



SOUND CITIES ASSOCIATION

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SCA Board of Directors

Meeting Minutes

December 16, 2020, 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, Leanne Guier, Angela Birney, Mary Lou Pauly, James McNeal, Christie Malchow, and SCA staff Deanna Dawson and Leah Willoughby. Absent were members Laura Philpot and Jan Molinaro. Member Nancy Backus joined at 10:04 AM during item 4. Member Wendy Weiker joined the meeting at 10:10 during Item 4. 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

Wagner moved, seconded by Birney to approve the consent agenda consisting of the minutes of the November 18, 2020 SCA Board of Directors meeting and the October 2020 Financial Reports. ([Attachment 1](#)) The motion passed unanimously.

4) President's Report

President Ralph highlighted the work of the SCA Board during 2020.

5) Executive Director's Report

Executive Director Deanna Dawson thanked the board for work done in 2020. Noted that she participated as a Panelist for SSCCLC Legislative Breakfast and discussed possible SCA involvement with TIF for Jobs Coalition. Dawson also noted recent meetings with King County Executive Dow Constantine and with Carolyn Bush. Dawson briefed the group on the status of the CEO search for the King County Homelessness Authority; and for the Executive Director for the King Conservation District (KCD) and proposed changes to the election process within the KCD. Group was briefed on a local option bill that would allow for cities to implement ranked-choice voting. Reported that Hank Margeson was elected to the Boundary Review Board. Dawson briefly summarized meetings with King County Director of Public Health Patty Hayes and asked the group for any questions for upcoming briefings.

SCA staff will be taking staggered vacation time through the holiday season, and Dawson briefed the group on general availability.

6) Board Nominating Committee Report

President Ralph reported that the Board Nominating Committee met and made recommendations as follows: Ed Prince as President; Angela Birney as Vice President; Jeff Wagner as Treasurer; and Amy Ockerlander as Secretary. A formal vote on these appointments will be taken at the January Board of Directors meetings and there will be an opportunity to nominate from the floor.

Dawson asked group for any question for candidates, or if any candidates had statements they wished to make to the group. By suggestion from Guier, Backus asked candidates to answer the question: how do you find balance in your work and leadership roles to be able to support your own well-being. Candidates, as well as other members of the board and staff, answered the question in round robin format.

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

Treasurer Wagner reported that the finance committee met on November 24, 2020. SCA is on track to be on budget for end of year 2020. SCA has brought in more revenue than budgeted on sponsorship revenue, and has two new sponsors added since the last meeting of the Board.

Dawson summarized the renewal office lease from the City of Tukwila. Tukwila has proposed no rate change from 2020 to 2021; and a 2.8% increase from 2021 to 2022. The Finance Committee approved this lease.

Wagner moved, seconded by Backus to approve the office lease renewal contract from City of Tukwila for 2021-2022. The motion passed unanimously.

Dawson summarized for the group current reserve levels, as required by board policies, and anticipated reserve levels for 2021. A formal vote on 2021 reserve levels will be made at a 2021 meeting of the board.

Dawson briefed the group on discussions with a vendor regarding development of updated website for SCA. Discussions have been productive, but some details are still being worked out. Dawson asked the board for permission for staff to approve spend of up to \$7500 for the website project.

Wagner moved, seconded by Malchow to approve a budget of \$7500 for website project with Genetti Marketing. The motion passed unanimously.

Dawson and Wagner reported that the finance committee voted to cancel the December 2020 meeting. Meetings will resume in January, 2021.

8) City Administrator's Report

As City Manager/Administrator Representative Laura Philpot was not present, Executive Director Dawson reported on the December 2, 2020, noting discussion mainly focused on COVID policies and city budgets. City Managers/Administrators will continue to have weekly check-in calls in addition to regular monthly meetings, with the exception of the third Wednesdays of the month, where they fall in conflict with the SCA Board of Directors meetings.

9) PIC Chair's Report

PIC Chair Malchow reported on the December 9, 2020 SCA Public Issues Committee (PIC) and reported that the PIC voted to recommend to the board the adoption 2021 Legislative Principles.

Malchow moved, seconded by Prince to adopt the following Legislative Agenda for 2021, as recommended by the PIC:

The Sound Cities Association adopts the following guiding legislative principles:

- *Advance racial equity and social justice*
- *Preserve local decision-making authority*
- *Do not eliminate the social safety net*
- *Protect shared revenues*
- *No unfunded mandates to cities*

The Sound Cities Association urges the Legislature to take the following actions in 2021:

- *Promote Economic Recovery*
- *Address the Fiscal Needs of Cities to Provide Local Services*
- *Address Housing Instability*
- *Invest in Transportation Infrastructure and Mobility*
- *Address Law Enforcement Reform*
- *Clarify the Open Public Meetings Act Regarding Remote Meetings*

The motion passed unanimously.

Malchow debriefed the discussion of the PIC regarding 2021 SCA Priorities. Members had a chance to make comment on recommended priorities by round robin discussion. Members spoke on what they wanted to see from SCA in 2021, as well as aspirations for the new year of their respective individual cities. Some repeated themes were: transportation and infrastructure; continuation of successful SCA programming, including networking and Racial Equity and Justice Series; economic recovery and concerns relative to COVID, especially including small businesses and rental assistance. Dawson noted that she will email board members a summary of common priorities items, as reported in this PIC discussion, as well as at the Caucus Meetings (discussed later in the agenda).

10) Discussion Items

- a. Dawson debriefed the group on the Caucus Meetings and Board elections, highlighting discussion on 2021 priorities. These priorities were summarized by SCA staff as the following:
 - i) Economic Recovery
 - (1) Small businesses
 - (2) Ensuring recovery is equitable; racial equity, childcare considerations
 - (3) Potential for joint events with regional Chambers
 - (4) Sharing Best Practices
 - ii) Housing
 - (1) Eviction moratorium cliff/rental assistance
 - (2) King County Regional Homelessness Authority
 - iii) Infrastructure
 - (1) Transportation
 - (2) Culverts
 - (3) Sidewalks
 - (4) PWTF/PWAA
 - (5) Clean Water Plan
 - iv) Equity and Inclusion

- (1) Build on work of 2020
- (2) Possibility of New SCA President's Equity Council
- (3) Inclusion of new voices at SCA
- v) Collaboration, Nonpartisan Cooperation
 - (1) Maintaining strong relationships at SCA
 - (a) "Meet the Board Members" lunch series
 - (2) Work on relationship with county
 - (a) Meetings with county council members

Dawson asked the group for any additional recommendations for 2021 SCA priorities. Pauly recommended focused outreach to newer electeds who may have found 2020 to be especially challenging. Philpot suggested surveying new electeds on what they need and what they would like to learn about.

Dawson reported that Jim Ferrell of Federal Way and De'Sean Quinn of Tukwila were elected as new members to the 2021 SCA Board of Directors; Jeff Wagner, current SCA Treasurer was reelected for 2021.

- b. Annual Meeting Debrief
 - i) Dawson reported discussion on Role of SCA Board and PIC, and the proposed amendment brought forward by Shoreline. By vote at the annual meeting, the amendment did not pass. Group did agree that continuing conversations regarding the role of the board and the role of PIC and other committees should be continued into 2021. Dawson suggested a committee of 2021 board members to review board policies.
- c. 2020 Accomplishments

This topic was not discussed.
- d. Discussion on 2021 Priorities

This topic was discussed in an earlier agenda item.
- e. Continued Discussion on 2021 Board Retreat

Group agreed that a shorter virtual board retreat at the beginning of the year, to get set for the year; and potentially, another gathering towards the middle year if and when people are able to gather in-person. SCA staff will continue to work on format and welcome feedback and suggestion.
- f. 2021 Committee Assignments

Dawson asked for volunteers for 2021 SCA Board Committees:

Appointment of Members to SCA Finance Committee: Jeff Wagner as Treasurer, and members Mary Lou Pauly, Laura Philpot, Jim Ferrell, and Dana Ralph.

Appointment of Members to SCA Board Policies Committee: Wendy Weiker, James McNeal, Ed Prince.

Members Amy Ockerlander, Jeff Wagner, Amy Ockerlander, Christie Malchow, and James McNeal volunteered for the Events Committee.
- g. RWQC and JRC Appointments

Dawson noted that this item would come back in January.

- h. Dawson briefly discussed the upcoming Partner Lunch and asked all members to attend if possible. Staff expects representatives from several partner organizations and is looking forward to an enjoyable and successful event.

11) Recognizing Outgoing 2020 SCA Board Members

President Ralph thanked outgoing members Nancy Backus and Leanne Guier. Dawson and members of the group also expressed thanks and acknowledged the work and accomplishments of both members during their tenure on the SCA Board of Directors.

12) For the Good of the Order

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

13) Meeting was adjourned by President Ralph at noon.