



SOUND CITIES ASSOCIATION

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SCA Board of Directors

Meeting Minutes

February 19, 2020

Tukwila Community Center, Executive Conference Room

10 AM – Noon

1) Call to order

SCA President Dana Ralph called the meeting to order at 10:04 AM. Present were members Ed Prince, Jeff Wagner, Amy Ockerlander, Nancy Backus, Jan Molinaro, Angela Birney, James McNeal, Wendy Weiker, Laura Philpot, and SCA staff Deanna Dawson and Leah Willoughby. Absent were members Leanne Guier and Christie Malchow. Member Mary Lou Pauly joined the meeting at 10:26 AM during item 6.

2) Public Comment

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

3) Consent Agenda

McNeal Moved, Seconded by Wagner to approve the consent agenda consisting of the minutes of the January 15, 2020 SCA Board of Directors Meeting ([Link Attachment 1](#)), Minutes of the January 31, 2020 SCA Board Retreat ([Link Attachment 2](#)), and the January 2020 Financial Report ([Link Attachment 3](#)). The motion passed unanimously.

4) President's Report

President Ralph reported on the current legislative session and asked members to stay engaged. Ralph encouraged members to use SCA as a resource and to bring forward issues affecting their cities, as these same issues may also be likely impacting other cities.

5) Executive Director's Report

Dawson summarized the creation of the board position and the roles and responsibilities of the Secretary, as part of updates to the bylaws in 2019. Ockerlander will serve as Secretary, as appointed at the January Board of Directors meeting. Dawson reported on the RISE presentation scheduled for the February 19, 2020 Networking Event, presented on the census process by City of Tukwila Staff. Dawson summarized work with Communities of Opportunity. Dawson noted SCA may host a workshop on Communities of Opportunities in 2020. Dawson reported on high attendance at February PIC, and positive engagement by members. Dawson updated members on discussions at South End Mayors meeting, and a road challenge in Milton. Members agreed to pass on resources and information that may be helpful.

New nametags for board members and Board Contact Sheet were distributed to members.

6) 2020 SCA Retreat Debrief

- a. **Intentional Leadership in 2020**
Dawson debriefed on the Board Retreat, held on January 31st, 2019. A summary created by Andrew Ballard, as well as a higher-level summary created by Dawson, were provided to the group as a handout. Dawson asked for any general feedback—what worked and what didn't work, and anything group would like to see next time. Birney suggested more moving around, rather than as much sitting. Backus echoed more movement, and added sitting next to new people throughout. Group agreed that “fidget buckets” provided by Backus were a good addition to bring back. Ockerlander found the retreat as a whole motivational; Weiker appreciated the comradery.
- b. **Policy Priorities**
Top policy priorities were discussed. They were:
1. Transportation
 2. Funding for cities/budgetary challenges/infrastructure needs
 3. Homelessness
 4. Diversity, Equity, and inclusion
- Group agreed that these points accurately reflect top priorities.
- c. **Guiding Principles**
Dawson summarized guiding principles created as a group at the retreat and asked for any feedback.
- 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
 - Extend grace to others – cut them some slack
 - Remain open-minded
 - Respect differing views
- Prince commented that principals resonate with people outside of the board, and suggested they be shared. Group agreed that the guiding principles may be shared. Ralph thanked members for their hard work on developing the guiding principles and highlighted the item, “have each other's back.” Group discussed importance of members being able to call on other members.
- d. **Member Commitments**
Dawson summarized member commitments that were developed at the retreat, and asked that members give additional thought to their commitments, and develop as needed, to insure they are reflective of intent. Members each reflected on progress and developments with their respective commitments, and agreed to check in again at the next meeting.
- e. **Leadership Traits**
Notes on Leadership Traits, provided by Pauly as notes from the retreat, were provided as a handout.
- f. **General Feedback**
The Board agreed that the retreat was valuable and productive.

7) Treasurer's Report

- a. Update on Sponsorships

Jeff Wagner, Treasurer, reported on Sponsorships, currently ahead of budget. ([Link Attachment 4](#))

b. Update on City Dues

Dawson provided updates since last meeting Member City Dues invoiced and paid. ([Link Attachment 5](#))

c. IRS Update

Dawson reviewed for the group the IRS penalty fee issue, as discussed in previous meetings, and updated that the accounting firm has agreed to pay for half the fee. A check for this amount has been received.

d. Other Updates

Dawson updated group on the schedule for 2020 Finance Committee Meetings. Committee will meet after board meetings; financial reports will be provided to full board on a one-month lag. Format of the consent agenda will include the balance sheet and the Profit & Loss Statement. The March meeting will not have a report due to the lag.

8) PIC Chair's Report

a. February 12, 2020 Meeting [Meeting Materials](#)

As PIC Chair Malchow was not present, Dawson recapped the February PIC meeting. There were 32 cities present at the table, and approximately fifty people in attendance for the Pre-PIC workshop. Feedback from attendees of the Pre-PIC was that the presentation was positive and informative.

i. Regional Board and Committee Appointments

Wagner moved, seconded by Backus to approve the appointment of the following committee members: Robyn Mulenga (Auburn) Children and Youth Advisory Board (CYAB), member; Mary Lou Pauly (Issaquah) PSRC Executive Board, second alternate; Kevin Schilling (Burien) Flood Control District Advisory Board, alternate. The motion passed unanimously.

ii. 2020 Legislative Session

AWC gave an update on legislative session to PIC. Dawson reported that representatives of sixteen cities spoke on concerns around HB2907. Dawson updated members on negotiations on the bill. Questions posed to the Executive's Office have not yet been answered. Dawson and Ralph asked that members share with the board what they are hearing from their cities, and encouraged communicating feedback to legislators.

iii. Regional Transit Policy and Plan Updates

Dawson shared developments with the potential King County transit levy. Members agreed that more transit is needed in region, want to see more information on specifics to be included in a proposed levy.

9) Events Committee Report

a. Appointment of Member to Events Committee

Backus moved, seconded by Pauly to appoint Jeff Wagner to the Events Committee. The motion passed unanimously.

b. Ralph summarized agenda for the February 19, 2020 Networking Event and encouraged members to attend.

- c. Dawson debriefed recent orientations, including Pre PIC workshop, New Electeds Orientation, and Committee Appointee Orientation; asked for feedback. Group agreed that the orientations and trainings were well-attended and valuable.
- d. Dawson and Ralph asked members to consider nominations for RISE presentations for the March 18, 2020 Event.
- e. Dawson shared current planning for a Partner Forum with Cedar Grove. Staff is continuing to work on details and will report back to the board as plans are finalized.
- g. Dawson shared upcoming education/training, including June workshop with Jurassic Parliament, possible training with Foster Garvey. Pauly suggested implicit bias training as possible future training topic.

10) Leadership Advisory Council Report

Backus summarized the role of the newly-formed Leadership Advisory Council, and briefly summarized agenda of the first meeting, noting that it was a very informative meeting.

11) City Administrator's Report

Philpot, City Manager Representative, reported on February 5, 2020 City Managers and Administrators Meeting, noting that format of the meetings was discussed, and Board Retreat was summarized. Attendees were briefed on SCA updates, and were encouraged to engage in SCA activities. ([Link Attachment 6](#))

12) Discussion Items

Dawson reviewed discussion items:

- a. King County Regional Homelessness Authority
Dawson reported a meeting with all SCA cities to be held on March 2, 2020 to discuss King County Regional Homelessness Authority. Invitation for the meeting has been distributed by email. Group agreed that attendees to the meeting should bring top issues, as there will be many people and a short time frame. Group discussed and agreed on the importance of sub-regional approach.
- b. King County Filing and Disposition Standards
Dawson reported that a meeting to discuss King County Filing and Disposition Standards with King County Prosecutor Dan Satterberg will take place on Monday, February 24, 2020; to be attended by Dawson, Jim Ferrell (Federal Way) and a group of South End mayors who have held previous meetings regarding charging standards. Any other mayors are also invited to join the February 24th meeting. The Board was supportive of SCA's continued participation in this effort.
- c. I-976
Dawson summarized developments with I-976 since the last meeting. Next action will be bill going to supreme court. Group will continue to keep the issue on radar.
- d. Sexual Assault Awareness Month
Group discussed Sexual Assault Awareness Month (April) and all members agreed to sign a letter as a board encouraging members to participate. Dawson will report back to Mary Ellen Stone, Executive Director, King County Sexual Assault Resource Center. Members were also encouraged to sign resolutions with respective cities.

- e. **County Biennial Budget**
After discussion, group agreed that the Finance Committee would review the King County Biennial Budget, and will report back to the full board.
- f. **Board and PIC Policy Updates**
Ed Prince, Mary Lou Pauly, and Wendy Weiker volunteered to serve on the Bylaws and Board Policies Committee. Bylaws were updated in 2019; Board Policies and PIC Policies may be updated in 2020.

13) For the Good of the Order

Birney reported to group on Zero Waste Resources Innovation Tour, which provides education on solid waste and clean water plans; encouraged members to attend. There were no further items for the good of the order.

14) Adjournment

Meeting was adjourned at 12:03 PM

Upcoming Events/Meetings:

- a. *SCA Networking Event – Wednesday, February 19, 2020 5:30 – 8:00 PM –Renton Pavilion Event Center*
- b. *SCA Member Briefing - Regional Homelessness Authority – Monday, March 2, 2020 11:30 AM – 12:30 PM – Tukwila Community Center*
- c. *SCA Board Meeting – Wednesday, March 18, 2020 10:00 AM - 12:00 PM – Tukwila Community Center (Changed to Telephonic Meeting)*
- d. **RESCHEDULED** - *SCA Networking Event – Wednesday, March 18, 2020 5:30 – 8:00 PM –Renton Pavilion Event Center*