



SOUND CITIES ASSOCIATION

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SCA Board of Directors DRAFT Minutes

December 19, 2018 10:00 AM
Tukwila City Hall – Hazelnut Room
6200 Southcenter Blvd, Tukwila

1) Call to Order

President Amy Walen called the meeting to order at 10:03 AM. Present were members Amy Walen, Leanne Guier, Dana Ralph, Catherine Stanford, David Baker, Bruce Bassett, Nancy Backus, Ed Prince, Jim Ferrell, Amy Ockerlander, Debbie Tarry and staff Deanna Dawson and Caitlin Magee. Members absent were Hank Margeson and Jeff Wagner.

2) Public Comment

President Walen asked if any member of the public had comment. Hearing none this portion of the agenda as closed.

3) Consent Agenda

Bruce Bassett, Mercer Island, moved, seconded by Ed Prince, Renton, to approve the consent agenda consisting of Minutes of the October 17, 2018 meeting and September – November 2018 Financial Reports. There was no discussion. The motion passed unanimously.

4) President's Report

President Walen stated that it has been a privilege to serve as the President of SCA and hopes that the board continues to work on diversity, inclusion, and equity. President Walen thanked her fellow board members and Executive Director Dawson and Administrative Services Manager Caitlin Magee.

5) Executive Director's Report

Director Dawson gave a report. Director Dawson thanked President Walen for her service as President of SCA. Dawson reported that Administrative Services Manager Caitlin Magee will be leaving her employment with SCA. Dawson will begin the process to fill the Administrative Services Manager role.

Dawson reported that there will be two new board members in 2019. Kirkland Mayor Amy Walen will be leaving her position and City Manager member Debbie Tarry has filled the two-year term limit. Snoqualmie City Manager Bob Larson will be the new City Manager SCA Board member. Auburn Mayor Nancy Backus and Covington Mayor Jeff Wagner were both re-elected from the south caucus. Mercer Island Councilmember Bruce Bassett was reelected to and new board member Bothell Councilmember Davina Duerr was elected from the north caucus.

Director Dawson asked for feedback on holding the caucus meetings and board elections prior to the PIC meeting rather than as a separate meeting. Board members felt that process worked as there was excellent attendance.

Dawson reported on the Governing for Regional Equity & Inclusion conference on Advancing Racial Equity held on Friday, December 14, 2018. SCA was a conference sponsor. Dawson said that it was a good conference and there were over 400 attendees, about 25 of which were elected officials. There was a special breakout session with the elected officials on leading with racial equity, which SCA sponsored and Dawson facilitated. Director Dawson reported that she will meet with the MELO group to discuss how SCA can support their work. Dawson will bring those ideas to the board at the retreat in February. Dawson reported that there was discussion about diversity on boards and committees. Director Dawson reported on the diversity/demographics of city elected officials in King County, and SCA appointees. Dawson noted that SCA is intentional about having diversity on boards and committees and being welcoming and inclusive.

Dawson gave an update on new regional associate members and sponsors. The American Federation of Teachers has joined as a member. Dawson is in discussion with other entities about joining, including joining as Partners.

Dawson reported that there have been meetings with King County Councilmembers Rod Dembowski, Dave Upthegrove, and Claudia Balducci. Dawson has had recent meetings with representatives from the Seattle Metropolitan Chamber of Commerce. Dawson has also met with the Economic Alliance Snohomish County, specifically to discuss how we can work together on transportation issues.

Dawson reported that the Governor's budget has been released. SCA has retained staff from Gordon Thomas Honeywell to track the legislative session and they will be providing a report to Dawson later today.

Dawson reported that she recently met with Deborah Jacobs, Director of the Office of Law Enforcement Oversight. Dawson reported that she is going to be meeting with King County Prosecuting Attorney Dan Satterberg and Renton Mayor Denis Law on January 11th. Dawson asked board members for feedback on their experiences and concerns about public safety issues in their cities.

Dawson reported that the consultants working on the homelessness issue have released a report and first set of recommendations. Dawson reported that King County and Seattle are doing a media roundtable on the issue and there was much discussion about SCA participating however it conflicted with the board meeting. SCA provided a quote given by Renton Council President/SCA Board member Ed Prince. SCA is working to negotiate additional SCA representation and the details of who makes up this board.

Dawson noted that the annual orientation for appointees to regional boards and committees will be held on Wednesday, February 6, 2019 at SeaTac City Hall. This orientation consists of outside speakers coming to speak on regional issues, training on roles and responsibilities and hearing from SCA board members. Dawson reported that speakers will consist of the new County Council President, Executive Director Josh Brown from Puget Sound Regional Council, Director of the King County Department of Community and Human Services Leo Flor, and General Manager from King County Metro Transit Rob Gannon. Catherine Stanford, Dana Ralph, Nancy Backus, Leanne Guier and Ed Prince volunteered to attend the orientation.

6) Treasurer's Report

Treasurer Dana Ralph gave a report. Ralph stated that the 2019 SCA budget was passed unanimously at the annual meeting. Ralph reported that expenses are under budget and there has been unanticipated revenue for the year. The Finance Committee will be reviewing the reserve structure at their next meeting. The Finance Committee reviewed the agreement for services with the new bookkeeper. Director Dawson stated that reporting to the Department of Retirement Systems has been made part of the agreement.

Director Dawson stated that three of the members of the Finance Committee are interested in continuing to serve on the committee. Leanne Guier will be serving as Board President and Debbie Tarry will no longer be the City Manager board member. Dawson noted that the new City Manager board member Bob Larson will be asked to sit on the Finance Committee. Dana Ralph, Nancy Backus and Hank Margeson will be returning to serve on the Finance Committee. Dawson asked if any other board members were interested in serving on the Finance Committee. Catherine Stanford and Bruce Bassett both volunteered to serve on the Finance Committee.

The regularly scheduled meetings of the Finance Committee will take place on the Monday prior to the Board of Directors meetings from 1:00 PM – 3:00 PM.

Treasurer Ralph presented the 2019-2020 SCA lease with Tukwila to the Board for review. She noted that the new proposed lease with the City of Tukwila rolls the IT expense into the lease. Dawson noted that the rate increase is consistent with the prior lease but that there is an additional increase due to a newly imposed tax that Tukwila inadvertently failed to charge previously.

Leanne Guier, Pacific, moved, seconded by Catherine Stanford, Lake Forest Park, to approve the lease with the City of Tukwila. There was no further discussion. The motion passed unanimously.

Director Dawson noted that 2019 city member assessments were approved and staff will be sending invoices.

Dawson reported that the new Washington State Paid Family and Medical Leave law was discussed at the Executive Committee meeting. Small employers are exempt from contributing the employer portion but all employees are required to contribute. Dawson reported that employers have the option to cover the cost of the employee portion. The Executive Committee discussed and decided that it would be appropriate to recommend to the Board that SCA cover the cost of employee contributions for the first year and then re-evaluate next year during the budget process. Board members discussed how their cities are handling. They agreed to review in a year, when it was more clear how cities handled this with their employees.

Catherine Stanford, Lake Forest Park, moved, seconded by Amy Ockerlander, Duvall, to have SCA pay the employee portion of the Washington Paid Family and Medical Leave contribution for 2019 only. There was no further discussion. The motion passed unanimously.

Treasurer Ralph noted that SCA is on strong financial footing to start the new year.

7) PIC Chair's Report

PIC Chair Ed Prince, Renton, gave a report on the PIC meeting held on Wednesday, December 12, 2018. Prince reported that there was final review of the affordable housing plan.

Ed Prince, Renton, moved, seconded by Leanne Guier, Pacific, to adopt the policy position that the Sound Cities Association (SCA) supports the Regional Affordable Housing Task Force Five-Year Action Plan and recommends approval by the King County Council; Given the differing housing challenges

across the region SCA supports the approach taken by the Task Force to recommend a menu of options for cities to address their areas of greatest need; and, SCA is committed to partnering regionally through the proposed new committee of the Growth Management Planning Council to promote affordable housing preservation and production. There was no discussion. The motion passed unanimously.

Prince reported that the PIC voted to recommend appointments to regional boards and committees for 2019. Director Dawson noted that there has been an edit to the recommended appointments that were approved by PIC. Renton Councilmember Ryan McIrvine withdrew his name from the King Conservation District so there is now a vacancy on that committee. The PIC discussed extensively the consideration for exceptional circumstances allowed in the board policies for the appointment of Redmond Councilmember Hank Margeson to continue serving on PSRC Growth Management Policy Board and Tukwila Councilmember Verna Seal on the King County LEOFF 1 Disability and Retirement Board, and found that exceptional circumstances existed. Dawson noted that Algona Mayor Dave Hill requested to be moved back from serving as a full member on boards and committees.

Ed Prince, Renton, moved, seconded by Amy Ockerlander, Duvall, to approve the 2019 Regional Board and Committee appointments as recommended. There was no discussion. The motion passed unanimously.

President Walen thanked the Nominating Committee. The Board requested that staff send a call for nominations for the vacant King Conservation District position.

Director Dawson referenced the list in the meeting packet of issues that PIC identified as areas of focus for 2019.

8) Staff Committee Appointments

Dawson reviewed staff committee appointments. The Nominating Committee and PIC do not review these applications and they go directly to the Board for consideration and appointment. The Board reviewed and discussed applications for regional staff committees.

Bruce Bassett, Mercer Island, moved, seconded by Dana Ralph, Kent, to appoint Rob Beem of Shoreline, Brooke Buckingham of Redmond, and Merina Hansen of Kent to the All Home Funder Alignment Committee. There was no discussion. The motion passed unanimously.

Amy Ockerlander, Duvall, moved, seconded by Nancy Backus, Auburn, to appoint Hayley Bonsteel of Kent, Jae Hill of Redmond, Jack Pace of Tukwila, and Mark Hofman of Snoqualmie to the Growth Management Planning Council Interjurisdictional Team (IJT). There was no discussion. The motion passed unanimously.

Nancy Backus, Auburn, moved, seconded by Ed Prince, Renton, to appoint Dan Hansen of Kent, Jim Morgan of Pacific, Stephen Padua of Issaquah, Kimberly Scrivner of Kirkland, and James Webb of Kirkland to the PSRC Bicycle and Pedestrian Advisory Committee. There was no discussion. The motion passed unanimously.

Director Dawson noted that the PSRC Regional Project Evaluation Committee (RPEC) is the only staff committee that specifically calls out term limits. SCA Board policies allow exceptions to be made when a super majority of the board members present find that it is in the best interest of SCA to reappoint someone beyond their term limit. Dawson reported that Don Cairns of Redmond has served as a member on RPEC for 11 years and is the Chair of this committee. There are exactly as many applicants as there are

seats to be filled. Three of the current members are term limited. The board discussed having Don Cairn stay serving as a member as he is also Chair of the committee, and moving the other two term limited members to alternate roles.

David Baker, Kenmore, moved, seconded by Dana Ralph, Kent to appoint Don Cairns of Redmond, Chad Bieren of Kent, Nytasha Walters of Shoreline, Ingrid Gaub of Auburn, and Jim Seitz of Renton to member seats; Dan Marcinko of Snoqualmie, Maiya Andrews of Burien, Larissa Grundell of Duvall, Joel Pfundt of Kirkland, and Kurt Seemann of Issaquah to alternate seats on the PSRC Regional Project Evaluation Committee. There was no further discussion. The motion passed unanimously.

Amy Ockerlander, Duvall, moved, seconded by Ed Prince, Renton, to appoint Armaghan Baghoori or Kirkland, Mary Joe de Beck of Issaquah, April Delchamps of Kent, Cecile Malik of Auburn, and Katie Wendel of Tukwila to the PSRC Transportation Demand Management Advisory Committee. There was no discussion. The motion passed unanimously.

Director Dawson reported that there were no applications received for the South Central Action Area Caucus Group seat. Dawson noted that this is a poorly understood committee and SCA Policy Director Brian Parry will be reviewing the committee.

Director Dawson noted that there are three different sub-committees for the Veterans, Seniors and Human Services Advisory board appointments. A certain percentage of the people serving on the Seniors sub-committee have to be seniors, people on the Vulnerable Populations sub-committee have to have experience working with vulnerable populations, and those serving on the Veterans sub-committee have to be veterans or experience working with veterans. Director Dawson spoke with former Auburn Mayor and SCA Member Emeritus Pete Lewis if he would be interested in serving as SCA representative on the veterans sub-committee.

Nancy Backus, Auburn, moved, seconded by Leanne Guier, Pacific, to appoint SCA Member Emeritus Pete Lewis to the Veterans sub-committee. There was no discussion. The motion passed unanimously.

Ed Price, Renton, moved, seconded by Amy Ockerlander, Duvall, to appoint Lori Guilfoyle of Kent to the Seniors sub-committee. There was no discussion. The motion passed unanimously.

Mayor Leanne Guier, Pacific, noted that there was an applicant from Pacific for the Vulnerable Populations sub-committee not listed and spoke to his qualifications.

Bruce Bassett, Mercer Island, moved, seconded by Catherine Stanford, Lake Forest Park, to appoint Cindy Goodwin of Mercer Island to the Vulnerable Populations sub-committee. There was no further discussion. The motion passed unanimously.

9) SCA Board Nominating Committee Report – 2019 SCA Officers

Mayor Baker gave a report on the Board Nominating Committee meeting. The Committee recommends the following slate of officers for 2019:

- Pacific Mayor Leanne Guier for office of President
- Kent Mayor Dana Ralph for office of Vice President
- Redmond Councilmember Hank Margeson for Treasurer
- Lake Forest Park Deputy Mayor Catherine Stanford for Member at Large of the Executive Committee

Director Dawson noted that the election for SCA board officers will take place in January. Kirkland Mayor and current President Amy Walen will be stepping down from the SCA Board of Directors as she was elected to the House of Representatives. Kenmore Mayor David Baker will continue to serve as Past President.

10) City Manager's Report

Debbie Tarry, Shoreline, reported the last City Manager/City Administrator meeting had a panel that discussed recent ballot measures. Cities that did not have success, including Mercer Island and Covington, spoke about their challenges with voters. Mayor Walen spoke about Kirkland's ballot measure on public safety putting officers in public schools and elements related to gun safety. Debbie Tarry said that Bothell passed two ballot measures related to enhances between fire and police staffing and a capital measure for a fire station. Debbie Tarry said that Shoreline had a sales tax on a 20-year measure for their sidewalk program that will enhance new sidewalks and fund sidewalk repair. There was also an update given by Association of Washington Cities Executive Director Peter King on the upcoming legislative session.

11) Discussion Items

a. 2019 SCA Board Retreat

Director Dawson noted that the 2019 SCA Board retreat will be Friday, February 15th, 2019. The likely location will be Maplewood Golf Course in Renton, with a dinner following. Vice President Leanne Guier and Director Dawson have been discussing themes for the retreat and how SCA can be more welcoming and diverse. Dawson noted that there is going to be a lot of turnover next year in elected officials and it is important to do groundwork to make new members feel welcome. Dawson reported that another topic discussed was dealing with a toxic political culture and how to work through it. Dawson noted that there has been feedback from members that being part of SCA makes them feel supported and a part of something bigger. Councilmember Bruce Bassett, Mercer Island, talked about how cities can make social media platforms work and how they are intended to work for cities and elected officials, specifically addressing issues and concerns with Nextdoor. Dawson asked for board members to continue providing feedback and ideas. Dawson wants to ensure that SCA continues to be a place with trust and civility among members. The board felt that these were good starting points for discussion at the retreat.

b. 2019 Board Meeting Dates

Director Dawson noted that 2019 meeting schedule was included in the packet. All scheduled meeting dates follow the regular schedule of the third Wednesday of each month, with the exception of the meeting in February being held in conjunction with the retreat. Dawson mentioned that there will not be a PIC meeting in February due to a scheduling conflict with the Association of Washington Cities' City Action Days. Dawson asked Board members for feedback on any major conflicts with the proposed meeting dates. The resolution setting 2019 meeting dates will be presented at the meeting in January. Staff will check with Tukwila City Hall and Renton City Hall on meeting space availability.

Mayor Jim Ferrell left the meeting at 11:25 AM.

c. 2019 events

Director Dawson reported on upcoming SCA events.

- i) The first Networking Dinner of the year will be held on Wednesday, January 30, 2019 from 5:30 PM – 8:00 PM at the Renton Pavilion Event Center with guest speaker King County Executive Dow Constantine. Dawson noted that is working with Seattle Building Trades to confirm that they are sponsoring this event.
- ii) The 2019 Appointee Orientation will be held on Wednesday, February 6, 2019 at SeaTac City Hall. Speakers for this even were discussed earlier in the meeting.
- iii) The Partner Forums have been a great way to recruit new partner level members. Dawson has been working on planning events with the Master Builders Association of King and Snohomish Counties on affordable housing, as well as an event with the Seattle Building Trades. Dawson has spoken with Cedar Grove joining as a partner level member and hosting an event on composting products and how cities do business and can reuse things within your own community. Dawson will be balancing the timing of events between Partner Forums and Networking Events.

d. Parks Levy

Director Dawson noted that there were four volunteers to serve on a committee to work with King County on the Parks Levy. Dawson asked board members to provide any feedback that they want addressed in the meeting with King County Councilmembers on the Parks Levy. Catherine Stanford, Lake Forest Park, said that as the levy increases it prevents cities from being able to go out for their own levies. Dana Ralph, Kent, said that Kent is dealing with a large annexation where the city took over parks that need a lot of attention. Dawson noted that SCA is working with King County Councilmembers on how to make the Parks Levy work for both the county and cities.

e. 2020 Census – Regional Complete Count Committee

Director Dawson reported that there has not been any progress on this committee. SCA has requested to have two seats on this committee and has not yet heard back. Dawson will continue to work on appointing to this committee.

f. Homelessness

Director Dawson noted that she will keep the board apprised of efforts on homelessness. Mayor Nancy Backus, Auburn, stated that there will be a request to look at a complete restructure of All Home.

g. King Conservation District

Director Dawson informed that board that the King Conservation District (KCD) may be looking for a rate increase in 2019. SCA will keep members apprised of discussions on this.

h. 2018 Accomplishments

Director Dawson noted that the 2018 accomplishments were acknowledged at the Annual Meeting. President Walen said the board has been more proactive and doing outreach. SCA has shown leadership on policy, specifically in the area of homelessness. President Walen also noted that the meetings with King County Councilmembers have been positive. President Walen also said that the Women’s Leadership Groups are more popular than before and encouraged Director Dawson to continue that work. President Walen noted that the Partner Forums have shown our sponsors more value in being part of the organization. President Walen recognized the strong work SCA has done for governing for racial equity. President Walen said that she is proud of the work that has been done in

the last year. Deputy Mayor Catherine Stanford, Lake Forest Park, added that SCA has been successful in its goal of participating in the process and not rubberstamping everything. President Walen complimented Director Dawson on her role with SCA.

12) For the good of the order

President Walen asked if anyone had anything to add for the good of the order.

Nancy Backus noted that at the Greater Seattle Partners meeting earlier this week they were reviewing outstanding dues owed for 2018. There are still three SCA cities that have not submitted payment.

13) Adjourn

President Walen adjourned the meeting at 11:58 AM.