



## SCA Board of Directors

### AGENDA

May 20, 2020

10 AM - Noon

Public Notice: Pursuant to Governor Inslee’s Stay Home, Stay Healthy Proclamation, and in an effort to curtail the spread of COVID-19, the SCA Board of Directors meeting will be conducted remotely.

**Members of the public may view or listen to the meeting using the following methods:**

**From computer, tablet, or smartphone:** <https://us02web.zoom.us/j/85487909641>

**To dial in:** 253-215-8782 or 669-900-6833 **Meeting ID:** 854-8790-9641

- 1) **Call to Order** – President Dana Ralph 2 minutes
- 2) **Public Comment** 10 minutes
- 3) **Consent Agenda** 3 minutes
  - a. Minutes of the April 15, 2020 SCA Board of Directors Meeting [Attachment 1](#)
  - b. March 2020 Financial Reports [Attachments 2-3](#)

***Recommended Action:** Approval of the consent agenda, consisting of the minutes of the April 15, 2020 SCA Board of Directors meeting, and the March 2020 Financial Reports*

- 4) **President’s Report** – President Dana Ralph 10 minutes
- 5) **Executive Director’s Report** – Deanna Dawson, Executive Director 10 minutes
- 6) **Treasurer’s Report** – Treasurer Jeff Wagner, SCA ED Dawson 10 minutes
  - a. April 28, 2020 Finance Committee Meeting [Meeting Materials](#)
  - b. Update on Sponsorships [Attachment 4](#)
  - c. Update on Audit Discussions
  - d. Briefing on County Biennial Budget, Dwight Dively, KC Budget Director
  - e. Other Updates

- 7) **Staff Committee Appointments** 5 minutes
  - a. Appointment to Puget Sound Regional Council (PSRC) Regional Staff Committee [Attachment 5](#)

***Recommended Action:** Appointment of one member and one alternate to the PSRC Regional Staff Committee*

- 8) **PIC Chair’s Report** – Deputy Mayor Christie Malchow, PIC Chair 30 minutes
  - a. May 13, 2020 Meeting [Meeting Materials](#)
    - i) Proposed King County Rates and Fees
    - ii) COVID-19 Legislative Priorities

- iii) Proclamation of Commitment to an Inclusive Community that Rejects Stigma and Bias Related to COVID-19 [Attachment 6](#)  
*Potential Action: Adoption of Proclamation of Commitment to an Inclusive Community that Rejects Stigma and Bias Related to COVID-19*
- iv) King County Regional Homelessness Authority  
*Discussion and Potential Action Regarding: SCA Appointing Authority to Regional Homelessness Authority Implementation Board*
- v) COVID-19 Impacts and Response
- vi) Levies and Ballot Measures in King County
- vii) Potential Upcoming Issues

**9) Leadership Advisory Council Report – Nancy Backus** 5 minutes

**10) City Administrator’s Report – Laura Philpot** 5 minutes

**11) Discussion Items** 25 minutes

- a. County Council COVID-19 Emergency Omnibus
- b. Federal COVID-19 Relief
- c. Emergency Management Zone Coordinators
- d. SCA Staffing Update
- e. Potential Future Events
- f. OPMA and Future Meetings
- g. Update on Discussions re King County Filing and Disposition Standards
- d. 2020 SCA Retreat
  - i) Intentional Leadership in 2020
  - ii) Policy Priorities
    - Transportation
    - Budget Challenges/Infrastructure Needs
    - Homelessness
    - Diversity/Equity/Inclusion
  - iii) 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
    - Extend grace to others – cut them some slack
    - Remain open-minded
    - Respect differing views
  - iv) Member Commitments
- e. 2020 Accomplishments

**12) For the good of the order** 5 minutes

**13) Adjourn**

## ***Upcoming Events/Meetings***

- a. SCA Public Issues Committee Meeting — June 10, 2020 7:00 PM – 9:00 PM — Virtual/Telephonic*
- b. SCA Board Meeting — June 17, 2020 10:00 AM - 12:00 PM — Virtual/Telephonic*

# **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.



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

**SCA Board of Directors**

***DRAFT Meeting Minutes***

April 15, 2020

10 AM - Noon

**Meeting held online/telephonically ONLY due to COVID-19 Emergency**

**Meeting held virtually via gotomeeting.com with a phone in option**

**1) Call to order**

SCA President Dana Ralph called the meeting to order at 10:00 AM. Present via gotomeeting.com/phone were members Leanne Guier, Laura Philpot, James McNeal, Jeff Wagner, Ed Prince, Jan Molinaro, Angela Birney, Amy Ockerlander, Wendy Weiker, Christie Malchow, Mary Lou Pauly and SCA staff Deanna Dawson and Leah Willoughby. Absent was Nancy Backus. President Ralph noted that the meeting was being held virtually due to the COVID-19 emergency.

**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**

**Wagner moved, Seconded by Prince to approve the consent agenda consisting of the minutes of the March 18, 2020 SCA Board of Directors Meeting. ([Link Attachment 1](#)) The motion passed unanimously**

**4) President's Report**

President Ralph gave an update on SCA's efforts in response to the COVID-19 emergency, and thanked staff and members for ongoing response and hard work.

**5) Executive Director's Report**

Executive Director Deanna Dawson updated the group on a recent meeting with King County Executive Dow Constantine, which included discussion regarding money from CARES Act. Conversations will continue, and staff will continue to update members. Dawson also noted that she had been asked to serve on the COVID-19 Pandemic Advisory Committee, and updated members on discussions in that group.

Dawson discussed possible change with COVID-19 SCA email updates to at an every-other-day format, and asked group for any feedback. Members were supportive of this proposal. Dawson asked members to send weekly city updates for the updates when possible, so that information may be shared out efficiently and timely.

**6) Treasurer's Report – Treasurer Jeff Wagner, SCA ED Dawson**

- a. Treasurer Wagner reviewed the February 2020 Balance Sheet and Profit & Loss report. Income is down slightly from budget, due to some sponsorship dues not yet paid, and effect of dinner cancelations due to the public health crisis. Deanna noted that finance committee did not meet in March.

**Wagner moved, seconded by Malchow to approve the February 2020 financial reports as posted. The motion passed unanimously.**

- b. Update on Sponsorships  
Wagner reported that as of April 3, \$41,500 in sponsorships had been paid. Dawson noted that sponsorship income includes \$5000 of event sponsorships, for two events that may not be held, dependent on ongoing measures related to the ongoing public health crisis. Should events not be held, and alternatives to in-person events are not possible, SCA will still end near budget on event income and losses will be partially offset by decrease in event expenses. Molinaro asked if there had been consideration to sponsorships paid in 2020 being credited toward 2021, versus refunding. Dawson noted that 2021 may also be a challenging year financially.
- c. Update on 2020 Budget/Finances  
Dawson briefed members on financial impact from recent staffing change, including vacation pay-out expense and decrease in expenses in interim of hiring replacement staff. SCA is currently on track to be on or under budget for 2020.
- d. Discussion and Potential Action on 2021 SCA City Dues  
Dawson reviewed board policy on annual increase of City Member dues. The increase is based on OFM population and CPI-W. Dawson recommended freezing dues at 2020 level to give certainty to cities for budget, and in acknowledgement that cities will be financially impacted by current crisis. Ralph agreed that the freeze would be a show of good faith, as cities will be substantially impacted. SCA's conservative planning in recent years allows this type of action to be taken. Hope is that cities have seen the value of SCA. After discussion, group agreed to move forward with dues fees.

**Wagner moved, seconded by McNeal to freeze 2021 dues at 2020 levels for both OFM population and CPI-W adjustment. The motion passed unanimously.**

- e. Discussion on Review and/or Potential Audit of 2019  
Dawson briefed the group on current discussion to move financial audit scheduled for 2020 up for 2019 fiscal year, or proceed with planned annual review. Group was asked for feedback and staff and finance committee will continue to update the Board.
- f. IRS update  
Dawson reported that the IRS issues have been resolved. As discussed with the Board previously, SCA had a credit with the IRS from a previous tax filing year, that could not be released until prior penalty issue had been resolved. Since last meeting of the committee, SCA has received and deposited a check with full refund amount of \$1333.42, as well as a refund from 2019 filing year in the amount of \$12.41.
- g. Other Updates  
Upcoming Finance Committee meeting will be held virtually on April 28<sup>th</sup>.

## 7) City Administrator's Report

Laura Philpot, City Manager Representative, reported on the April CM/CA meeting. The meeting was primarily focused on the COVID-19 emergency, with a large focus is on how cities were dealing with upcoming events. City Managers and Administrators have been holding a weekly call in addition to monthly meetings to discuss current crisis management. Cities are all reporting decrease in revenue between 5% and 25%. Dawson urged members to begin talking to legislators now regarding potential future federal relief funds. Group agreed that a joint letter may be beneficial. Staff will follow up on this.

## 8) Discussion Items

### a. SCA Staffing Update

Dawson reported that job listing for SCA Policy Analyst has been posted on the AWC JobNet, and encouraged members to forward to potential applicants. Ralph exited the meeting at 10:55 AM following item 8.a. Vice President Prince continued the meeting as Chair.

### b. King County Regional Homelessness Committee (KCRHC)

Dawson updated group on Governing Committee status. Upcoming meeting of Governing Committee will be on May 21, 2020. Dawson gave an update on the process of hiring CEO. Dawson reminded members to send names of recommendations for appointment to the Implementation Board, as discussed in previous meetings. Members were also reminded to respond to email to regarding what cities are doing towards homelessness, so staff may compile this information prior to the next meeting of KCRHC.

### c. King County Filing and Disposition Standards Dawson

Upcoming meeting on April 28, 2020 will be held virtually. Philpot exited the meeting at 11:10 AM during item 8.c.

### d. Sexual Assault Awareness Month [SCA Sexual Assault Awareness Month Letter](#)

Dawson reported that the drafted letter, signed by board members, was distributed to SCA City Mayors and City Managers via email. A proclamation template was also included in the email.

### e. Governing for Racial Equity and Inclusion Conference

This event has been cancelled in 2020 and will be held in 2021. Webinars and other activities are in planning and to be determined. SCA Policy analyst Alexis Mercedes Rinck is working on this and will continue to update.

### f. Transit Update

Dawson reported on major cuts to transit funding Transit will receive COVID-19 relief funding, to be distributed out in the near future. Malchow exited the meeting at 11:15 AM during item 8.f.

### g. Legislative Update

Dawson provided a summary of status of potential special session of legislature, and of the Governor's vetoes.

### h. County Biennial Budget

Dawson updated members on the budget process. Budget Director Dwight Dively will join SCA Finance Committee to brief them.

- i. VISION 2050, PSRC General Assembly  
PSRC General Assembly will be held remotely. . VISION 2050 has been placed on hold until further notice.
- j. Dawson summarized major topics relating to COVID-19 crisis impact on cities, including:
  - 1. Council and committee meetings
  - 2. City operations
  - 3. HR
  - 4. Enforcement of “Stay Home, Stay Healthy”
  - 5. City and regional events
  - 6. Implications for city budgets

Members shared feedback on impact of COVID-19 on their communities. . Wagner exited the meeting at 11:21 AM during this item.

- i.) Dawson ask that members communicate with federal congressional delegation regarding need for city funding.
- k. SCA Board Retreat  
Members were asked to review member commitments, as shared at the February meeting, and make any appropriate additions or changes, as there have likely been impacts from current public health crisis and impacts of.
- l. 2020 Accomplishments  
Member were asked to continue to consider SCA accomplishments in 2020. Members highlighted the work of SCA to serve cities during the crisis. Dawson thanked board members and commended them for all their hard work during this crisis. Dawson highlighted the Guiding Principles, as set at the 2020 SCA Board Retreat. Members were encouraged to reach out to SCA staff for any help they may be able to provide.

## 9) For the Good of the Order

There were no items for the good of the order.

## 10) Adjournment

Meeting was adjourned by Vice President Prince at 12:00 PM.

### *Upcoming Events/Meetings*

- a. *SCA Public Issues Committee Meeting — May 13, 2020 7:00 PM – 9:00 PM — Virtual/Telephonic*
- b. *SCA Board Meeting — May 20, 2020 10:00 AM - 12:00 PM — Virtual/Telephonic*

# SOUND CITIES ASSOCIATION

## Balance Sheet

As of March 31, 2020

1110 HomeStreet Bank	100,912.49
1120 HomeStreet Bank - Money Market	1,155,870.74
1130 PayPal Bank	0.00
<b>Total Bank Accounts</b>	<b>\$ 1,256,783.23</b>
1200 Accounts Receivable	34,000.00
<b>Total Accounts Receivable</b>	<b>\$ 34,000.00</b>
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	2,502.56
<b>Total Other Current Assets</b>	<b>\$ 2,502.56</b>
<b>Total Current Assets</b>	<b>\$ 1,293,285.79</b>
1410 Furniture and Fixtures	31,060.23
1420 Accumulated Depreciation	-27,491.76
1430 Computers	4,891.71
<b>Total 1400 Fixed Assets</b>	<b>\$ 8,460.18</b>
1481 Leasehold Improvements	13,755.66
1482 Leasehold Improvement Accum Dep	-13,755.66
<b>Total Fixed Assets</b>	<b>\$ 8,460.18</b>
Other Long-term Assets	0.00
<b>Total Other Assets</b>	<b>\$ 0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,301,745.97</b>
<b>Total Accounts Payable</b>	<b>\$ 184.60</b>
2200 HomeStreet Credit Card	3,080.69
<b>Total Credit Cards</b>	<b>\$ 3,080.69</b>
<b>2300 Accrued Payroll</b>	<b>11,898.18</b>
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
2142 Company	0.00
2144 Employee	0.00
Total 2140 Medicare	\$ 0.00
2150 SDI	0.00
2405 FUTA	334.49
2410 SUI	180.48
2122 Company	0.00
2124 Employee	0.00
Total 2415 FIT, SS, Medicare - 941	\$ 4,898.15
2420 L&I	519.40
2425 WA Paid Family & Medical Leave	377.66
2435 PERS Payable	5,806.24
2440 DCAP / FSA Payable	416.58
2445 DRS DCP Payable	0.00
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	56,255.88
Car Allowance Payable	0.00
<b>Total 2400 Payroll Liabilities</b>	<b>\$ 68,788.88</b>
Accrued Liabilities	0.00
Deferred Revenue	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 80,687.06</b>
<b>Total Current Liabilities</b>	<b>\$ 83,952.35</b>
<b>Total Liabilities</b>	<b>\$ 83,952.35</b>
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	411,114.00
3130 Contractual Obligations Reserve	92,308.00
3140 Legal Reserves Fund	25,000.00
<b>Total 3100 Board Designated Reserves</b>	<b>\$ 543,422.00</b>
<b>3200 Board Designated Contra</b>	<b>-543,422.00</b>
<b>3300 Fund Balance (Prior Years)</b>	<b>619,731.56</b>
<b>3999 Opening Bal Equity</b>	<b>0.00</b>
<b>Net Income</b>	<b>598,062.06</b>
<b>Total Equity</b>	<b>\$ 1,217,793.62</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,301,745.97</b>

4/17/2020 LW - Accrual Basis



**SOUND CITIES ASSOCIATION**  
**Profit and Loss by Month**  
 January - March, 2020

	Jan 2020	Feb 2020	Mar 2020	Total	2020 Budget	
1010 Member Dues	709,093.52			709,093.52	709,093.00	
1020 Regional Associate Membership Dues and Event Sponsorship	38,000.00	10,000.00	27,500.00	75,500.00	75,000.00	
1030 Registration/Dinners Revenue	1,235.00	3,533.10	-743.10	4,025.00	29,100.00	
1040 Interest Income	775.53	781.69	568.51	2,125.73	9,100.00	
<b>Total Income</b>	<b>\$ 749,104.05</b>	<b>\$ 14,314.79</b>	<b>\$ 27,325.41</b>	<b>\$ 790,744.25</b>	<b>822,293.00</b>	
<b>Gross Profit</b>	<b>\$ 749,104.05</b>	<b>\$ 14,314.79</b>	<b>\$ 27,325.41</b>	<b>\$ 790,744.25</b>		
						<b>% Budget Remaining</b>
					<b>2020 Budget</b>	
5110 Salaries	41,614.71	40,618.38	44,146.98	126,380.07		
<b>Total 5100 Salaries</b>	<b>\$ 41,614.71</b>	<b>\$ 40,618.38</b>	<b>\$ 44,146.98</b>	<b>\$ 126,380.07</b>	<b>497,550.00</b>	75%
5210 Taxes-FUTA	210.00	0.00	0.00	210.00	210.00	0%
5220 Taxes-SUTA	50.83	53.50	57.79	162.12	342.00	53%
5230 Taxes - FICA, Medicare - 941	3,184.31	3,115.31	3,406.74	9,706.36	34,501.00	72%
5240 Taxes - L & I	105.31	86.21	70.22	261.74	1,650.00	84%
5250 Taxes-FMLA	33.82	123.23	113.73	270.78	1,150.00	76%
<b>Total 5200 Payroll Taxes</b>	<b>\$ 3,584.27</b>	<b>\$ 3,378.25</b>	<b>\$ 3,648.48</b>	<b>\$ 10,611.00</b>	<b>37,853.00</b>	72%
5310 Pension Plan Contributions	5,319.73	5,220.45	4,851.64	15,391.82	62,379.00	75%
5320 Medical/Dental/Vision/Life Ins	4,706.70	4,706.70	4,706.70	14,120.10	56,527.00	75%
5330 Professional Development			35.00	35.00	5,000.00	99%
5340 Travel Reimburse	438.62	307.24	67.79	813.65		
5345 Car Allowance	500.00	500.00	500.00	1,500.00		
Total 5340 Travel Reimburse	\$ 938.62	\$ 807.24	\$ 567.79	\$ 2,313.65	10,000.00	77%
<b>Total 5300 Staff Benefits</b>	<b>\$ 10,965.05</b>	<b>\$ 10,734.39</b>	<b>\$ 10,161.13</b>	<b>\$ 31,860.57</b>	<b>133,906.00</b>	76%
<b>Total 5000 Staff</b>	<b>\$ 56,164.03</b>	<b>\$ 54,731.02</b>	<b>\$ 57,956.59</b>	<b>\$ 168,851.64</b>	<b>669,309.00</b>	75%
<b>6100 Rent</b>	2,402.56	2,402.56	2,402.56	7,207.68	28,831.00	75%
<b>6220 Office Insurance</b>	0.00	0.00	0.00	0.00	604.00	100%
6310 Copier/Printer Lease & Maint	477.60	370.30	370.30	1,218.20	4,546.00	73%
6320 Outside Printing & Publication		215.82		215.82	1,454.00	85%
<b>Total 6300 Printing and Publication</b>	<b>\$ 477.60</b>	<b>\$ 586.12</b>	<b>\$ 370.30</b>	<b>\$ 1,434.02</b>	<b>6,000.00</b>	76%
6410 Internet	100.00	100.00	100.00	300.00	1,200.00	75%
6420 Website Design/Hosting	20.00	20.00	20.00	60.00	1,200.00	95%
6430 IT Equipment			1,318.58	1,318.58	5,000.00	74%
6440 Software			64.16	64.16	1,500.00	96%
<b>Total 6400 IT</b>	<b>\$ 120.00</b>	<b>\$ 120.00</b>	<b>\$ 1,502.74</b>	<b>\$ 1,742.74</b>	<b>8,900.00</b>	80%
<b>6500 Phones</b>	210.74	212.34	1,017.53	1,440.61	2,600.00	45%
<b>6600 CC, Banking &amp; Other Fees</b>	11.28	37.99	49.27	98.54	150.00	67%
6705 QuickBooks Subscription Fees		44.00	183.15	227.15		
6710 Accountants	174.00		165.00	339.00		
<b>Total 6700 Accounting Fees</b>	<b>\$ 174.00</b>	<b>\$ 44.00</b>	<b>\$ 348.15</b>	<b>\$ 566.15</b>	<b>15,000.00</b>	96%
<b>6800 Legal Fees</b>	0.00	0.00	0.00	0.00	5,000.00	100%
<b>6900 Office Supplies / Misc.</b>	234.97	357.52	201.10	793.59	2,550.00	69%
<b>Total 6000 Office / Overhead</b>	<b>\$ 3,631.15</b>	<b>\$ 3,760.53</b>	<b>\$ 5,842.38</b>	<b>\$ 13,234.06</b>	<b>69,635.00</b>	81%
7100 Food/Beverage/Rentals		6,057.55		6,057.55	25,400.00	76%
7200 Event Pmts Processing Fee	112.52	125.87	37.13	275.52	110.00	-150%
<b>Total 7000 Event Expenses</b>	<b>\$ 112.52</b>	<b>\$ 6,183.42</b>	<b>\$ 37.13</b>	<b>\$ 6,333.07</b>	<b>25,510.00</b>	75%
8100 D&O Insurance	0.00	0.00	0.00	0.00	1,774.00	100%
8200 Awards and Recognition	0.00	0.00	0.00	0.00	1,000.00	100%
8300 Retreats/Mtgs/Conf/Dues/Events	686.69	2,079.60	519.38	3,285.67	15,000.00	78%
8400 Consultants	0.00	0.00	0.00	0.00	20,000.00	100%
<b>Total 8000 Board / Org Development</b>	<b>\$ 686.69</b>	<b>\$ 2,079.60</b>	<b>\$ 519.38</b>	<b>\$ 3,285.67</b>	<b>37,774.00</b>	91%
<b>9000 Contingency Fund</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>20,000.00</b>	100%
<b>Bad Debt Write Off</b>		500.00		500.00		
Depreciation	159.25	159.25	159.25	477.75		
<b>Total Expenses</b>	<b>\$ 60,753.64</b>	<b>\$ 67,413.82</b>	<b>\$ 64,514.73</b>	<b>\$ 192,682.19</b>	<b>822,228.00</b>	77%
<b>Net Operating Income</b>	<b>\$ 688,350.41</b>	<b>-\$ 53,099.03</b>	<b>-\$ 37,189.32</b>	<b>\$ 598,062.06</b>		
<b>Net Income</b>	<b>\$ 688,350.41</b>	<b>-\$ 53,099.03</b>	<b>-\$ 37,189.32</b>	<b>\$ 598,062.06</b>		

Sponsorship Payment Tracking  
2020

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Almond & Associates			<i>In-Kind</i>	
Regional Associate Member	Association of WA Cities	February 2020	\$500.00	Febgbruary 2020	\$ 500.00
Regional Associate Member	AT&T	April 2019	\$ 500.00		
Partner	Boeing	January 2020	\$6,000.00	March 2020	\$ 6,000.00
Event Sponsor	Boeing	January 2020	\$2,500.00	March 2020	\$ 2,500.00
Event Sponsor (Reception \$500)	Boeing	January 2020	\$500.00	March 2020	\$ 500.00
Partner	Cedar Grove	February 2020	\$6,000.00	March 2020	\$ 6,000.00
Partner	CenturyLink	January 2020	\$6,000.00	January 2020	\$ 6,000.00
Event Sponsor (Reception \$500)	CenturyLink	February 2020	\$500.00	February 2020	\$ 500.00
Partner	Comcast	March 2020	\$6,000.00	April 2020	\$ 6,000.00
Event Sponsor	Comcast	March 2020	\$2,500.00	April 2020	\$ 2,500.00
Regional Associate Member	Gordon Thomas Honeywell	January 2020	\$500.00	January 2020	\$ 500.00
Event Sponsor	Gordon Thomas Honeywell	January 2020	\$2,500.00	January 2020	\$ 2,500.00
Regional Associate Member	Foster Garvey	February 2020	\$500.00		
Event Sponsor	Foster Garvey	January 2020	\$2,500.00	February 2020	\$ 2,500.00
Regional Associate Member	The Johnston Group	April 2019	\$ 500.00		
Regional Associate Member	Jurasic Parliament			<i>In-Kind</i>	
Regional Associate Member	King County Dept of Assesments	April 2019	\$ 500.00		
Regional Associate Member	King Conservation District	April 2019	\$500.00		
Regional Associate Member	King County Library Systems	April 2019	\$ 500.00	May 2020	\$ 500.00
Partner	Marketing Solutions			<i>In-Kind</i>	
Partner	Microsoft	March 2020	\$6,000.00	April 2020	\$ 6,000.00
Regional Associate Member	NorCom	April 2019	\$ 500.00		
Regional Associate Member	Outcomes by Levy	April 2019	\$ 500.00	May 2020	\$ 500.00
Partner	Port of Seattle	March 2020	\$6,000.00		
Regional Associate Member	PRR	April 2019	\$ 500.00		
Partner	Puget Sound Energy	January 2020	\$6,000.00	February 2020	\$ 6,000.00
Event Sponsor (Reception \$500)	Puget Sound Energy	January 2020	\$500.00	February 2020	\$ 500.00
Partner	Recology	February 2020	\$6,000.00	February 2020	\$ 6,000.00
Event Sponsor (Reception \$500)	Recology	February 2020	\$500.00	January 2020	\$ 500.00
Partner	Republic Services	February 2020	\$6,000.00		
Event Sponsor (Reception \$500)	Republic Services	February 2020	\$500.00		
Regional Associate Member	Saunderson Marketing			<i>In-Kind</i>	
Regional Associate Member	Seattle Building and Constr.	February 2020	\$500.00	February 2020	\$ 500.00
Partner	Sound Transit		\$6,000.00		
Regional Associate Member	ValleyCom	February 2020	\$500.00	February 2020	\$ 500.00
Event Sponsor (Reception \$500)	Waste Management	March 2020	\$500.00		
Partner	Waste Management	March 2020	\$6,000.00		
<b>Total</b>			<b>\$85,500.00</b>		<b>\$ 57,000.00</b>

Sponsorship Level	Sponsor/Entity	Paid Month	Amount Paid in 2019
Regional Associate Member	AFT Washington	Novmeber 2019	\$ 500.00
Grant	Challenge Seattle	September 2019	\$ 6,000.00
Regional Associate Member	ClearPath	September 2019	\$ 500.00
Regional Associate Member	EMC Research	October 2019	\$ 500.00
Regional Associate Member	Green River College	Novmeber 2019	\$ 500.00
Regional Associate Member	Inslee Best Doezie & Ryder	March 2019	\$ 500.00
Event Sponsor	Inslee Best Doezie & Ryder	March 2019	\$ 2,500.00
Regional Associate Member	Langston Spieth, LLC	November 2019	\$ 500.00
Regional Associate Member	Master Builders Assoc.	June 2019	\$ 2,000.00
Regional Associate Member	Strategies 360	Sep 2019	\$ 500.00
Event Sponsor	Sound Transit	October 2019	\$ 2,500.00
<b>Total</b>			<b>\$ 16,500.00</b>

status as of 5/13/2020

**PSRC Regional Staff Committee Vacancies: 1 member and up to 3 alternate seats**

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**Committee Background**

The PSRC Regional Staff Committee discusses key issues and may make recommendations to the PSRC policy boards, Operations Committee, and Executive Board. Members include high-level staff from member jurisdictions and transit agencies, in approximate proportion to representation on the Transportation Policy Board and Growth Management Policy Board.

SCA has authority to appoint up to three members and three alternates to the Regional Staff Committee.

The Regional Staff Committee typically meets on the third Thursday of the month from 9:30 AM to 11:30 AM. Meetings are held at PSRC, 1011 Western Avenue, Suite 500, Seattle, WA 98104.

Website: <https://www.psrc.org/committee/regional-staff-committee>

**Other SCA Members of the Regional Staff Committee:**

- Chip Vincent, Renton
- Diana Hart, Woodinville

## **Applicant Information**

### **Brian Davis, Federal Way**

Community Development Director  
brian.davis@cityoffederalway.com

Brian does not currently serve on any SCA committees.

### **Applicant's Submission:**

I am interested in contributing to PSRC's coordinated effort in solving regional challenges. Previously, I served on many regional, state-level, and governor-appointed committees throughout the northwest during my 19 years as a city planner in Oregon and Washington.

**Jesse Reynolds, Federal Way**

Community & Economic Development  
JReynolds@northbendwa.gov

Jesse currently serves on the Interjurisdictional Team (IJT) that supports the King County Growth Management Planning Council.

**Applicant's Submission:**

**PSRC Regional Staff – indicating interest and relative background**

My interest in SCA's PSRC Regional Staff vacancy is three pronged: representation of Cities and Towns in King County that are separate from the contiguous urban growth area, implementation of VISION 2050, and leveraging my combination skillset of Senior Long Range Planner and GIS Analyst to help with the development and implementation of PSRC's mapping tools to aid in smart regional growth.

Though North Bend is a small geographic and population piece of the region, it is a microcosm of trends on the metropolitan fringes in all participating counties. We have transitioned from a resource-based to service-based economy, are challenged to meet the infrastructure needs stemming from growth over the past decade, have an increasing affordability gap for our City's workforce, and strive to be a hub for jobs and services as described in VISION 2050 for Cities and Towns. I want to bring this perspective to the table as an SCA representative, providing insight as a rural voice. North Bend sees VISION 2050 as the key tool to regional cohesion in transportation and economic development, as well as environmental preservation and sustainability, and would like to contribute to its implementation.

As someone who touches almost all the aspects of planning within North Bend, I can represent the SCA with a diverse skillset and unique knowledge to work with the current PSRC staff. I have led and supported several technical and policy-level planning initiatives with our Mayor and City Council and am an active member of the King County Growth Management Planning Council and Urban Growth Capacity (Buildable Lands) Technical Committee. In addition to long range planning, I also take part in development code updates, affordable housing initiatives, floodplain management, economic development coordination, facilitation of international professional exchanges, and a wide range of commercial and residential development projects. I come to you with an American Institute of Certified Planners (AICP) accreditation, a Certified Floodplain Manager (CFM) accreditation, and as an alumnus of the University of Washington Master of Planning Program, where I first sank my teeth into the GMA.

One aspect of the PSRC that is particularly of interest is its application of GIS within regional planning models and tools to aid in stakeholder engagement and spur the visioning of the many potential futures of the Central Puget Sound. I would like to apply my background stemming from 15-years of GIS use applied to urban and regional planning as well as environmental resource management. I believe my ability to bridge data with policy will provide the PSRC staff with valuable insights. As the single person who is completing North Bend's Urban Growth Capacity (Buildable Lands) Analysis, I have developed intimate knowledge on how past development and future capacity will fuel future land use. I would love the opportunity to contribute these insights at a regional scale, and through the lens of North Bend's

Senior Long Range Planner, first in the form of implementing VISION 2050, then assisting with the creation of VISION 2060 in years to come.

My pursuit of this opening is in full support of North Bend's Mayor Rob McFarland and City Administrator David Miller. On behalf of all the City, it would be an honor to represent the SCA as PSRC regional staff.

Sincerely,

Jesse Reynolds

**Minnie Dhaliwal, Tukwila**

Deputy Director, Community Development  
minnie.dhaliwal@tukwilawa.gov

Minnie does not currently serve on any SCA committees.

**Applicant's Submission:**

**Statement of Interest for serving on PSRC's Regional Staff Committee**

Thank you for the opportunity to apply to serve on PSRC's Regional Staff Committee as one of the representatives of Sound Cities Association.

I am passionate about working in the great City of Tukwila and partnering with the community and other leaders to create a vibrant, thriving, affordable and sustainable urban region. I currently work for the City of Tukwila as the Deputy Director of the Community Development Department. I will bring more than 24 years of local-level community planning and implementation experience. My experience includes working as a Planning Manager for 12 years and as Senior Planner for eight years in Tukwila. Prior to that I worked for the City of Federal Way for about four years. Working for local cities and working with our regional partners I have gained knowledge and skill set necessary to be a successful member of PSRC's Regional Staff Committee. I have successfully managed numerous planning initiatives including Southcenter Subarea Plan which is a PSRC's designated Urban Center, updating the City's Shoreline Master Plan and Critical Areas regulations, Comprehensive Plan updates, and residential infill initiatives. I am well versed in managing budgets, leading long-range land use, environmental, housing and capital facilities planning. I serve on the staff working group of the South King County's Housing Homeless Partnership. I will also bring my experience of working with both Metro and Sound Transit as Tukwila has the Light Rail Station and the Sounder Station. I also lead Tukwila's Transportation Demand Management team and have worked on many grant applications related to transportation projects.

I believe my education and experience have prepared me well to take on the role of a contributing member on the PSRC's Regional Staff Committee. I have an undergraduate degree in architecture and my master's degree is in Urban Design and Planning from the University of Washington. Over the last two decades I have gained invaluable experience of working in Tukwila with different community members, developers, and many other stakeholders. I have gone through training related to high performing office and other leadership trainings. I have worked on a multitude of projects ranging from residential development; to Sound Transit projects; to the first high rise in Tukwila that is proving to be a catalyst project for other development; to sensitive area master plan for five-hundred-acre area that includes large wetland mitigation sites and off channel habitats. I have successfully negotiated agreements with developers. I immensely enjoy community outreach efforts and more recently had success with the community connectors program to reach to diverse community members as part of our comprehensive planning update process.

As a member of the PSRC's Regional Staff Committee I will meaningfully contribute to help implement the region's VISION 2050 Plan. I will work tirelessly to help increase housing choices; support businesses

to achieve a strong economy while protecting open space and critical areas; and solving transportation issues to keep the region moving . I will bring my knowledge and experience of having worked with residents, elected leaders and other cities to enhance our communities while accommodating growth.

Please let me know if you need any additional information or want to set up a meeting to discuss my qualifications. Thanks again for the opportunity to apply.



## *Proclamation*

Whereas, the Sound Cities Association has declared a commitment to diversity, equity and inclusion as a organizational priority; and

Whereas, since the outbreak of COVID-19, immigrant and refugee community leaders and civil rights organizations have reported a regional and national increase in bias, harassment, and hate crimes, particularly against Asian American and Pacific Islander, Black and African American, Hispanic and Latino, and other marginalized communities; and

Whereas, misinformation about coronavirus propagates fear that hurts people and impairs the ability of our first responders and other city services to provide necessary response to COVID-19; and

Whereas, each of us can and should promote inclusiveness, celebrate diversity, support all fellow community members, prevent the spread of misinformation, and reject hate and bias in all forms; and

Whereas, the Sound Cities Association and its member cities reject racially-based bias, harassment, and hate crimes due to COVID-19, will not tolerate discrimination of any kind, and denounces all COVID-19-related misnaming, blaming and harassment based on race, ethnicity, place of origin, physical ability, socio-economic status, gender identity, sexual orientation, age or religion; and

Whereas, we ask community members who observe or are experiencing incidents of discrimination, harassment, or hate crimes to call 911 in emergency circumstances, and/or to report the incident to the Washington State Human Rights Commission (Toll-free 1-800-233-3247) or the King County Office of Civil Rights at (206) 684-4500.

Now, therefore, we, the Sound Cities Association, do hereby proclaim

Our commitment to an inclusive community that rejects stigma and bias related to COVID-19

And we urge all our members and residents of our member cities to treat each other with respect and work together to overcome all expressions of hate and bigotry.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

Dana Ralph, Sound Cities Association President

Deanna Dawson, Sound Cities Association Executive Director