



SOUND CITIES ASSOCIATION

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SCA Board of Directors

Meeting Minutes

October 21, 2020

10 AM - Noon

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

Meeting held virtually via Zoom with a public link and phone in option.

1) Call to order

SCA President Dana Ralph called the meeting to order at 10:01 AM. Present via Zoom were members Ed Prince, Jeff Wagner, Amy Ockerlander, Leanne Guier, Angela Birney, Mary Lou Pauly, Wendy Weiker, Nancy Backus, Jan Molinaro, and Christie Malchow and SCA staff Deanna Dawson and Leah Willoughby. Absent were members James McNeal and Laura Philpot. Guest Jackie White, King County Council Staff, joined the meeting at 10:30 AM during item 8; guest Kathy Lambert, King County Council, joined the meeting at 11:47 AM during item 12. President Ralph noted that the meeting was being held virtually due to the COVID-19 public health 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

Backus moved, seconded by Wagner to approve the consent agenda consisting of the minutes of the September 16, 2020 SCA Board of Directors meeting and the August 2020 Financial Reports. ([Attachment](#)

1) The motion passed unanimously.

4) Executive Session to Discuss Personnel Matter

Staff members Dawson and Willoughby exited the meeting at 10:05 AM to allow a ten-minute executive session. Dawson and Willoughby returned to the meeting at 10:15 AM.

5) President's Report

President Ralph and the Board shared feedback with Dawson on her 2020 performance. **Ockerlander moved, seconded by Backus to apply the following salary adjustments to the Executive Director: 3% raise and \$5000 bonus. The motion passed unanimously.**

Ralph noted that that board is supportive of additional professional development for the Executive Director.

Ralph highlighted all the work accomplished over the last month, including member and staff work regarding House Bill 1590. SCA continues to hold regular calls with members, has resumed regular calls with the

governor's office, continues to meet regularly with the county executive office and has set up regular meetings with the Public Health.

6) Executive Director's Report

Executive Director Deanna Dawson noted the Chamber of Commerce leadership conference is being held virtually this year on October 22-23rd and encouraged members to attend.

SCA staff is working to set up a meeting with city Deputy Mayors/Mayors Pro Tem/Council Presidents. The first of these meetings will be held on Friday, October 23, and a regular meeting time is to be determined.

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

Treasurer Wagner reported on the September 29, 2020 SCA Finance Committee meeting. ([Meeting Materials](#)) SCA remains on track to be on budget for sponsorship income. Dawson added brief update on status of outstanding 2020 sponsorship dues and brief update on expected sponsorships for 2021, including a prospective new sponsor organization.

Wagner summarized the draft SCA 2021 budget, noting the following: Executive Director salary not yet included; as voted on previously by the board, City Member dues have been frozen at 2020 levels; sponsorship income has been conservatively budgeted slightly lower than 2020, in consideration of possible economic effects of the current public health crisis. Dawson added that staff expenses will be adjusted based on the action taken at this meeting on the Executive Director salary.

Dawson reviewed for the group the draft budget line by line, highlighting significant changes from the 2020 budget including: consolidation of software budget lines; increase in website hosting expenses due to increase in cost; increase in IT software costs for new virtual platforms for working and engaging with membership remotely; and accounting budget includes \$11,000 for an audit, as required by board policies.

Staff will bring updated draft budget to the Finance Committee, and to the November Board of Directors meeting. Upon approval of the board, the budget will be brought to the full membership for approval at the December 2, 2020 annual meeting.

In response to a question from Birney, members agreed to bring conversation about potentially charging admission for 2021 events to a later meeting.

8) Legislative Committee Report

Ralph reported that the Legislative Committee met on September 29, 2020. ([Meeting Materials](#)) The next meeting is scheduled for October 30, 2020. Dawson added that many cities have not yet finalized their legislative agendas. SCA aims to align the organization's legislative priorities with the cities. Dawson asked that members please share their respective city legislative agendas as they are approved.

SCA is also working on forming the legislative preview networking event scheduled for November 20, 2020. Staff hopes to have a draft of the legislative agenda for the board meeting prior to this event.

9) PIC Chair's Report

Deputy Mayor Christie Malchow, PIC Chair reported on the October 14, 2020 meeting. ([Meeting Materials](#)) 2021 Nominating Committee members were appointed, which included Chance LaFleur for South Valley Caucus, Ross Loudonback for Snoqualmie Valley Caucus, Chris Roberts for North Caucus, and Traci Buxton for South Caucus.

Regarding House Bill 1590, eight SCA cities approved the tax in their own jurisdictions in advance of the county. Dawson noted that RPC will discuss at the November meeting. Staff will continue to work with members and continue to report back on any updates. Members agreed that SCA cities need to continue to work in a unified manner in order to address the varying concerns with the issue across SCA cities.

PIC took a vote to take a position in November regarding Emergency Management Zone Coordinators. Cities represented at the PIC meeting were largely in support of keeping the Zone Coordinators (as opposed to moving them to King County OEM positions). Dawson noted that SCA staff is working to put together a proposed position that will be shared with the PIC and board. Members are encouraged to be talking with their county council members.

A VISION 2050 update was provided. Dawson reported that VISION 2050 was adopted by the PSRC Executive Committee, and will now go to the PSRC General Assembly for adoption. Questions should be directed to Policy Director Brian Parry. SCA will not be taking an official position. Backus noted that there is a potential for changes to be made on the floor at the General Assembly.

10) Leadership Advisory Council Report

Backus reported that the Leadership Council met and discussed House Bill 1590, as well as the current public health crisis.

11) City Administrator's Report

As City Manager Representative Laura Philpot was not present, Executive Director Deanna Dawson reported on the October 7, 2020 City Manager/City Administrator meeting. The group discussed rental assistance, including support from King County United Way, budget trends in cities, and AWC provided a legislative update. The group continues to meet weekly, with the formal meeting continuing monthly.

12) Discussion Items

a. Board Leadership

Ralph reported that a Board Nominating Committee needs to be appointed. Dawson briefly summarized board leadership positions and asked for those not interested in serving in a leadership committee consider serving on the nominating committee. Backus, Weiker, and Guier volunteered to serve along with President Ralph on the Board Nominating Committee.

Action by President: President Ralph appointed Nancy Backus, Wendy Weiker, Leanne Guier, and herself to the 2021 Board Nominating Committee.

b. 2021 Board Elections

Dawson reminded the group of seats on the board that will be up for election for 2021. SCA staff has been working with attorneys on updates to the bylaws. Dawson asked the group to consider delegating authority to the Executive Committee to review draft bylaws amendments, and bring to the November meeting of the board a draft for approval to send to membership for adoption. This would allow the election to be held in December.

Birney moved, seconded by Pauly to grant the authority to the Executive Committee to adjust and move forward to the board draft amendment to the bylaws to allow virtually voting for Board elections. The motion passed unanimously

c. 2020 Events

Dawson reported on upcoming events, including the annual meeting to be held on the evening of December 2, 2020. Comcast will be the sponsor. Budget, bylaw amendments, and 2021 member city dues will be adopted at the annual meeting. SCA staff continues to work on the program and will continue to update.

Legislative preview event is planned for November 20, 2020 at 2:30 PM. The sponsor for this is Gordon Thomas Honeywell. Staff is currently working on inviting legislators to be part of the forum.

Tentatively hoping to put together an event for newly electeds; to include some board members and/or experienced SCA elected officials to answer questions from newly electeds from other SCA cities and have breakout rooms to facilitate discussion. A date for this is to be determined. Group agreed that this would be a valuable event. Dawson asked for any feedback or suggestions.

d. Racial Equity and Justice Series

Dawson reported positive feedback on fourth session of Racial Equity and Justice Series. The next series will focus on special challenges for persons of color running for office.

e. Potential SCA Staff Project on Racial Equity

Dawson reported that SCA Policy Analyst Alexis Rinck has proposed a potential project on racial equity as part of a fellowship program. Members were provided a summary of the project via email. Members were asked for any concerns with the project being associated with SCA, or any other concerns. Group was in agreement that the project would be beneficial to the cities. There were no concerns. Staff will continue to keep members informed.

f. 2020 SCA Membership Survey

Dawson reported that a membership survey has been sent out, and fifty-two responses have been received to date; expecting additional replies. Dawson will be sharing feedback with board members.

g. City Budgets

This item was not discussed.

h. COVID-19

This item was not discussed.

i. I-976

This item was not discussed.

j. Regional Homelessness Authority

Birney and Backus reported that the Governing Committee and the Implementation Board met jointly.

k. 2020 Accomplishments

Dawson asked members to continue considering items to note as accomplishment for 2020. This item will continue to be included for future meetings of the board.

l. 2020 Retreat

This item was not discussed.

13) For the Good of the Order

Molinaro noted information shared at City Manager meeting regarding the opening of King County Library Systems. Birney noted a protest being planned in Bellevue.

14) Meeting was adjourned at 12:09 PM.