



SOUND CITIES ASSOCIATION

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SCA Board of Directors

Meeting Minutes

November 18, 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 10:02 AM. Present via Zoom were members Ed Prince, Jeff Wagner, Amy Ockerlander, Nancy Backus, Leanne Guier, Jan Molinaro, Angela Birney, Mary Lou Pauly, James McNeal, Wendy Weiker, Christie Malchow, and Laura Philpot, and SCA staff Deanna Dawson, Brian Parry, and Leah Willoughby. President Ralph noted that the meeting was being held virtually due to the COVID-19 public health emergency. Treasurer Wagner exited the meeting at 10:21 AM during item 4; President Ralph exited at 11:23 AM during item 10; member Nancy Backus exited at 11:29 AM during item 10; member Angela Birney left at 11:56 AM during item 10.

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

Guier moved, seconded by Prince to approve the consent agenda consisting of the minutes of the October 21, 2020 SCA Board of Directors meeting and the August 2020 Financial Reports. ([Attachment 1](#)) The motion passed unanimously.

Member James McNeal was not present for the vote on this item.

4) President's Report

President Ralph highlighted SCA staff work on events, as well as work by staff and panel members on the SCA Racial Equity and Justice Series. Feedback for all events has been positive and another networking event as well as the annual meeting are planned before the end of the year.

5) Executive Director's Report

Executive Director Deanna Dawson noted several events and work currently happening at SCA. Dawson asked for feedback regarding 2021 Board retreat, group was in agreement that a full retreat was not advisable virtually. Rather, the board would plan to hold a shorter planning session at beginning of year, and a longer retreat in person if possible later in year. Dawson also noted for the group a request to distribute materials regarding boundary review board election. Group agreed that SCA should not distribute campaign materials.

6) Action Items

a. SCA Bylaw Amendments

Dawson reviewed proposed amendments to the SCA Bylaws line by line. All proposed edits were included in the board materials by tracking changes.

Prince moved, seconded by Birney to Recommend Amendments to SCA Bylaws for Approval by the Membership at the 12/2/2020 SCA Annual Meeting. The motion passed unanimously. Member Mary Lou Pauly was not present for the vote on this item.

b. 2021 SCA Budget

Dawson reviewed changes to the 2021 draft SCA budget since the last meeting of the board, including adjustment to staffing expenses to accommodate approved 2021 salary for Executive Director and reduced retreats/conferences/dues budget line, as expected remote work is expected to decrease expenses in this category.

Birney moved, seconded by Backus to Recommend Approval of the SCA 2021 Budget by the Membership at the 12/2/2020 SCA Annual Meeting. The motion passed unanimously. Members Christie Malchow and Mary Lou Pauly were not present for this item.

c. 2021 Regional Board and Committees Appointments

Dawson reviewed the recommended appointments with the board. She noted that there was a finding of exceptional circumstances to appoint Dana Ralph to the PSRC Transportation Board, allowing her to serve past the six-year limit, due to her leadership role on the committee. It was also noted that all appointments are subject to good-standing membership of cities in 2021. There remains one vacancy for an alternate on the Regional Water Quality Committee, as a member resigned post-appointments. The nominating committee has decided to send out a new call for nominations for this vacancy. Members Christie Malchow and Mary Lou Pauly were not present for this item.

Backus moved, seconded by Guier the approval of 2021 Regional Board and Committee Appointments as recommended by PIC Nominating Committee and Public Issues Committee (PIC) with exceptions noted. The motion passed unanimously.

d. 2021 Regional Staff Committee Appointments

SCA Policy Director Brian Parry summarized for the group vacancies and applications received for 2021 SCA Regional Staff Committees. After discussion, the group took the following actions:

Birney moved, seconded by Prince to appoint Beverly Mesa-Zendt, Redmond as member to the Affordable Housing Interjurisdictional Team (IJT). The motion passed unanimously.

Birney moved, seconded by Prince to appoint Rob Wyman, Newcastle as member to the King County Regional Automated Fingerprint Identification System (AFIS) Advisory Committee. The motion passed unanimously.

Birney moved, seconded by Prince to appoint existing members Jesse Reynolds, North Bend; Hayley Bonsteel, Kent; Angie Mathias, Renton; and appoint Beverly Mesa-Zendt, Redmond as members to the Interjurisdictional Team (IJT) Growth Management Planning Council (GMPC). The motion passed unanimously.

Birney moved, seconded by Prince to appoint Joan Pilego, Snoqualmie as member to the PSRC Transportation Demand Management Advisory Committee (PSRC TDM). The motion passed unanimously.

Weiker moved, seconded by Pauly to appoint John Mortensen, Issaquah as alternate to PSRC Regional Project Evaluation Committee (RPEC). The motion passed unanimously.

Pauly moved, seconded by Prince to appoint Bob Sterbank, Snoqualmie as alternate to PSRC Regional Staff committee. The motion passed unanimously.

Member Christie Malchow was not present for the votes on these items.

e. Emergency Management Zone Coordinators

Dawson briefly reviewed for the group recent developments regarding King County Emergency Management Zone Coordinators, and summarized the discussion and action take at the November SCA PIC meeting. Dawson clarified that, by adopting the recommended position, it does not preclude future negotiating with the county.

Weiker moved, seconded by Ralph to adopt the following policy position, as recommended by PIC:

The Sound Cities Association (SCA) recognizes the vital role of Emergency Management Zone Coordinators in regional emergency management coordination in King County and the essential support they provide to SCA cities, particularly small cities with limited or no fulltime emergency management staff. SCA believes it is critical that the positions retain the independent advocacy role that they currently hold to prioritize the needs of the cities we represent. SCA recommends that Zone 1 and Zone 3 Coordinators remain independent contract positions with regular opportunities for the zone partners (including fire districts, cities, and King County) to evaluate their performance. As the zone coordinators may change over time, all zone partners should be involved in the replacement selection process, due to the unique role the zone coordinators play in providing essential support to jurisdictions for emergency coordination and management in King County.

The motion passed unanimously.

Member Christie Malchow was not present for the vote on this item.

After discussion, group agreed that a letter should be sent to the County Executive office indicating the adoption of the policy position. SCA staff will begin drafting a letter for President Ralph's signature, and SCA Board of Directors, SCA PIC, and the Emergency Management Advisory Committee will be copied on this letter when it is sent to the County Executive Office.

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

As Treasurer Wagner was not present for this item, Executive Director Dawson summarized the October 27, 2020 meeting of the SCA Finance Committee ([Meeting Materials](#)) and noted that financials and budget were approved earlier on the agenda. There were no updates to 2020 sponsorships, however SCA has invoiced and expects payment from three sponsors for 2021 dues. Treasurer Wagner will give the Treasurer's report of the SCA Annual Meeting.

8) PIC Chair's Report

As PIC Chair Malchow was not present for this item, Executive Director Deanna Dawson reported on the November 12, 2020 SCA Public Issues Committee Meeting. (Meeting Materials) Chair Christie Malchow and Vice Chair Bill Boyce were reelected for 2021. PIC voted to bring back high-level legislative priorities to the

next meeting of PIC in December, as many SCA cities have not finalized their legislative agendas, and SCA hope to align with the cities in adopted priorities. Majority of discussion at the PIC meeting was regarding Emergency Management Zone Coordinators, as discussed earlier in this agenda.

9) City Administrator's Report

City Manager/Administrator Representative Laura Philpot reported on the November 4, 2020, noting that discussion mainly focused on financial stability and how cities are looking at their models going forward during the public health crisis.

10) 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. After discussion, the group agreed to appoint members Backus, Weiker, and Ockerlander to the Board Nominating Committee.

Action by President: President Ralph appointed Nancy Backus, Wendy Weiker, and Leanne Guier 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.

Group discussed options regarding method of virtual voting for the 2021 Board elections.

Pauly moved, seconded by Ockerlander to hold virtual vote for 2021 Board Election only by means of email.

c. 2021 Board Retreat

This item was discussed earlier in the agenda.

d. Members Emeritus

There are no current candidates for SCA Member Emeritus. SCA staff plans to invite past Members Emeritus to networking events and annual meeting.

e. 2020 Events

Dawson reported positive feedback on fifth session of Racial Equity and Justice Series. The next series will be held in January. There will be no session in December 2020.

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 networking event is November 20, 2020 at 2:30 PM. The sponsor for this is Gordon Thomas Honeywell. Dawson briefly summarized the event agenda and asked members to give any feedback on questions to ask the speaker.

Planning a partner appreciation event after the December meeting of the board. Dawson asked members of the board to confirm if they will be able to attend. Staff continues to work on program for the event. Birney suggested recommending to attendees of the partner event that they order in lunch from a local business.

f. Request from County to Partner on “Upward Mobility Cohort”

Dawson sent information out on this request via email prior to this meeting. It was clarified that signing on would not bind SCA to anything. Group supported signing a letter that supports the county applying to receive this grant.

g. City Budgets

This item was not discussed.

h. COVID-19

This item was not discussed.

i. Regional Homelessness Authority

This item was not discussed.

j. “Health through Housing”

SCA is compiling information and will share out with group.

k. 2020 Accomplishments

Dawson asked members to continue considering items to note as accomplishment for 2020, to be shared in the President’s report at the annual meeting. The group shared the following accomplishments:

Pauly: The coordination of voices using SCA for cities to come together and put plans together quickly and efficiently.

Birney: The coordinating of cities on an immediate level.

Guier: Platform of SCA gave the ability to have a collective voice and make confident and in-unison decisions.

Ockerlander: SCA made a successful and impressive pivot to an online platform across work.

Prince: Racial Equity and Justice Series

Molinaro: SCA was able to maintain relationships with sponsor organizations.

l. 2020 Retreat

This item was not discussed.

11) For the Good of the Order

Vice President Prince reported that there were no items for the good of the order.

12) Meeting was adjourned by Vice President Prince at 11:57 AM.