



SOUND CITIES ASSOCIATION

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SCA Board of Directors
Meeting Minutes

July 21, 2021
10 AM - Noon

1) Call to order

SCA President Ed Prince called the meeting to order at 10:02 AM. Present via Zoom were members Angela Birney, Dana Ralph, Christie Malchow, Laura Philpot, Jan Molinaro, Mary Lou Pauly and SCA staff Deanna Dawson and Leah Willoughby. Member Amy Ockerlander joined the meeting at 10:04 AM during Item 4. Member Jim Ferrell joined the meeting at 10:07 AM during Item 4. Member De'Sean Quinn joined the meeting at 10:24 AM during Item 6. Member Mary Lou Pauly exited the meeting at 11:14 during Item 12.d, after the first motion under this item and before the second motion in under this item. President Ed Prince was not present for the second motion under item 12.d. Absent from the meeting were members Jeff Wagner, Wendy Weiker, and James McNeal. 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) Consent Agenda

President Prince asked for any questions or concerns regarding the draft minutes of the June 16, 2021 SCA Board meeting, the May 2021 Financial Reports, and the 2020 SCA Form 990.

Birney moved, seconded by Ralph to approve the consent agenda consisting of the draft minutes of the June 16, 2021 SCA Board meeting, the May 2021 Financial Reports, and the 2020 SCA Form 990. The motion passed unanimously.

4) Member Check In

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

5) President's Report

President Prince updated the group on a meeting of SCA Executive Director Deanna Dawson and SCA members on the King County Regional Homelessness Authority (KCRHA) Governing Committee, which includes Ed Prince, Angela Birney, and Nancy Backus, with the KCRHA staff to discuss staffing plan. KCRHA was receptive of concerns and discussion and made changes to their staffing plan as a result of the meeting.

6) Executive Director's Report

Executive Director Deanna Dawson updated members on current hiring process for the vacant policy analyst position.

Dawson updated group on SCA's work including, homelessness and KCRHA; Health through Housing Initiative and hotel purchases; Covid reopening policies; policing; transit updates; equity and diversity; and the Clean Water Plan and the Ecology General Permit. Dawson updated group on events held since the last meeting of the board including, Briefing with Governor Gregoire of Challenge Seattle on homelessness; Lunch with the SCA Board session with Wendy Weiker and James McNeal; SCA Meet the County Council session with Dave Upthegrove; and the SCA Networking Event.

Dawson briefed the group on meetings since the last meeting of the board including, Dennis Worsham, Interim Director KC Public Health; meetings with current SCA sponsors about possible events and forums; meeting with Sara Levin, United Way regarding regional issues; Kristina Hudson, OneRedmond; Rachel Smith, Seattle Chamber; Christie True and Kamuron Gurol, King County regarding the Clean Water Plan, and Ecology General Permit; Terry White, King County Metro; King County Executive Dow Constantine; AWC *Blake* workgroup; Mark Dones, King County Regional Homelessness Authority; meetings with members of the SCA board; and Communities of Opportunity Governing Group. Regular meetings that continue include, SCA mayors, SCA deputy mayors, SCA city managers, and briefings with King County Public Health.

SCA staff held a team building afternoon and staff annual reviews will continue on work anniversaries.

7) Staff Committee Appointment

President Prince asked for any questions or concerns regarding application materials included in the board packet for the staff committee vacancy and appointment.

Philpot moved, seconded by Birney to appoint Chris Pasinetti, Enumclaw as member to the Housing Interjurisdictional Team (HIJT) Growth Management Planning Council. The motion passed unanimously.

8) Treasurer's Report

- a. As SCA Treasurer Jeff Wagner was not present, Executive Director Dawson reported on the June 30, 2021 SCA Finance Committee Meeting. [Meeting Materials](#)
- b. 2022 Member City Dues, Assessment Rate
Executive Director Dawson reviewed for the group the draft 2022 SCA Member City Dues, as recommended by the SCA Finance Committee. The committee continues to discuss current cap on population for assessing member city dues and possibility of raising the cap in years after 2022. This will be brought back for discussion at future meetings of the board. There were no questions or concerns raised.

Malchow moved, seconded by Quinn to recommend approval of the 2022 assessment rate and member dues to the membership at the SCA Annual Meeting, and direct SCA staff to circulate the recommended rate and dues to member cities. The motion passed unanimously.

- c. Dawson summarized Sponsorship income, noting that SCA is on track to be on budget for sponsorship income for 2021. Dawson noted invoices and new sponsor organizations added since the last meeting of the board, as well as potential new sponsor organizations and potential additional event sponsorships for 2021.
- d. Long Term Care Insurance
Dawson reviewed the background of the WA Cares Fund and implications to staff. SCA has opted in to offer its staff an alternative option through Washington Counties Insurance Fund, through which SCA currently provides insurance benefits.
- e. There were no other updates for the Treasurer's Report.

9) City Administrator's Report

City Manager/Administrator Representative Laura Philpot reported on the July 2021 CM/CA meeting. Conversation was focused on return-to-office and hybrid meetings. Three staff members from SCA cities gave presentations to share their processes for remote and hybrid meeting implementations.

10) Leadership Advisory Committee Update

Ralph reported that the Leadership Advisory Committee is continuing to meet regularly.

11) PIC Chair's Report

- f. PIC Chair Malchow reported on the July 14, 2021 Public Issues Committee (PIC) Meeting ([Meeting Materials](#)) Malchow reported that members of PIC voted to cancel the August 2021 meeting. Group was reminded group that there will be a new PIC Vice Chair. For geographic balance, SCA is particularly looking for potential nominations from the North and Snoqualmie Valley caucuses, and the Chair will likely be Bill Boyce of Kent.
 - i.) Metro Plan Updates and SCA Guiding Principles
Malchow reported that SCA Executive Director and Jennifer Robertson, Bellevue councilmember and SCA caucus chair on Regional Transit Authority (RTC) gave a brief presentation. Robertson reported that SCA cities and RTC have worked well together over the last 18 months to develop the Guiding Principles. PIC members provided comments and questions. SCA staff will continue to update.
 - ii.) King County Countywide Planning Policies
Malchow reported that SCA staff Brian Parry gave an update on King County Countywide Planning Policies (CPPs). At Growth Management Policy Committee (GMPC), the most significant topic of discussion was affordable housing and how the need will be met equitably via the growth management distribution. GMPC sent this feedback to the Affordable Housing Committee for discussion for potential changes to the CPPs. Dawson noted that, once the CPPs are approved by the county, they will come to cities for ratification.
 - iii.) Clean Water Plan
Malchow reported that SCA Staff Brian Parry reported that King County is currently in the process of developing the Clean Water Plan that will guide water quality investment decisions through

2060. The county's Wastewater Treatment Division (WTD) has been providing monthly briefings to SCA representatives on the Regional Water Quality Committee (RWQC). Malchow directed members to the meeting materials for information on workshops that will be hosted by WTD for city staff and elected officials.

Dawson noted that there was a related issue with the General Ecology Permit and encouraged members to submit comment and questions to the to have relevant staff attend the WTD workshops. Additional information on workshops and submitting comment was provided by SCA staff via email. Malchow noted that the county has its own analysis on effectiveness and compliance cost. In this analysis, the proposed nutrient levels will be exceeded by 2022.

iv.) Solid Waste Rates and Fees

Malchow reported that SCA ED Dawson reported that King County is currently considering the 2022 solid waste rates and fees that would take effect January 1, 2022. This was previously discussed at the April PIC meeting. County council did follow this recommendation. The rate restructure is expected between 2022 and 2024.

v.) Levies and Ballot Measures

Malchow noted that most notable discussion under levies and ballot measures was regarding the Best Starts for Kids levy on the August Ballot.

vi.) Potential Upcoming SCA Issues

This item was not discussed.

vii.) Member Roundtable

Malchow reported that PIC members discussed the topic of: role of PIC, future PIC meetings, and how to best shape those meetings to ensure they are inclusive, accessible, and provide the most value to SCA member cities. Answers and feedback were generally positive. Comments and feedback regarding the format of future PIC meetings will be considered by SCA staff. Staff continues to look at options for both virtual and in-person formats.

viii.) Informational Items

This item was not discussed.

ix.) Upcoming Events

These events were discussed earlier on the agenda. Malchow encouraged all members to attend events as possible.

12) Discussion Items

a. SCA Staffing Update

Executive Director Deanna Dawson noted that this item was discussed earlier in the agenda. SCA hopes to fill the open position in the next one to two months.

b. Updates to Personnel Policies

Dawson reported that SCA staff is looking at updating the personnel policies to add Juneteenth as a holiday. Staff is also working on other updates to the policies. Members were asked to give any feedback. SCA is considering the drafting of a pandemic response policy. This would be separate of the personnel policies. SCA staff will continue to update.

c. Honorarium from Seattle Foundation

Dawson briefed group on honorarium offered by Seattle Foundation for work done in 2020 as a member of their grant review committee. Dawson had asked that the honorarium be paid to SCA as an organization. The Foundation had recently reached out to let Dawson know that SCA would not be eligible to receive as it is a 501(c)(4) rather than a 501(c)(3). The Foundation offered to pay the honorarium to Dawson individually.

Birney moved, seconded by Philpot to approve Executive Director Deanna Dawson to receive the honorarium from the Seattle Foundation. The motion passed unanimously.

d. Upcoming Meeting Schedule

Birney moved, seconded by Malchow to cancel the August 2021 SCA Board of Directors Meeting. The motion passed unanimously.

Group discussed format and location of remaining meetings of the board in 2021. SCA staff will continue to monitor and report back to the board circumstances regarding the ongoing concerns around the pandemic. Staff will also continue to monitor implications for planned in-person upcoming SCA events.

Ockerlander moved, seconded by Malchow to delegate to President Prince and ED Dawson determine where and in what format to hold the September meeting of the SCA board. The motion passed unanimously.

e. Fall SCA Retreat

Dawson asked for feedback on discussion for the fall 2021 SCA Board Retreat. Staff is considering topics of equity, and engagement of electeds with SCA as an organization.

f. Continued Discussion on SCA Mini Retreat - SCA Role in Fostering Nonpartisan Cooperation in the Region

Members were directed to the materials linked in the [meeting materials](#) from the 2021 SCA Mini Retreat.

g. Trainings for New Elected Officials

Group was asked to discuss trainings for new electeds that help them become engaged and effective in their roles. Ralph suggested members of the board take an active role in speaking at the events. Prince noted that consideration should be made for themes of other events from other organizations so as

not to be redundant. Molinaro also noted keeping dates of events spaced from the other events. Quinn suggested topic of the definition of governance and the roles of local elected officials. Birney suggested topic of transitioning from campaigning to being in office, and suggested interactive portions such as breakout groups or small discussion groups in person. Members are asked to continue to give feedback.

h. Debrief of Recent SCA Events

Dawson debriefed the group on the following recent SCA Events:

- a. Meet the County Council – Dave Upthegrove
- b. Lunch with the SCA Board – Wendy Weiker and James McNeal
- c. SCA Networking Event – Sponsor Gordon Thomas Honeywell Government Affairs

Feedback was positive. Dawson thanked Weiker and McNeal for their participation in the Lunch with the SCA Board session. There was no further discussion or feedback on recent events.

i. Upcoming Events

Dawson debriefed the group on the following upcoming SCA Events and asked that members attend whenever possible:

- a. SCA Racial Equity and Justice Series - SCA City Equity Initiatives Inventory – Friday, July 23, 2021
Noon to 1 PM
- b. SCA Presentation: King County Redistricting – Monday, July 26, 2021 – Noon to 1 PM
- c. SCA Partner Forum – Amazon Housing Equity Fund – Friday, July 30, 2021 – noon to 1 PM
- d. SCA Annual Meeting – SCA Annual Meeting – Wednesday, December 1, 2021 - Sponsor Comcast
- e. Other Events

There was no further discussion on upcoming events.

j. SCA Equity and Inclusion Cabinet

President Prince reported that the SCA Equity and Inclusion Cabinet continues to meet and discussions at these meetings have been strong and effective. Prince plans to include sharing of some of these discussions at the fall SCA Board Retreat.

k. Covid and City Reopening Policies

In response to question from Quinn, group discussed if any cities are reconsidering any approaches to reopening. Group discussed implementation of remote and hybrid work policies.

13) 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. Members noted the following:

- Malchow noted reception of the most recent networking event
- Malchow noted women’s leadership event

14) For the Good of the Order

Molinaro shared a reminder for the Vietnam Moving Wall in Enumclaw. Saturday, August 7 is National Purple Heart Day and will be honored with a ceremony starting at 10 AM at The Vietnam Moving Wall grounds.

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