



SOUND CITIES ASSOCIATION

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**SCA Board of Directors
Meeting Minutes**

October 20, 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, Dana Ralph, Jim Ferrell, Jan Molinaro, Wendy Weiker, Laura Philpot, and James McNeal and SCA staff Deanna Dawson and Leah Willoughby. Member Christie Malchow joined the meeting at 10:20 during Item 7. Absent from the meeting were members De'Sean Quinn and Mary Lou Pauly.

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 September 15, 2021 SCA Board of Directors Meeting or the August 2021 financial reports.

Wagner moved, seconded by Ockerlander to approve the consent agenda consisting of the draft minutes of the September 15, 2021 SCA Board meeting and the August 2021 financial reports. The motion passed unanimously.

4) Member Check In

This item was skipped in interest of time.

5) Executive Session to Discuss Personnel Matter

Staff members Dawson and Willoughby exited the meeting at 10:00 AM to allow a fifteen-minute executive session. Dawson and Willoughby returned to the meeting at 10:15 AM.

Wagner moved, seconded by Birney to move forward with 5% step increase and CPI increase of 6.3% for Executive Director Deanna Dawson effective January 1, 2022.

6) President's Report

In the interest of time, President Prince moved to the next agenda item.

7) Executive Director's Report

Dawson reminded members of board seats up for election for 2022 and briefly summarized the process for board election caucus meetings. Dawson asked that members hold the time and plan to attend the caucus meetings.

Dawson updated the group on activities and events since the last meeting of the board, including:

- Participation in the Keep Washington Rolling coalition, to support a transportation package
- Participation in the Greater Seattle Partners (GSP) Competitiveness Council, Regional Recovery initiative, and on the search committee for a new GSP CEO
- Final session of the "Lunch with the SCA Board" with Christie Malchow and Mary Lou Pauly
- Final 2021 session of the "Meet the County Council" with Councilmember Rod Dembowski
- Meeting with United Way of King County
- Continued regular meetings of Deputy Mayors/Council Presidents, caucus group mayors, and City Managers
- Briefings with King County Public Health
- Meetings of the Executive Committee, SCA Leadership Advisory Committee, and Equity Inclusion Cabinet
- Meetings with King County Metro
- Meeting with Snoqualmie Valley Governments Association (SVGA)
- Meeting with Executive Constantine
- Meeting with Communities of Opportunity Governing Committee

Dawson reported on new sponsorships and potential new sponsorships. Staff is working with annual meeting sponsor Comcast to discuss planning of the event.

8) Treasurer's Report

- a. Treasurer Jeff Wagner reviewed for the group the September 28, 2021 Finance Committee [Meeting Materials](#)
- b. Treasurer Jeff Wagner reviewed for the group the August 2021 financial reports.
- c. Treasurer Jeff Wagner noted that there were new sponsors added since the last meeting of the board. Dawson summarized Sponsorship income noting that SCA is on track to be on budget for sponsorship revenue for 2021.
- d. Treasurer Jeff Wagner summarized the proposed 2022 SCA Budget. Executive Director Deanna Dawson walked the group through the income portion of the draft 2022 budget line by line, noting the following:
 - a. Sponsorship income is conservatively set based on expected continuing sponsorships
 - b. Events income is based on four events; event expenses match
 - c. Interest is conservative based on current poor interest rates

Dawson walked the group through the expenses portion of the draft 2022 budget line by line, noting the following:

- a. Staff expenses include increases to staff salaries effective January 1, 2022
- b. Medical/Dental/Vision insurance rates rose slightly from 2021
- c. Rent went up moderately; expected based on lease agreement
- d. Printer lease was renegotiated to a lower rate
- e. Dawson asked for direction on payment of staff portion of the Washington State Paid Family and Medical Leave tax (PFML).

Wagner moved, seconded by Malchow to approve SCA payment of the employee portion of the Washington Paid Family Medical Leave (PFML) until further notice. The motion passed unanimously.

Wagner moved, seconded by Birney to approve the printer renewal lease from Electronic Business Machines. The motion passed unanimously.

Wagner moved, seconded by McNeal to Recommend Approval of the SCA 2022 Budget by the Membership at the December 1, 2021 SCA Annual Meeting. The motion passed unanimously.

- e. There were no further updates

9) PIC Chair's Report

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

- a. Metro Plan Updates
Dawson reported that the Guiding Principles, as provided in the agenda, were unanimously recommended for approval by the Public Issues Committee (PIC).

Ockerlander moved, seconded by Molinaro to adopt the amended *SCA Guiding Principles for Metro Policy Updates* as recommended by the SCA Public Issues Committee (PIC). The motion passed unanimously.

Members thanked staff for working to address the concerns raised by cities.

- b. 2022 State Legislative Agenda
2021 Legislative Agenda was included in the PIC meeting materials. Malchow noted that cities were asked to send their legislative agendas to SCA staff. Dawson noted that, should cities be including transportation issues in their legislative agendas, they should not delay communicating to respective legislators.
- c. Board of Health Bicycle Regulation
Malchow reported a robust conversation at the PIC meeting. King County Board of Health is recommending not having regulation requiring bicycle helmets. PIC discussion was split on support.

Board of Health will be voting on October 21, 2021. Members were emailed a detailed summary of discussions and concerns from PIC members. SCA staff has recommended to Board of Health members to work together as a caucus to try to find a consensus.

- d. King County Clean Water Plan
Malchow referred group to the PIC meeting packet for matrix detailing information on the plan.
- e. 2022 Regional Board and Committee Appointments & Chair Appointment of 2022 PIC Nominating Committee
Malchow reported that three existing members of the PIC Nominating Committee were reappointed: Ross Loudenback, North Bend; Traci Buxton, Des Moines; and Chance LaFleur, Enumclaw. New member Kelli Curtis, Kirkland was appointed. SCA staff gave overview of nomination process for regional boards and committees and took questions from PIC members.
- f. Levies and Ballot Measures in King County
This topic was not discussed.
- g. Upcoming Issues
This topic was not discussed.

10) City Administrator's Report

City Manager/Administrator Representative Laura Philpot reported on the September 2021 CM/CA meeting. Meeting included discussion on King County redistricting with Paul Graves and Sonia Danenburg, King County Redistricting Committee; American Rescue Plan updates roundtable with Jacob Ewing, AWC; and discussions on vaccinations and reopening plans.

11) Leadership Advisory Council Update

Ralph reported that the Leadership Advisory Committee met on October 6th. Members talked about annual meeting and the decision to make virtual. There were no other updates to report.

12) Equity and Inclusion Cabinet

SCA President Prince noted that the Equity Cabinet met in October. Group discussed a letter that will be sent to all the newly elected officials. Additional notes on this meeting were emailed to members of the board prior to the meeting of the board. Group discussed SCA committee appointment process; training ideas for equity and inclusion; and SCA's role in diversity and equity.

13) Discussion Items

- a. 2021 Board Leadership
Dawson provided overview of the role of the Board Nominating Committee. President Price appointed Ed Prince, James McNeal, Christie Malchow, and Dana Ralph to the Board Nominating Committee. (Note – Following the meeting, James McNeal was replaced on committee by Wendy Weiker.)
- b. Member Emeritus
Dawson provided overview of member emeritus policies.

Birney moved, seconded by Malchow to honor Matt Larson, Snoqualmie as SCA Member Emeritus. The motion passed unanimously.

c. Upcoming Meeting Schedule

Birney moved, seconded by Weiker to cancel the November 2021 meeting of the SCA Board of Directors. The motion passed unanimously.

d. Upcoming Finance Committee Meeting

Wagner moved, seconded by Ralph to cancel the October and December meetings of the SCA Board Finance Committee. The motion passed unanimously.

The Finance committee will meet for the November 30, 2021 meeting.

e. Board Elections

Wagner moved, seconded Ockerlander to hold board elections virtually on December 15, 2021 and December 16, 2021 at 6:30 PM, with South and South Valley caucuses combined and the North and Snoqualmie Valley combined. The motion passed unanimously.

f. 2021 Annual Meeting

After discussion, **Wagner moved, seconded by Malchow to hold the 2021 SCA Annual Meeting on December 1, 2021, and be held in a virtual format. The motion passed unanimously.**

Staff is continuing to plan the full agenda of the annual event.

g. Continued Discussion - SCA Retreat - SCA Role in Fostering Nonpartisan Cooperation in the Region
This item was not discussed.

14) 2021 Accomplishments

Members were 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:

Birney: work of the equity cabinet and success in getting more people involved with SCA
Amy: "Meet the Board" series positively received

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 11:59 AM