



SOUND CITIES ASSOCIATION

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SCA Board of Directors

Meeting Minutes

March 17, 2021

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 Ed Prince called the meeting to order at 10:03 AM. Present via Zoom were members Angela Birney, Jeff Wagner, Amy Ockerlander, Dana Ralph, Christie Malchow, De'Sean Quinn, Laura Philpot, James McNeal, Jan Molinaro, Wendy Weiker, Jim Ferrell, and SCA staff Deanna Dawson and Leah Willoughby. Absent was member Mary Lou Pauly. Member Quinn exited the meeting at 11:00 AM during item 9. President Prince noted that the meeting was being held virtually due to the COVID-19 public health emergency.

2) Public Comment

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

3) Member Check In

Members and staff briefly checked in with group round robin style. Group agreed to continue including check in item on board meeting agendas.

Molinaro moved, seconded by Wagner to include Member Check In as item on 2021 SCA Board of Directors Meeting agendas. The motion passed unanimously.

4) Consent Agenda

Birney moved, seconded by Malchow to approve the consent agenda consisting of the minutes of the February 17, 2021 SCA Board of Directors meeting ([Attachment 1](#)) and the January 2021 financial reports ([Attachment 2](#)). The motion passed unanimously.

5) President's Report

President Prince reported on meeting with Executive Constantine. Conversation focused on COVID vaccine distribution, Best Starts for Kids Levy, and King County Regional Homelessness Authority. Equity and Inclusion Cabinet held its first meeting; next meeting is planned for mid-April. SCA events since the last meeting of the board include partner forum, meet the county council session, lunch with the board session,

and regional forum. These events are discussed later in the agenda. President Prince thanked members and staff for their work on these and future events.

6) Executive Director's Report

Executive Director Deanna Dawson briefly updated on upcoming staff schedules. Dawson thanked Executive Committee members for work on Sexual Assault Awareness Month letter. The prepared proclamation letter template was sent out to all SCA member city leaders.

Dawson also briefly updated group on: information sent out regarding mayors from the south signing a letter in favor of funding to combat human trafficking; upcoming redistricting process in King County; Seattle Foundation's COVID Relief Fund work and a request for Dawson to serve on; upcoming SCA events, which will be discussed later on the agenda; and *State v. Blake* discussion that will also be discussed later on the agenda.

7) Treasurer's Report

Treasurer Wagner reported on the February SCA Finance Committee Meeting. [Meeting Materials](#)

- a. Executive Director Dawson reviewed for the group recommended 2021 reserve levels.
Wagner moved, seconded by Birney to approve 2021 Reserve Levels as follows, as recommended by the SCA Finance Committee:
 - **Operations Reserve of half of budgeted expenses \$398,547**
 - **Equipment Reserve of \$15,000**
 - **Contract Liability Reserve \$123,900**
 - **Legal Reserve of \$25,000**
 - **Total reserves : \$562,447**
- b. Wagner summarized Sponsorship income, noting amounts invoiced and received to date. Dawson noted payments received since the last meeting of the finance committee, including two payments not yet reflected on the sponsorship tracking sheet provided totaling \$6,500. SCA is on track to be on or above budget for sponsorship income.
- c. Dawson summarized status of member dues invoices, noting that all invoiced dues have been paid, including two payments not yet reflected on the provided tracking sheet.
- d. Dawson updated group on the status of the 2020 year end audit, reporting that SCA has held entrance conference with auditing firm. Staff will continue to update board as the audit progresses.
- e. **Philpot moved, seconded by Weiker to approve writing off invoice in the amount of \$6,000 to bad debt for the year of 2020, as recommended by the Finance Committee. The motion passed unanimously.**

8) PIC Chair's Report

f. PIC Chair Malchow reported on the March 10, 2021 Public Issues Committee (PIC) Meeting. [Meeting Materials](#) The format of the March 2021 meeting was adjusted from regular meeting format to include two workshops. The workshops covered Best Starts for Kids Levy and Countywide Planning Policies.

i.) Best Starts for Kids Levy

Workshop was facilitated by Sheila Capestany, Director of the Children, Youth and Young Adult Division at the Department of Human and Community Services. Workshop consisted of a presentation and Question & Answer session. Conversation during Q & A session primarily focused on data and metrics. Malchow encouraged members to review the slide deck from the presentation, provided to board members via email after the PIC meeting. The levy renewal ordinance is currently before the Regional Policy Committee, which is anticipated to take action on a recommendation to the County Council at a special meeting on March 26.

Dawson summarized for group some suggested amendments and asked for feedback:

- In addition to the levy rate increasing, since proposal was put together, new financial forecasts have been updated and anticipation of revenue by levy has increased by \$61 million. Question of where the “extra money” will be allocated.
- City of Kirkland has suggested that a penny of the levy should be set aside for affordable housing.
- McNeal summarized proposal regarding setting some funds aside for safe spaces for kids.
- A new proposal suggests that a portion of the money from the levy be overseen by the Children and Youth Advisory Board (CYAB). CYAB will hold a special meeting to decide whether they should pursue involvement. Additional information on this has been emailed to members.

Board members shared feedback on the levy.

ii.) Countywide Planning Policies

Karen Wolf and Rebecca Maskin from King County presented information detailing proposed updates to King County Countywide Planning Policies (CPPs). The proposed updates to the CPPs include new requirements for cities related to planning for and monitoring affordable housing supply; adding new emphasis to planning for health and equity outcomes in housing, land use, transportation, environmental, and economic policies; providing greater emphasis to climate change; and incorporating changes to state law and the regional plan for growth and VISION 2050. Malchow reported minimal conversation from PIC members after presentation. Slide deck for this workshop will be emailed to board members.

Feedback from attendees on both workshops was positive.

9) City Administrator’s Report

City Manager/Administrator Representative Laura Philpot reported on the March 2021 CM/CA meeting. This meeting was combined with Snohomish County managers group for annual joint county meeting. Focus of the meeting was on Association of Washington (AWC) updates and Puget Sound Regional Council (PSRC) updates. King county group continues to meet on weekly calls.

10) Leadership Advisory Committee Update

Ralph reported that the Leadership Advisory Committee is continuing to meet virtually. There were no action items to report.

11) Discussion Items

Group discussed possible addition of bullet point to the SCA Guiding Principles, emphasizing the importance of members to be present and engaged at meetings, as recommended by the Executive Committee.

McNeal moved, seconded by Birney to add a bullet point to the SCA Guiding Principles to note an expectation that members will be actively engaged during meetings, as recommended by the SCA Board's Executive Committee. The motion passed unanimously. The Board directed staff to draft language to include in the Guiding Principles, which will be brought back for action at the next meeting.

a. SCA Equity and Inclusion Cabinet

Dawson reported that the SCA Equity and Inclusion Cabinet held its first meeting. Focus of the meeting was getting to know fellow members. Group also discussed intention of the group; the initial focus will first be on internal recommendations and changes at SCA before turning focus on offering advice and recommendations externally. In response to a question regarding hiring a facilitator to help in guiding the group, Dawson noted that staff will keep this suggestion in mind, with consideration of budget availability.

b. King County Regional Homelessness Authority CEO Search

Dawson reviewed for the group status of King County Homelessness Authority CEO search. Job offer that was extended has been turned down. Governing Committee will make a vote on next action on March 18. Members are asked to share any feedback. SCA staff will continue to update.

c. Coronavirus Local Fiscal Recovery Fund

Members discussed how their cities are allocating money from COVID relief. Members are encouraged to continue to share this information with fellow local leaders. SCA staff will continue to support these conversations with ongoing regular meetings of city elected and staff groups.

d. 2021 Legislative Session

Members discussed bills of interest in the legislative session, including HB 1220.

e. [State v. Blake](#) Decision

Dawson reviewed for the group premise of the *State v. Blake* decision. Dawson and Ralph provided a brief update as provided by AWC and Gordon Thomas Honeywell regarding status of potential bills to address. Dawson provided brief update as provided by AWC staff. After discussion, group asked that staff work with legislative committee on a potential communication to legislators regarding this issue.

Malchow moved, seconded by Philpot, to authorize SCA staff to work with the SCA Legislative Committee to communicate with legislators regarding the State v. Blake decision. The motion passed unanimously.

f. K4C

As member De'Sean was not present, discussion on this item will be brought back to the next meeting of the board.

g. Debrief of Recent SCA Events

Dawson briefly summarized events held since the last meeting of the board: Waste Management/Republic Services/Recology partner forum; webinar with Ann McFarlane of Jurassic Parliament; Lunch with the Board session, Meet the County Council session; and SCA Regional Economic Recovery Plan Update with Greater Seattle Partners. Weiker was acknowledged for her work on the partner forum. Feedback from group was positive.

h. Upcoming Events

The next Lunch with the SCA Board Series will be on March 26th with Jim Ferrell and De'Sean Quinn. The next Meet the County Councilmembers Series will be on March 22nd with Joe McDermott. Members were asked to share any question suggestions for the next Lunch with the Board and Meet the County Council sessions. Members are encouraged to attend and to encourage their elected officials and staff to attend.

SCA staff has confirmed Girmay Zahilay for the April session of Meet the County Council and Pete von Reichbauer for the May session.

SCA is also continuing to work on plans for a Women's Leadership event, as well as additional sponsorship events, an event around homelessness, and an event with King County Metro. Policy staff will be holding a happy hour for young electeds.

i. Continued Discussion on SCA Retreat

This item was not discussed due to time.

12) 2021 Accomplishments

Members for asked to continue to keep in mind accomplishments in the current year and bring back to board meetings, as a way to document and celebrate the work of the SCA.

- Dawson highlighted the formation of the Equity and Inclusion Board and the ongoing Lunch with the Board and Meet the County Council events.
- Pauly highlighted the work of SCA staff to keep members updated on important legislative items.
- Philpot highlighted successfully integrating new board members.

This topic will continue to be included on board meeting agendas.

13) For the Good of the Order

McNeal asked Molinaro for any updates on the TDR program. Molinaro had no updates and will communicate any to the board.

There were no other items for the good of the order.

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