



SOUND CITIES ASSOCIATION

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SCA Board of Directors
Meeting Minutes

December 15, 2021
10 AM - Noon

1) Call to order

SCA President Ed Prince called the meeting to order at 10:00 AM. President Prince noted that the meeting was being held virtually due to the COVID-19 public health emergency. Present via Zoom were members Angela Birney, Jeff Wagner, Amy Ockerlander, Jim Ferrell, Wendy Weiker, Christie Malchow, and James McNeal and SCA staff Deanna Dawson and Leah Willoughby. Member Dana Ralph entered the meeting at 10:01 after the motion on the Consent Agenda. Member Mary Lou Pauly entered the meeting at 10:02 during item 4. Absent from the meeting were members De'Sean Quinn, Jan Molinaro and Laura Philpot.

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) Consent Agenda

President Prince asked for any questions or concerns regarding the minutes of the October 20, 2021 SCA Board of Directors Meeting or the September 2021 and October 2021 financial reports.

Wagner moved, seconded by McNeal to approve the consent agenda consisting of the draft minutes of the October 20, 2021 SCA Board meeting and the September 2021 and October 2021 financial reports. The motion passed unanimously.

4) Member Check In

Members and staff briefly checked in with group round robin style.

5) Executive Session to Discuss Personnel Matter

Staff members Dawson and Willoughby exited the meeting at 10:10 AM to allow a fifteen-minute executive session. Dawson and Willoughby returned to the meeting at 10:20 AM.

Birney moved, seconded by Ferrell to approve a \$5,000 end of year bonus to Executive Director Deanna Dawson in recognition of excellent work. The motion passed unanimously.

Ferrell moved, seconded by McNeal to allow carryover of vacation hours in excess of policies for the year of 2021, and to revisit the subject of vacation policy at a future board meeting. The motion passed unanimously.

6) President's Report

President Prince thanked members for their hard work in 2021. In the interest of time, President Prince moved to the next agenda item.

7) Executive Director's Report

Dawson reported that Carl Cole, SeaTac, was appointed as the City Manager Representative for the 2022 SCA Board of Directors at the December 2021 City Manager/City Administrator Meeting. Bill Boyce was appointed as PIC Chair and Chris Roberts was appointed as PIC Vice Chair by the PIC at the January PIC Meeting. Dawson thanked Philpot and Malchow for their work on the 2021 SCA Board of Directors.

Dawson and President Prince sent letters to all newly elected officials in SCA member cities. Staff is working on planning a welcoming event in 2022 for newly elected officials, as well as an ongoing meeting for newly electeds.

Equity Cabinet will continue in 2022. Potential events and meetings for 2022 include an ongoing meeting to discuss equity issues; rescheduled workshop on allyship.

Dawson updated the group on activities and events and meetings tentatively planned for 2022, including:

- City visits
- Field trips for members with partners and regional organizations
- Ongoing meetings of city leadership and electeds groups

SCA offices will be closed from December 24, 2021 through January 2, 2022. Staff is available for emergency. Dawson asked members to consider and share feedback on format for 2022 SCA Board of Directors meetings.

8) Board Nominating Committee Report

President Prince reported that the 2021 Board Nominating Committee met and made the following recommendations: Angela Birney for President; Jan Molinaro for Vice President; Jeff Wagner for Treasurer; James McNeal for Secretary; Mary Lou Pauly for Deputy Treasurer. Dawson asked group for any question for candidates. There was no further discussion.

9) Treasurer's Report

Treasurer Jeff Wagner reported that finance committee met on November 30, 2021 ([Meeting Materials](#))

September 2021 and October 2021 financial reports were included in the consent agenda item. There was no further discussion.

Wagner gave overview of sponsorships for 2021, noting that SCA was on budget for 2021 sponsorship income for 2021.

Wagner reported that the 2022 budget and member city dues were approved by the full membership at the 2021 annual meeting.

Finance committee discussed 2022 reserves levels. The reserve levels are set in accordance with board policies. Dawson noted that existing board policies are conservative. 2022 reserve levels will be approved by the full board at the 2022 January meeting of the board.

Dawson briefed members on organizational fiscal needs. Group was asked to consider direction on how to use sponsorship income in that is in excess of what was budgeted at year ends. Dawson reviewed 2021 revenue, bank balances, and required reserves. Dawson suggested spend on additional admin help, whether permanent or temporary, would be of benefit to the association and the membership. Group was in support. This topic will be brought back for discussion at future meetings of the board.

Wagner gave overview of 2021 end of year forecast, noting that SCA is on track to be on track for both income and expenditures. Dawson asked for direction on purchase of SCA branded merchandise for distribution to members.

Wagner moved, seconded by Birney to set aside a maximum of \$5,000 from remaining 2021 budget for purpose of branded merchandise. The motion passed unanimously.

There were no further updates.

10) PIC Chair's Report

PIC Chair Christie Malchow reported on the October 13, 2021 Public Issues Committee (PIC) Meeting ([Meeting Materials](#)).

a. Regional Board and Committee

Malchow reported that PIC recommended to the board the appointments to 2022 Regional Boards and Committees, as recommended by the PIC Nominating Committee.

Malchow moved, seconded by Birney to approve appointments to 2022 Regional Boards and Committees, as recommended by the PIC Nominating Committee and the PIC, including a finding of exceptional circumstances to exceed term limits for appointments to Transportation Policy Board and Regional Water Quality Committee.

b. 2022 PIC Chair and Vice Chair

Malchow reported that PIC voted to appoint Councilmember Bill Boyce, Kent, to serve as 2022 PIC Chair and Councilmember Chris Roberts, Shoreline, to serve as 2022 PIC Vice Chair.

c. 2022 SCA Legislative Agenda

Malchow reported that there was discussion on the legislative agenda. PIC voted to bring the draft legislative agenda back to the next PIC meeting, as shown in the December 8, 2021 PIC Packet including any revisions by staff, for potential action.

d. Metro Policy Updates

Malchow reported that SCA staff provided an update on new Metro transit policy updates. The policy documents, which included ten amendments developed by SCA caucus, were unanimously adopted by the King County Council on December 7th. Dawson noted excellent work from SCA members on the Regional Transit Committee and SCA Policy Analyst Hali Willis.

e. 2022 City Outlook

Malchow reported that members held roundtable discussion of city priorities, goals, and exciting projects members were looking forward to in 2022.

11) Regional Staff Committee Appointments

Dawson summarized for the group vacancies and applications received for 2022 SCA Regional Staff Committees. Group reviewed application materials.

Pauly moved, seconded by Birney to appoint slate of members and alternates to 2022 SCA Regional Staff Committees. (Attachment 1). The motion passed unanimously.

12) City Administrator's Report

City Manager/Administrator Representative Laura Philpot reported on the December 2021 CM/CA meeting. Meeting included panel presentation and discussion regarding vaccine exemptions/accommodations and impact bargaining. City Manager/Administrator group will continue to meet in 2022.

13) Discussion Items

a. Debrief of Annual Meeting

Dawson reported that feedback was positive. There was no further discussion.

b. Discussion of Upcoming Events

Dawson provided overview of upcoming events, including:

- 2022 Board Elections
- Orientation for Regional Board and Committee Appointees
- PIC 101
- SCA Board Retreat
- Newly Elected Officials Welcome Event

c. 2022 Committees

Dawson noted that the following board committees will need members for 2022:

- Finance Committee
- Welcoming Committee
- Events Committee
- Equity and Inclusion Cabinet

Appointments to board committees will be held at the January 2022 meeting of the board.

d. Discussion on 2022 Priorities

Dawson asked members to continue to share priorities. Topics discussed included working together as a region; help new electeds transition into elected roles; encouraging involvement in SCA; and equity and inclusion.

e. Continued Discussion - SCA Retreat - SCA Role in Fostering Nonpartisan Cooperation in the Region

This item was not discussed.

14) Recognizing Outgoing Board Members

Executive Director Dawson and President Prince thanked outgoing board members for their dedicated service in 2021. Group echoed thanks. Outgoing members Ralph and Malchow thanked group for a great year.

15) For the Good of the Order

There were no items for the good of the order

16) Meeting was adjourned by President Prince at 12:10 PM