



FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES MARCH 18, 2026

This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.

CALL TO ORDER - Chair Jolyon Johnson called the meeting to order at 6:03 pm.

Committee Members: Councilmembers Jolyon Johnson, Bryan Holloway and Louis Washington were present.

Mayor James Mayhew was also present.

City Staff:

Dena Burke, City Attorney; Finance Director, Drew Bouta; Interim City Clerk, Robert Thrall and Andrew Jongekryg, IT Support.

AGENDA APPROVAL - The agenda was approved as amended.

It was moved by CM Holloway; seconded by CM Johnson to:

Add an Executive Session to the agenda after Approvals of Warrants/Claims.

PASSED 3-0(Washington, Holloway, Johnson)

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated March 3, 2026, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS – The claims report dated March 23, 2026, was approved to move forward to the March 23, 2026, City Council meeting on the consent agenda.

EXECUTIVE SESSION

Executive Session pursuant to RCW 42.30.110 (1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Committee members along with City Attorney Burke and the Mayor, went into executive session at 6:08 with an anticipated end time of 6:20pm. The Mayor announced the executive session will be extended 5min to 6:25pm. The Mayor announced the executive session will be extended 5min to 6:30pm. The Mayor announced the executive session will be extended 5min to 6:35pm.

Committee members along with City Attorney Burke and the Mayor, returned from executive session at 6:35pm.

DISCUSSION

2. Flood Event Update – There were no updates from staff.
3. Presentation on Ordinance Amending the Definition of “Sales at Retail” and “Sales at Wholesale” in the City’s B&O Tax Code – Director Bouta led the discussion. He presented the workings of the B&O Tax Code. Councilmembers joined the discussion to ask questions. The Mayor joined the discussion to provide insight to Councilmembers. This Item will be brought as an Agenda Bill at the next Finance and Administration Committee meeting.
4. Council Vacancy Timeline – The Mayor went over the timeline with Councilmembers and compared the current Council Vacancy Timeline to one from the City of Issaquah. Councilmembers joined the discussion to ask questions and make decisions on the timeline. The Council Vacancy Timeline was changed to now have the following events take place on April 27: City Council will conduct oral interviews of candidates, conduct the nominations/voting, and swearing in of new councilmember.
5. Legal Department Workload & Outside Counsel Overview – City Attorney Burke went over the City’s legal department and Outside Counsel used currently by the City. The Mayor joined the discussion to provide clarification. Councilmembers joined the discussion. Approved to move to the City Council meeting on April 13, 2026.
6. Jupiter Power BESS Project discussion – CM Johnson led the discussion. Councilmembers joined the discussion.

CITY COUNCIL AGENDA REVIEW

7. The March 23, 2026, City Council agenda was approved as amended.

ADJOURNMENT

The meeting was adjourned at 7:59 pm.

Minutes prepared by Robert Thrall, Interim City Clerk.

Recorded meeting audio is available on the city website after the meeting.

Minutes approved at the _____, 2026, Finance & Administration Committee Meeting.