board to succeed to full participation in any forum on the resignation or illness of the principal appointee, for the duration of the current term. (9/19/2007)
- e) Appointees and alternates should regularly report activities and pending issues of their forum to SCA's membership, through attendance and participation in SCA meetings of the Public Issues Committee and/or membership meetings, written reports or electronic communication, as is appropriate.
- f) Appointees and alternates shall, in all matters for which they are a delegate of SCA, represent the common interests of all member cities. Appointees shall notify the caucus lead and the Executive Director of SCA in the event that the interests of the city for which they are an elected official prevents them from or interferes with their representation of the interests of all member cities.
- g) A representative designated as caucus chair by SCA's appointees shall be individually responsible for reporting forum issues and activities to the Public Issues Committee, and for working with and being available to any assigned staff in support of that forum. (9/19/2007)
- h) The caucus members should be responsible for identification of cross-forum issues and the caucus chair should be responsible for communicating cross-forum or conflicting issues to the Board. (Board 10/29/1999, 7/28/2005, 9/19/2007)

701.4. ANNUAL PREPARATION FOR APPOINTMENTS PROCESS

- a) SCA will provide for a joint seminar to provide training and orientation for regional appointees, alternates and any affected staff in January. This training will be scheduled to provide an orientation vehicle for newly elected officials. Newly elected officials will also be invited to attend.
  - Caucus chairs and vice-chairs will be selected with consideration being given to geographic balance. (9/19/2007, 10/19/11)
  - Process for action will be identified
  - Member staff will be assigned and duties identified
- b) SCA, in consultation with caucus chairs for the various forums, will provide for an annual review of existing forums, which may include external or internal assessments of the forum's utility to the member cities, effectiveness of the forum in meeting the needs of regional decision making, and potential future value to the member cities. In consultation with the Board, SCA's president will provide for dissemination or communication of the annual review to member cities and regional governments. (Board 10/29/99, 7/28/05, 9/19/07)

701.5 SCA Caucuses – Manner of Acting

- a. Caucus Chair Responsibilities
  - Determine if caucus meeting is needed
  - Set SCA Caucus meeting agenda with the assistance of lead staff
  - Have identified technical staff to provide technical briefing, as necessary

- Attend and chair SCA Caucus meeting.
  - Confirm attendance of an SCA Caucus alternate in case of an absence
  - Absent an SCA position, poll Caucus and develop a majority position of those present or available prior to regional forum meeting. Absent a majority position, ask for a delay in action. (9/19/2007)
  - Attend regional forum meetings
  - Seventy-five percent attendance at both caucus and regional committee meetings is expected
  - Serve as liaison to SCA Public Issues Committee; communicate SCA Board positions on issues
  - Brief Public Issues Committee and solicit ideas and discussion when appropriate
  - Present agreed-to motions to regional forum or designate this responsibility to other Caucus member
  - Coordinate political and policy issues with other regional forum members from Seattle and King County as appropriate
  - After an SCA appointee misses 30% of the caucus and/or committee meetings SCA shall inquire about the intent of the appointee to fulfill his/her responsibilities. At 50% absence, the Board of Directors may ask for the resignation of the appointee (7/22/09)
  - Make every attempt to generate a caucus recommendation to SCA for the development of a timely position statement (10/20/10)
- b. Caucus Member/Alternate Responsibilities
- Represent SCA Board position on issues
  - Review material in advance of meetings; participate in discussion and help develop Caucus consensus
  - Attend Caucus meetings and briefings.
  - Attend regional committee meetings
  - Seventy-five percent attendance at both caucus and regional committee meeting is expected
  - Alternates participate as members in all activities except voting (7/28/2005)
  - Absent an SCA position, the caucus chair shall poll Caucus and develop a majority position of those present or available prior to regional forum meeting. Absent a majority position, the caucus chair shall ask for a delay in action. Absent a delay in action, delegates represent their perception of the position of the membership. In the event of the latter, SCA appointees may not further lobby their individual position as a representative of SCA. Absent an SCA position or consensus by the caucus, appointees may lobby as a representative of their city unless the issue has been identified as a divisive issue by the SCA Board of Directors. If the issue is a divisive issue the appointees shall abstain from voting. (10/20/10)
  - After an SCA appointee misses 30% of the caucus and/or committee meetings SCA shall inquire about the intent of the appointee to fulfill his/her responsibilities. At 50% absence, the Board of Directors may ask for the resignation of the appointee. (7/22/09)
- c. Caucus Staff Lead
- Caucus staff will be appointed by the Executive Director when possible and appropriate. (6/16/2010)
  - Caucus staff should represent balanced geographic distribution
  - The purpose of the caucus staff lead is to:
    - a. Support the public policy positions of SCA and the work of the electeds assigned to the board/committee;
    - b. Support the caucus chair in planning agendas for SCA caucus meetings;
    - c. Advise the caucus on issues and concerns of the member jurisdictions, to assist in drafting the background and recommended policy positions for the SCA Public Issues Committee; and
    - d. Assist in drafting the background and recommended policy positions for the SCA Public Issues Committee. (9/19/2007)

**702 REGIONAL PROJECT EVALUATION COMMITTEE FOR PSRC**

**702.1 Background**

The Regional Project Evaluation Committee is a standing committee of the Puget Sound Regional Council (PSRC), established for the purpose of ranking projects consistent with the policy framework adopted by the PSRC’s Executive Board. The Committee is made up of staff members from participating general governments and agencies, currently identified and authorized by a process administered by the Sound Cities Association.

Staff who are designated as representing ‘other cities and towns’ in all four participating counties are the only staff who must represent the interests of more than one unit of general government. Thus, it is important that these staff are mindful of their role and responsibilities to ‘other cities and towns’.

(4-1-2004, 7-28-2005)

**702.2 Process and administration**

SCA’s process for identifying and naming staff shall be designed to

- distribute representation from all geographic regions represented by these SCA cities as equally as possible, by communicating with all cities in a geographic region on the occasion of a vacancy ;
- provide for notice to all SCA cities through the mayor or chief executive officer, when a vacancy occurs on the committee due to resignation or retirement of an existing staff member;
- ensure that no city or individual staff person shall serve more than two terms (six-years) as a voting member of the RPEC, without other cities in the geographic region having an opportunity to identify a staff member to serve on the committee; (12-16-2015)
- in extraordinary circumstances, the Board may make exceptions to the two term limit 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; (12-16-2015)
- open a call for nominations every 3 years to coincide with RPEC’s review of membership, as per PSRC’s Board procedures, to ensure appropriate participation; (7-19-2006, 12-16-2015)
- provide staff members to serve as alternates to the full members of the RPEC. The alternates shall be afforded preference in appointment when a member vacancy occurs;
- ensure that the King County-wide forum chair is a member of the RPEC, if that forum chair is an employee of a city which is classified as one of the ‘other cities and towns’ of King County, within the meaning of the Puget Sound Regional Council’s representational scheme.

The Board of SCA shall have final authority on appointments to the RPEC. (4-1-2004, 7-28-2005)

**702.3 Roles and responsibilities**

Staff members serving on behalf of ‘other cities and towns’ in King County shall endeavor to

- exercise judgment in the application of project ranking criteria in a manner that represents ‘other cities and towns’ in King County equally, without undue preference to projects within their city;
- arrange regular communication with the group of cities represented on matters coming before the RPEC, through electronic written reports or meetings;
- make themselves known to and available for consultation with elected officials serving on the Transportation Policy Board or the Executive Board of Puget Sound Regional Council, to ensure appropriate linkage among all parties representing ‘other cities and towns’ at the Puget Sound Regional Council. (4-1-2004)

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**Deleted:** at the conclusion of each funding cycle (typically 3 years)

**703. SCA EQUITY AND INCLUSION CABINET**

**703.1 Purpose**

The SCA Equity and Inclusion Cabinet was established in 2021 to advise the SCA staff and board on matters of diversity, equity, inclusion, and belonging (DEIB).

**703.2 Makeup**

The SCA Equity and Inclusion Cabinet shall be comprised of thirteen members. The initial members were appointed by the SCA President. Subsequent members shall be appointed by the Cabinet. The membership shall represent a diverse cross section of SCA members, representing a wide array of SCA cities. At least two and no more than four members of the Cabinet shall be SCA board members, in order to ensure a connection to the SCA board. The SCA board member(s) on the Cabinet shall report regularly to the board on the activities and recommendations of the Cabinet.

**703.3 Meetings**

The SCA Equity and Inclusion Cabinet shall meet regularly (at least quarterly and as often as monthly) to provide feedback and guidance to the SCA board. Meetings of the SCA Equity and Inclusion Cabinet may be held virtually or in person, at the discretion of the Cabinet.

**704. SCA LEADERSHIP ADVISORY COUNCIL**

**704.1 Purpose**

The SCA Leadership Advisory Council (LAC) was established in 2020 to create an ongoing, formal role in the organization for Past Presidents of the SCA Board. The LAC creates a way for the Past Presidents to continue giving feedback and providing historical perspective to the SCA staff and board once they leave the board, and to create turnover on the SCA board in order to provide a space for new voices to be involved in the organization.

**704.2 Membership**

The LAC shall consist of the Past Presidents of the SCA board who still hold elective office in an SCA member city. This shall include the immediate Past President. The SCA President may also attend the LAC meetings in order to seek the counsel of the LAC.

**704.3 Meetings**

The SCA LAC shall meet regularly (at least quarterly and as often as monthly) to provide feedback and guidance to the SCA board. Meetings of the SCA LAC may be held virtually or in person, at the discretion of the LAC.

**800 INFORMATION/EDUCATION/COMMUNICATION**

**801 CONFERENCE/NETWORKING DINNERS**

**801.1 Fees**

SCA staff shall establish registration fees for all conferences and networking dinners based on the projected cost of the conference/dinner and budgeted revenues for conferences/dinners. (7-28-2005)

**801.2. Reservations**

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1. Reservations should be made by the posted deadline. Late registrants and walk-ins are subject to seat/meal availability.
2. Substitutions may be allowed with notice to the office. The substitute may not have a meal option, but have to stay with the original meal order. (7-28-2005)

801.3 Payments – Complementary **Meals**

**Commented [DD11]:** Updated this year.

1. Attendees are strongly encouraged to register online and pay in advance via credit card or check. Attendees paying at the door are encouraged to pay via check.
2. Attendees not paying in advance or at the door will be invoiced. A convenience charge may be added for invoiced guests.
3. Registered members and guests who do not attend and who do not cancel prior to the posted deadline will be charged the full registration amount.
4. SCA staff and invited speakers will not be charged for attendance. All other attendees will be charged, whether or not a meal is consumed. (6-17-2015)

801.4 Refunds

SCA shall refund conference/dinner registrations when:

- a) A paid registrant cancels prior to the posted deadline in advance of the program. (7-28-2005)

801.5 Attendance

All SCA educational seminars/networking dinners, including the Annual Meeting, shall be open to nonmembers. (7-28-2005)

**802 CANCELLATION OF CONFERENCES/NETWORKING DINNERS**

If conference/dinner registrations do not reach a break-even point, it is at the discretion of the Executive Director, upon consultation with the Executive Committee of the Board to cancel the conference/dinner. (7-28-2005)

**803 SELECTION CRITERIA**

803.1 Best Practices Identification

1. Timely for utilization by other cities
2. Replication potential is good
3. Submitting city is willing to respond to inquiries from SCA members
4. Best practices from cities outside our region may also be accepted
5. Regional in nature
6. Timely
7. Has broad appeal for a large number of member cities (Board 3-9-2005)

803.2 Speaker Selection Criteria

1. Major attraction – members won't want to miss it
  - a. Deals with cities' current events
  - b. Deals with cities' future issues
2. Regional approach
3. Not someone members have heard in the near past in other settings
4. Affordable (Board 3-9-2005)

**804 COMMUNICATING SCA PUBLIC POLICY POSITIONS**

804.1. Upon adoption by the Board of Directors of a public policy position on county issues, SCA shall:

1. Produce a white paper on the topic

2. Direct the appropriate SCA Caucus of appointees
3. The President, chair of PIC and Executive Director shall meet with the County Executive to solicit support
4. Members of the Board will meet with KC Council members to solicit support
5. Caucus members meet with members of committee to gain support
6. Send letters to County Executive and KC Council

804.2. Upon adoption by the Board of Directors of a public policy position on regional issues, SCA shall:

1. Produce a white paper on the topic
2. Direct the appropriate SCA Caucus of appointees
3. The President, chair of PIC and Executive Director shall meet with the County Executive to solicit support
4. Caucus members meet with members of committee to solicit support
5. Send letters to PSRC, County Executive, and KC Council

804.3. Upon adoption by the Board of Directors of a public policy position on state issues, SCA shall, if appropriate:

1. Produce a white paper on the topic
2. Direct the appropriate SCA Caucus of appointees
3. The President, chair of PIC and Executive Director shall meet with the County Executive to solicit support
4. Caucus members meet with members of committee to gain support
5. Send letters to AWC, PSRC, County Executive, and KC Council, and member city lobbyists
6. Send letters to Legislature and Governor
7. Find bill sponsor
8. Organize members to testify in collaboration with AWC (Board 5-17-2006)

#### **805 SCA SPONSORSHIP OPPORTUNITIES**

SCA shall promote sponsorship opportunities at various levels on its web site and through sponsored events. (Board 9/27/2006)

### **900 EXTERNAL RELATIONSHIPS**

#### **901 POLITICAL RELATIONSHIPS**

901.1 SCA shall not become involved in partisan political functions. (7-28-2005)

901.2 The position of Executive Director is non-partisan. No association funds shall be used for attending political fund-raising events. (7-28-2005)

901.3 SCA may not provide information or contact lists or provide assistance in distributing information for political use. (7-28-2005)

#### **902 USE OF SCA MEMBER INFORMATION**

**SCA may not provide membership contact lists to outside organizations, businesses, or individuals.**

## APPENDIX A



### SCA Job Description Board of Directors

*The following description was adapted from materials from BoardSource.*

1. Determines the association's mission and purpose
2. Selects the executive
3. Supports the executive and reviews his/her performance
4. Ensures effective organizational planning
5. Ensures adequate resources
6. Ensures resources are managed effectively
7. Determines and monitors the association's programs and services
8. Enhances the association's public image
9. Assesses the board's own performance
10. To accomplish the above the board member pledges to:
11. Regularly attend board meetings and important related meetings.
12. Make a serious commitment to participate actively in committee work.
13. Volunteer for and willingly accept assignments and to complete them thoroughly and on time.
14. Stay informed about committee matters, prepare himself/herself well for meetings, and to review and comment on minutes and reports.

(Board 1-26-2005)

## SCA Board President's Job Description

*The following description was adapted from materials from BoardSource.*

1. Is a member of the Board
2. Serves as the Chief Volunteer of the organization (*nonprofit only*)
3. Is a partner with the Chief Executive in achieving the organization's mission
4. Provides leadership to the Board of Directors, who sets policy and to whom the Chief Executive is accountable.
5. Chairs meetings of the Board after developing the agenda with the Chief Executive.
6. Encourages Board's role in strategic planning
7. Appoints the chairpersons of committees, in consultation with other Board members.
8. Serves *ex officio* as a member of committees and attends their meetings when invited.
9. Discusses issues confronting the organization with the Chief Executive.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Reviews with the Chief Executive any issues of concern to the Board.
12. Monitors financial planning and financial reports.
13. Plays a leading role in fundraising activities (*nonprofit only*)
14. Formally evaluates the performance of the Chief Executive and informally evaluates the effectiveness of the Board members.
15. Evaluates annually the performance of the organization in achieving its mission.
16. Performs other responsibilities assigned by the Board.

(Board 1-26-2005)

## SCA Vice President's Job Description

*The following description was adapted from materials from BoardSource.*

1. Is a member of the Board
2. Attends all board meetings
3. Performs responsibilities of the President when the President cannot be available (see President's Job Description)
4. Reports to the Board's President
5. Serve on the executive committee
6. Performs other responsibilities as assigned by the Board.

(Board 1-26-2005)

## SCA Board Secretary Job Description

*The following description was adapted from materials from the National Center for Nonprofit Boards.*

1. Attend all board meetings
2. Serve on the executive committee
3. Maintains records of the board and ensures effective management of organization's records
4. Manages minutes of board meetings
5. Ensures minutes are distributed to members shortly after each meeting
6. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
7. Provide notice of meetings of the board and/or of a committee when such notice is required

(Board 1-26-2005)

## SCA Board Treasurer Job Description

*The following description was adapted from materials from the National Center for Nonprofit Boards.*

1. Is a member of the Board
2. Attends all board meetings
3. Understand financial accounting for nonprofit organizations
4. Manage the board's review of and action related to the board's financial responsibilities.
5. Work with the chief executive to ensure that appropriate financial reports are made available to the board on a timely basis
6. Provides annual budget to the board for members' approval
7. Ensures development and board review of financial policies and procedures

(Board 1-26-2005)

## SCA Committee Chair Job Description

*The following description was adapted from materials from BoardSource*

1. Is a member of the Committee
2. Sets tone for the committee work.
3. Ensures that members have the information needed to do their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the SCA Board of Directors.
6. Works closely with the Executive Director.
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes and materials.

(Board 1-26-2005)

## APPENDIX B

### SOUND CITIES ASSOCIATION RECORDS RETENTION POLICY

#### 1. AUTHORITY AND PURPOSE

Washington state law requires that all agencies appropriately retain, store, archive, and dispose of all public records in accordance with schedules approved by the state records committee after the records no longer serve an active business purpose. Chapter 40.14 RCW.

The purpose of this policy is to ensure that the Sound Cities Association (“SCA”) complies with Washington’s records retention laws. Except where the procedures are mandated by statute, the procedures in this policy are discretionary and advisory only and shall not impose any affirmative duty on SCA. SCA reserves the right to apply and interpret this policy within its sole discretion and to revise or change the policy at any time.

This policy shall be available at SCA’s main office and posted on SCA’s website.

#### 2. SCOPE

It is the policy of the Sound Cities Association that all employees review and familiarize themselves with this policy and the established records retention schedule for local governments.

For the purposes of this Policy, “public records” means both records that SCA creates and records that SCA receives or collects in connection with the transaction of public business. For example, when SCA solicits public comment on an issue, both the request for comment and any comments received in response are public records.

Public records may be physical or electronic, including paper records, photographs, microfilm, emails, websites, blogs, digital photos, text messages, tweets, and any emerging technologies used to conduct agency business.

Some public records have high retention value and must be stored for several years according to their retention periods. Other public records have short-term or no retention value. Records that do not fall under the definition of “public record” have no retention value and have no retention period.

SCA shall retain, store, archive, and dispose of all public records according to their retention periods, as outlined in the Local Government Common Records Retention Schedule (CORE schedule), available at <http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx>.

This policy is secondary to any current public records requests for specific public records and any legal hold notices for records in response to potential litigation. Sensitive and confidential data must be protected from disclosure in accordance with applicable federal and state law.

#### 3. RETENTION PROCEDURES

##### 3.1 Instructions for Processing Printed and Hard Copy Documents

At least once each biennium, SCA staff shall inventory, or manage and inventory, public records that no longer serve an active business purpose using the following procedures:

- a. Determine the record's retention period under the CORE Schedule (see above);
- b. Securely dispose of records with no retention period;
- c. If the record has a retention period, store that record in an easily identifiable location that indicates the record's retention period start date and retention period; and,
- d. Dispose of records retained beyond their retention period.

### **3.2 Instructions for Processing Electronic Records**

SCA staff shall identify, schedule, and process all electronic public records under the same procedures as those for printed and hard copy documents.

### **3.3 Instructions for General E-mail Management**

E-mail communications used as a means of conducting official business may be subject to public records disclosure and may carry legally mandated retention requirements before being destroyed, deleted, or erased. Some e-mail messages may be transitory in nature and have no retention value. Others may contain brief notes, may be formal and substantive documents, and may also have separate attachments, all of which may need to be appropriately processed.

An e-mail's content (including its text, attachments, and associated metadata) determines how that email is processed.

#### **3.3.1 E-mail Destruction**

SCA staff shall delete transitory e-mail messages and those other e-mail messages that have no administrative, legal, fiscal, or archival requirements for retention as soon as those e-mail messages have served their purposes. Types of e-mail that typically have no retention value and may be destroyed when no longer needed include, but are not limited to:

- a. Transitory administrative records, such as:
  - (i) Miscellaneous notices or memoranda unrelated to the functional responsibility of the agency (e.g., traffic advisories, notices of community affairs, holidays, etc.);
  - (ii) Personal messages and announcements unrelated to official business (though these types of e-mail may contain evidence or historical material, which then should be retained);
  - (iii) Preliminary drafts that do not represent significant basic steps in the preparation of record document(s);
  - (iv) Telephone messages, including voicemail and digital voice messages;
  - (v) E-mails of transmittal that do not add any information to the transmitted materials; and
  - (vi) Announcements of social events, such as retirement parties or celebrations;
- b. Information-only copies or extracts of documents distributed for convenience of reference;
- c. Published reference materials;
- d. General information received from other agencies, commercial firms, or private institutions that requires no action, including catalogs, reports, multi-media presentations, newsletters, and unsolicited information; and
- e. Copies of inter- or intra-agency memoranda, bulletins, or directions of a general information and non-continuing nature.

### **3.3.2 Email Storage**

SCA staff shall index retained e-mail messages in an organized and consistent pattern reflecting the manner in which the records are used and referenced. Messages should be stored in a filing system that is logical and searchable.

The sender is responsible for retaining the primary record copy of e-mail within SCA. The recipient is responsible for retaining e-mails that originate outside of SCA.

## **4. STAFF RESPONSIBILITIES**

### **4.1 Executive Director**

The Executive Director shall maintain and administer this policy, including drafting any updates and changes to these policies and procedures.

### **4.2 Public Records Officer**

The Public Records Officer shall assist SCA staff in retaining, storing, archiving, and disposing of public records in accordance with this policy and applicable federal and state public records laws.

### **4.3 Data Users**

All SCA staff who create data, information, or public records using SCA computers, networks, or systems shall follow this policy and these procedures.

SCA staff shall:

- a. Destroy all records at the end of their retention periods, as specified on the retention schedule;
- b. Protect records essential to SCA operations from damage or loss;
- c. Preserve the integrity and accessibility of public records for the duration of their retention periods; and
- d. Maintain the security of public records made accessible for public inspection and copying according to the provisions of the Public Records Act, Chapter 42.56 RCW.

**SOUND CITIES ASSOCIATION**

## PUBLIC RECORDS POLICY

### 5. AUTHORITY AND PURPOSE

It is the policy of the Sound Cities Association (“SCA”) to release SCA records in compliance with the Washington Public Records Act (“PRA”), Chapter 42.56 RCW, and any other applicable federal or state law.

This policy establishes the procedures SCA will follow in order to provide full access to public records. This policy provides information to persons requesting access to SCA’s public records and establishes request processes for both requestors and SCA staff.

The purposes of this policy are: (1) to describe SCA’s organization and (2) to ensure that SCA complies with the PRA. Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on SCA. SCA reserves the right to apply and interpret this policy within its sole discretion and to revise or change the policy at any time.

This policy shall be available at SCA’s main office and posted on SCA’s website.

### 6. AGENCY DESCRIPTION

The Sound Cities Association is a Washington Nonprofit Corporation with 35 member cities. Cities within King County founded SCA in the 1970s to help them act locally and partner regionally to create vital, livable communities through advocacy, education, leadership, mutual support, and networking.

SCA’s main office is located at 6300 Southcenter Blvd., Suite 206, Tukwila, WA 98188.

### 7. PUBLIC RECORDS OFFICER

The Executive Director of SCA shall designate a Public Records Officer.

The Public Records Officer shall oversee SCA’s compliance with the PRA and this policy. The Public Records Officer may delegate the responsibilities of processing requests to other staff. Accordingly, any reference in this Policy to the “Public Records Officer” means the Public Records Officer or applicable designee.

The Public Records Officer shall provide full assistance to requestors, ensure that public records are protected from damage, disorganization, and improper disclosure, and prevent the fulfillment of any PRA request from causing excessive interference with SCA’s essential functions.

### 8. AVAILABILITY OF PUBLIC RECORDS

Because SCA has limited staff whose duties often require them to be out of the office, SCA does not maintain regular office hours. In order to ensure someone is available to provide assistance to requestors, records will be made available for inspection and/or copying at SCA’s main office by appointment at a mutually convenient time.

Requestors must pay for copies, as provided in this policy and in Chapter 42.56 RCW. Many commonly requested SCA documents are available free of charge on SCA’s website at <http://soundcities.org/>.

SCA does not maintain records for its member cities; it maintains only SCA records. If a requestor seeks the records of an SCA member, that request should be directed to the particular member rather than to SCA.

## 9. MAKING A REQUEST FOR PUBLIC RECORDS

Public Records Act requestors, or those seeking assistance in making a PRA request, are directed to contact:

Public Records Officer  
Sound Cities Association  
6300 Southcenter Blvd. Suite 206  
Tukwila, WA 98188  
Phone: (206) 433-7168  
E-mail: [publicrecordsofficer@soundcities.org](mailto:publicrecordsofficer@soundcities.org)

PRA information is also available at the SCA's website: <http://soundcities.org/>.

SCA directs all persons requesting SCA's public records to make their requests in writing on the SCA's request form to the Public Records Officer. The form is available for use by requestors at the office of the Public Records Officer and on-line at: [www.soundcities.org/](http://www.soundcities.org/). In order to aid timely disclosure, requests should include the following information:

- a. The name and address of the requestor
- b. The date of the request
- c. A detailed description of the public record being requested
- d. Whether the requestor wants copies, or wants to inspect the requested records
- e. If copies are requested, the address where copies should be mailed
- f. A statement regarding whether the records requested are for commercial purposes
- g. The signature of the requestor

The Public Records Officer shall confirm in writing (e-mail allowed) all oral requests made in person or by telephone, indicating receipt of the information and the substance of the request.

## 10. PROCESSING PUBLIC RECORDS REQUESTS

### 10.1 Response to Records Request

Within five business days of receipt of the request, the Public Records Officer shall do one or more of the following:

- a. Notify the requestor in writing that the documents are available;
- b. Send copies to the requestor upon receipt or waiver of copying fees, with a letter acknowledging or closing the request as appropriate;
- c. Send an acknowledgment letter and provide a reasonable estimate of the time necessary for SCA to respond to the request;
- d. If the request is unclear or does not sufficiently identify the requested records, send a letter requesting clarification from the requestor; or,
- e. Send a letter denying the request, including an exemption log if responsive exempt records exist.

SCA reserves the right to direct requestors to the SCA website for commonly requested documents. The Public Records Officer shall assist any requestor who cannot easily access the internet.

## **10.2 Reasons for Additional Time to Respond**

SCA may require additional time to respond to a request based on the need to do any of the following:

- a. Clarify what documents are being sought in the request;
- b. Locate and assemble the information requested;
- c. Use the requested record in SCA's normal course of business;
- d. Notify third persons or agencies affected by the request; or
- e. Determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request.

This list is not exhaustive, and SCA reserves the right to require additional time as permitted by the PRA or other applicable federal or state law.

## **10.3 Unclear Requests**

In acknowledging receipt of a request that is unclear or ambiguous, SCA may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, SCA may deem the request abandoned and need not respond to it.

## **10.4 Notice to Third Parties**

In the event that the requested records contain personal information that identifies an individual or organization or other information that may affect the rights of others, the Public Records Officer may provide notice to those individuals or organizations or such others whose rights may be affected by disclosure. SCA may send this notice to the individual or organization if releasing the personal information could damage the individual or organization, or government operations, or is not in the best interest of the public. The notice to the affected persons shall include a copy of the records request, the date SCA intends to release the record, and how the individual or organization can prevent the record's release. SCA will release such records by the specified date if no one objects or the contacted party does not respond by the specified date. This procedure shall not create any rights to third parties to such notice.

## **10.5 Records Exempt From Disclosure**

Some records are exempt from disclosure, in whole or in part, based on the laws and regulations identified in Appendix A, or under other state or federal law. If SCA believes that a record is exempt from disclosure and should be withheld, the Public Records Officer shall provide an exemption log including the specific exemption and a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

Pursuant to the PRA, SCA reserves the right to seek to enjoin the examination of any specific record if SCA determines that the examination is clearly not in the public interest and will substantially and irreparably damage any person or will substantially and irreparably damage vital governmental functions.

## **10.6 Providing Electronic Records**

When records are requested in an electronic format, the Public Records Officer shall provide the nonexempt records, or portions of the records that are reasonably locatable, in an electronic format that is used by SCA and is generally commercially available, or in a format that is reasonably translatable from the format that

SCA keeps the records. SCA will charge an hourly fee for transferring and translating the format of electronic documents.

#### **10.7 Customized Access to Databases**

With the consent of the requestor, SCA may provide customized access under RCW 43.41A.130 if the record is not reasonably locatable or not reasonably translatable into the format requested. SCA may charge a fee consistent with RCW 43.41A.130 for customized access.

#### **10.8 Inspection of Records**

The requestor must claim or review the assembled records within fifteen (15) days of SCA's notification to the requestor that the records are available for inspection or copying. SCA shall notify the requestor in writing of this requirement and direct the requestor to contact the agency to make arrangements to claim or review the records. If the requestor fails to claim or review the records within the 15-day period or make other arrangements, SCA may consider the request abandoned unless the requestor seeks an additional amount of time to review the records.

SCA shall deny and terminate a requestor's inspection and withdraw the requested records if the Public Records Officer determines that a requestor, when reviewing the records, acts in a manner that will damage or substantially disorganize the records or interfere with other essential SCA functions.

#### **10.9 Protection of Records**

In order to protect SCA's public records from damage or disorganization as required by the PRA, SCA shall use the following procedures and practices:

- a. No public records shall be removed from SCA's main office without the Public Records Officer's permission;
- b. Inspection of any public records shall be conducted in the presence of the Public Records Officer or designated staff;
- c. No public record may be marked, defaced, torn, damaged, destroyed, unreasonably disorganized or removed from its proper location or order by a member of the public;
- d. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by SCA staff; and
- e. Public records may be copied only on SCA copying machines unless other arrangements are made by the Public Records Officer.

#### **10.10 Large Requests - Providing Records in Installments**

When the request is for a large volume of records, the Public Records Officer may elect to provide records on an installment basis. In such cases, the Public Records Officer shall provide a reasonable estimate in the initial response as to when the first installment will be available and when the entire request will be completed. The Public Records Officer shall send additional written notice as installments become ready for inspection or copying. If a requestor does not contact the Public Records Officer within 15 days of any such notification to arrange for the review of the first installment or any subsequent installment, SCA may deem the request abandoned and stop fulfilling the remainder of the request.

#### **10.11 Completion of Inspection**

Once SCA provides all copies of requested records to the requestor, the requestor has reviewed the requested records, or 15 days have passed since a notice of availability was sent to the requestor and the

requestor has failed to contact the Public Records Officer to arrange for the review of those records or for payment for copies, the Public Records Officer shall mail (e-mail allowed) the requestor a “Closing Letter” informing the requestor that SCA has fully responded to the records request. Upon receipt of the Closing Letter, the requestor should immediately inform the Public Records Officer if the requestor does not think SCA has fully complied, or needs additional time to review the records. If the requestor does not respond within ten (10) business days after the Closing Letter was sent, SCA may treat the matter as closed.

**10.12 Later Discovered Documents**

If, after SCA has informed the requestor that it has provided all available records, SCA becomes aware of additional responsive documents existing at the time of the request, it shall promptly inform the requestor of the additional documents and provide them on an expedited basis.

**11. EXEMPTIONS**

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any other statute exempts or prohibits disclosure. Requestors should be aware of PRA exemptions and exemptions outside of the PRA that may restrict or prohibit the SCA’s ability to disclose certain documents. Some of these exemptions are described in Appendix A.

The SCA is prohibited by statute from disclosing lists of individuals for commercial purposes.

**12. COSTS OF PROVIDING COPIES OF PUBLIC RECORDS**

There is no fee for inspecting public records in person at SCA’s main office. For records requests requiring copies of documents, the requestor shall pay the appropriate reproduction and mailing costs listed below. The Public Records Officer may elect to waive these fees.

**12.1 Reproduction Costs**

Black & White Copies (per side)	\$0.15 per page
Color Copies (8½ x 11)	\$0.15 per page
Scanning & PDFs (to supply electronic copies)	\$0.10 per page
Other Electronic Documents	\$36.00 per hour
CD-ROM or DVD	\$1.00 per disc, not inclusive of scanning, PDF, or electronic document transfer fees.
Mailing	Actual cost of postage and mailing materials
Other Media	Actual cost of production

Depending on the size or number of requested copies, document copying may be contracted to another provider, and the actual cost of the copies shall be the responsibility of the requestor.

For larger requests, SCA may require a deposit of up to ten percent of the estimated costs of copying all the records. The Public Records Officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

**12.2 Payment**

Payment may be made by cash, check, or money order to the Sound Cities Association.

### **13. RECORDS PRESERVATION**

SCA shall comply with state and federal laws affecting the maintenance and preservation of public records, including but not limited to the guidelines promulgated by the Secretary of State Division of Archives and Records Management.

### **14. PUBLIC RECORDS INDEX**

SCA finds that it would be unduly burdensome and would interfere with SCA operations to maintain an index of records. SCA will make available for public disclosure all indices which may at a future time be developed for SCA use.

### **15. REVIEW OF PUBLIC RECORDS REQUEST DENIALS**

Any person who objects to the initial denial or partial denial of a records request may petition in writing (e-mail allowed) to the Public Records Officer for a review of that decision. The petition must include a copy of, or reasonably identify, the written statement by the Public Records Officer or designee denying the request.

The Public Records Officer shall promptly provide the petition and any other relevant information to SCA's Executive Director. The Executive Director will immediately consider the petition and either affirm or reverse the denial within two business days following SCA's receipt of the petition, or within such other time as SCA and the requestor mutually agree.

Any person may obtain court review of any SCA records decision pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

### **16. DISCLAIMER OF LIABILITY**

Neither the SCA nor any of its officers, employees, officials, or custodians shall be liable, nor shall cause of action exist, for any loss or damage based upon release of public records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of privacy or the rights to inspect and copy public records as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this policy is intended to impose mandatory duties on the SCA beyond those imposed by state and federal law.

**Appendix A**  
**Exemption and Prohibition Statutes Pertaining to SCA Public Records**

The following statutes are listed in addition to any exemptions in Chapter 42.56 RCW. This list is for informational purposes and is not intended to be exclusive or exhaustive. Public records may be exempt from disclosure under other laws.

**Washington State Statutes**

RCW 5.60.070	Court-ordered mediation records
RCW 19.108.020	Misappropriation of trade secrets
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys
RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 48.62.101	Local government insurance transactions – access to information
RCW 50.13.060	Access to employment security records by local government agencies
RCW 51.28.070	Worker’s compensation records
RCW 51.36.060	Physician information on injured workers

**Federal Statutes**

42 U.S.C. § 405(c)(2)(vii)(I)	Limits on Use and Disclosure of Social Security Numbers.
5 U.S.C. § 552a	Federal Privacy Act



SOUND CITIES ASSOCIATION

PUBLIC RECORDS REQUEST FORM

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of Records Requested:

Please provide as much detail as possible to assist in identifying the records sought. Include subject, titles, acronyms, dates, etc., if known. (Additional pages may be attached)

Empty box for description of records requested with horizontal lines.

\*Some records may be specifically exempt from disclosure. RCW 42.56.070(1)

REQUESTED RECORDS ARE FOR:

\_\_\_ INSPECTION \_\_\_ COPYING \_\_\_ INSPECTION, THEN COPYING OF SELECTED PAGES

\*There is no cost to inspect public records. The charge for photocopies is \$0.15 per page (black & white, 8 1/2 x 11, per side). The charge for other types of copies is SCA's actual cost or as set forth in SCA's Public Records Policy.

I hereby declare under penalty of perjury under the laws of the state of Washington, RCW 42.56.070(9), that should my request contain a list of individuals, the information obtained through this request will not be used for commercial purposes.

Signature of Requestor

Date



## SCA Board and Staff Commitments – Values to Focus on for 2022

- Angela Birney:
  - 2022 focused value: Growth
  - Commitment: Grow engagement with newly elected officials and other SCA members
- Bill Boyce:
  - 2022 focused value: Service
  - Commitment: Be present as a leader, help newer members understand the role and responsibilities of SCA
- Traci Buxton:
  - 2022 focused value: Contribution
  - Commitment: Amplify voices that are not being heard
- Carl Cole:
  - 2022 focused value: Growth
  - Commitment: Learn more about SCA, find out how I can be a resource to the elected officials
- Deanna Dawson:
  - 2022 focused value: Contribution
  - Commitment: Devote at least 4 hours per week to big picture - how the work of SCA matters, how to move the organization forward
- Jim Ferrell:
  - 2022 focused value: Gratitude
  - Commitment: Express gratitude for being on board by being fully present and participatory in meetings
- Kazia Mermel:
  - 2022 focused value: Purpose
  - Commitment: Take time to reflect on how my purpose is aligned with my work
- Jan Molinaro:
  - 2022 focused value: Health
  - Commitment: Set attainable commitment on physical health, get out and do it
- Amy Ockerlander:
  - 2022 focused value: Growth
  - Commitment: Connect with newer elected officials in Snoqualmie Valley, offer mentorship
- Brian Parry:
  - 2022 focused value: Compassion

- Commitment: Recognize the challenges and perspectives of others, provide support to members
- Mary Lou Pauly:
  - 2022 focused value: Service
  - Commitment: Help plan an SCA event with an equity focus, help plan an SCA event with a focus on civility
- De'Sean Quinn:
  - 2022 focused value: Contribution
  - Bring my full self and perspective to the table, share my lived experience, be candid and call out when we need to refocus on outcomes
- Jeff Wagner:
  - 2022 focused value: Hope
  - Commitment: Maintain positive and optimistic outlook, raise over \$100 K revenue
- Wendy Weiker:
  - 2022 focused value: Health
  - Commitment: Address the long term health of SCA by committing to reach out to 15 members and discuss why regionalism and SCA are important
- Hali Willis:
  - 2022 focused value: Fun
  - Commitment: Laugh or make someone laugh in at least one meeting per week
- Leah Willoughby:
  - 2022 focused value: Humor
  - Commitment: Plan three fun staff get togethers for 2022
- James McNeal
  - Focus value: Regional Equity
  - Commitment: Meeting leaders in their cities to better understand their issues and how we are connected. Refocus MELO Find solutions and have discussion on what it means to listen and learn focus on working together.
- Ed Prince
  - Focus value:
  - Commitment: