



SOUND CITIES ASSOCIATION

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SCA Board of Directors Minutes

April 15, 2015 10:00 AM
City of Sammamish, City Hall
801 228th Ave SE, Sammamish, WA 98075

1. Call to Order

Matt Larson, SCA President, called the meeting to order at 10 AM.

Members present: Bill Allison, Nancy Backus, David Baker, Don Gerend, Bob Harrison (arrived late), Dennis Higgins, Matt Larson, Amy Walen

Members absent: Dave Hill, John Marchione, Bernie Talmas, Jim Haggerton, Chris Eggen

Staff present: Deanna Dawson

2. Public Comment

No public comment was provided.

3. Consent Agenda

Don Gerend moved, seconded by David Baker, to approve the Consent Agenda. The motion passed unanimously.

4. President's Report

Matt Larson expressed thanks to ED Deanna Dawson for a great job setting up the April 1 SCA Networking Dinner featuring speaker Maud Daudon of the Seattle Metropolitan Chamber of Commerce. He also indicated that he and ED Deanna Dawson—in an ongoing series of meetings with SCA cities—has recently visited Medina and Redmond. Larson reported that he will be attending the State of the County address on April 27 at the Federal Way Community Center. ED Deanna Dawson will attend as well. Larson is speaking at a planning association conference later this month

Discussion turned to transportation. SCA members have attended a number of “town hall” meetings conducted by state representatives on various issues including transportation. There has been some movement on the transportation package in the state legislature. It was noted that 3 Republican member of the House Transportation Committee (including Rep. Jay Rodne and Rep. Linda Kochmar, both former SCA city officials) had voted in favor of the package in committee. It was suggested that thank you notes be sent to a number of individuals thanking them for their efforts.

5. Executive Director's Report

- ED Deanna Dawson gave the Board an update on SCA staffing. She noted that the staffing changes may mean that some projects will be put on hold while staff gets up to speed. She noted that policy analyst Ellie Wilson-Jones had started work and was already proving to be an asset to the

organization with her work on the Committee to End Homelessness Strategic Plan. Senior Policy Analyst Katie Kuciemba will start with SCA on May 4, 2015.

- Dawson gave an update on an event that SCA is co-hosting with the County featuring Alan Berube, author of “Confronting Suburban Poverty in America.” The event will be held on Monday, April 20, 2015 at noon at the Chinook Building. She encouraged all Board members to attend.
- Dawson updated the Board that a previously planned public sector economic development summit would not be held in May, due to the fact that the County’s Economic Development Advisor had left the County. Dawson had been contacted by Carrie Chihak in the Executive’s office, and asked to assist with the search for a replacement.
- Dawson gave the Board an update on the Green/Duwamish Watershed project.
- Dawson reported to the Board about a request for assistance that SCA had received from the Town of Skykomish, regarding assistance with playground equipment. SCA reached out to the Mayor and City Manager of Kenmore, a city known for their success in obtaining grants for parks within the city. They went above and beyond, and responded with numerous resources and potential grant opportunities that Skykomish could pursue. This is an excellent example of the value of SCA to member cities, and the power of regional partnerships. Dawson thanked Kenmore Mayor David Baker and City Manager Rob Karlinsey for their efforts.
- Dawson gave an update to the Board on SCA’s social media presence:
 - Facebook likes: 450
 - Up from 258 at end of 2013, 126 at beginning of 2013
 - Twitter followers: 290
 - Up from 135 at end of 2013
 - Dawson encouraged members to “like” SCA on Facebook and follow SCA on Twitter, and to encourage their councils, and social media contacts, to do the same
- Dawson reported on meetings since the last Board meeting including:
 - King County Executive Dow Constantine (in Snoqualmie);
 - Suzanne Dale-Estey, President and CEO of the Economic Development Council of King County;
 - David Freiboth, King County Labor Council;
 - Former Board President Denis Law of Renton;
 - North End Mayors lunch with Congresswoman Suzan Del Bene;
 - Hilary Franz, Futurewise;
 - Representatives from Waste Management on recycling and public education;
 - A meeting of the Keep King County Moving working group;
 - Noting the Board’s priority of having SCA at the table on human services initiatives in 2015, Dawson made note of attending:
 - Meeting with Mark Putnam, Committee to End Homelessness (CEH)
 - SCA has put pressure on CEH to add an SCA representative to the CEH Executive Committee. The latest version of the CEH strategic plan adopts that recommendation.
 - Best Starts for Kids planning session
 - Communities of Opportunity Governance Group
 - Dawson has also been invited to attend a meeting with the Communities of Opportunity Governance Group with Living Cities in Chicago in June.
 - Per the Board’s priority of meeting with Seattle City Councilmembers, Dawson and the Executive Committee of the Board will be meeting with Seattle City Council President Tim Burgess in May

- A quarterly meeting with Seattle Mayor Ed Murray is also scheduled for May
- Dawson noted that a meeting scheduled with King County Council President Larry Phillips had to be rescheduled

6. Amendment of SCA Personnel Policies

ED Dawson gave the Board background on the recommended amendments to personnel policies regarding education benefits, and travel expense reimbursement. David Baker moved, seconded by Nancy Backus to amend the personnel policies to add language to the policy regarding “Auto Mileage” to add language clarifying that SCA will also provide reimbursement for “Parking, and Other Travel Expenses, as well as to clarify the policy regarding professional development, to delete the existing language regarding professional development, and to add the following language:

“SCA believes in the value of professional development for its employees, and with prior approval of the Executive Director, will reimburse employees for continuing education, training, and/or professional development programs consistent with the position description and needs of the organization.”

The motion passed unanimously.

7. PIC Chair’s Report

ED Dawson gave the PIC Chair Report for Mayor Talmas, who was unable to attend the meeting. There was one action item on the agenda: appointment of a new alternate member to the Emergency Management Advisory Committee (EMAC) due to the retirement of a member from Redmond, Commander Hagreen. The PIC voted unanimously to recommend to the Board the appointment of Councilmember Tola Marts, Issaquah, to an alternate position on the Emergency Management Advisory Committee.

Bill Allison moved, seconded by David Baker to appoint Councilmember Tola Marts, Issaquah, to an alternate position on the Emergency Management Advisory Committee. The motion passed unanimously.

Dawson updated the Board on the discussion at PIC regarding the Committee to End Homelessness Draft Strategic Plan. Dawson reminded SCA members that the PIC had voted last month to ask the CEH to continue working on the plan rather than moving toward adoption in April. As discussed by the PIC last month, the earlier version of the plan lacked detail on cost of the strategies, sources of funding, and lead partners responsible for implementation of the strategies. Additionally, cities had raised concerns about certain aspects of the plan, including but not limited to language relating to “criminalization” of homelessness, which mischaracterized the efforts of cities.

SCA staff have been meeting with SCA’s representatives on the CEH Governing Board (Doreen Marchione and Lydia Assefa-Dawson) and the IAC (Michael Hursh of Auburn, Jennifer Henning of Renton, and Colleen Kelly of Redmond) as well as other SCA member city staff to coordinate feedback. The CEH held a planning meeting on March 16, 2015, which was well attended by SCA members. A new draft of the plan was released on that date, and that version of the plan is included in the PIC packet. A new draft will be released on April 15, 2015. In the meantime, SCA staff are working with cities to provide feedback and potential language revisions. The timeline going forward is as follows:

- **April 15:** Third Draft of Strategic Plan Released (incorporating feedback from SCA cities and March 16 CEH strategic planning meeting)

- **Interim steps for reviewing April 15 draft:**
 - **April 22:** Deadline to provide edits/comments to SCA staff (Ellie)
 - **April 22-29:** SCA staff combine comments/edits and solicit further feedback from Governing Board and IAC members and other city staff and elected officials from SCA cities
 - **April 29:** SCA staff provide combined edits/comments to CEH staff
 - **April 15-May 13:** Presenters from CEH, IAC, and SCA will be available to cities to present revised plan (contact Ellie if you are interested)
 - **April 22, 8:30-10:00 a.m., SCA Offices:** Meeting with CEH Director Mark Putnam
 - **May 1:** Comments officially due to CEH staff
 - **May 8:** Fourth Draft of Strategic Plan Released (incorporating feedback received by May 1)
 - **May 13:** SCA Public Issues Committee will have a first opportunity to weigh in on the revised plan
 - **June 10:** SCA Public Issues Committee reviews and considers a recommendation on the plan
 - **June 17:** SCA Board of Directors acts on the PIC recommendation.
 - **June 30:** CEH Governing Board meets to adopt Strategic Plan/New Charter
 - **June 30:** Continuum of Care (CoC) Annual Conference / meets to adopt New Charter

Dawson noted that CEH staff had also indicated that a new governance structure for the CEH would be incorporated to the draft to be released on April 15, 2015. SCA staff had raised concerns about a new structure being proposed at this date without opportunity for review.

Based on feedback from SCA, the newest draft of the CEH plan includes the following:

- The existing CEH Executive Committee will serve as the transition committee between the existing governance structure and the new one. Per the existing charter, they “nominate new and replacement members to the IAC, and recommending Governing Board members to the Governing Board nominating committee as necessary.”
- SCA has been added to the Executive Committee.
- Applications for membership to the new “Coordinating Board” will be open to the public. A membership application will be developed and approved by the existing CEH Executive Committee. Applications will be available at the June 30, 2015 annual CEH meeting.
- The existing CEH Executive Committee will review applications, and determine membership, of the “Coordinating Board,” by August 2015.
- Membership will reflect diversity of people experiencing homelessness and regional differences.
- Committee membership will be capped at 25 persons, including 2 seats for SCA.
- Meetings will occur 4-6 times per year.

Dawson recapped for the Board a discussion at PIC regarding the work of the Service Guidelines Task Force. At the PIC meeting, Mayor Larson reviewed the list of question he has asked of Metro on behalf of SCA members:

1. What was the rationale behind the new 50/25/25 formula for the productivity/social equity/geographic value service guidelines? How did you arrive at this particular ratio?
2. The current productivity guidelines are biased against suburban and rural cities. Rides per platform hour are defined as: “Total ridership divided by the total hours from the time the bus leaves its base until it returns.” This standard benefits communities located closest to the base. It should be from the time the bus begins and ends its designated route. The cost of productivity (or lack thereof) of travel times from the base and to and from each route should be borne equally by all.
3. A similar concern has been raised about measuring the productivity of Express vs. Standard routes. Express routes, by definition, are highly productive in only one direction. Measures should be

developed to recognize that the productivity of express and standard routes cannot be determined using the same standard/criteria.

4. In 2010, the RTTF identified two bus service types: 1. Serving Seattle and 2. Not serving Seattle. Peer agencies were shown to have three types: Urban, suburban and rural.
5. In 2010, Metro identified 64 Transit Activity Centers and 17 regional growth centers. Did every city in King County have at least one Activity, or Regional growth center? Is there a minimum level of service identified for cities?
6. How are Park and Rides factored into the service metrics?
7. The current Social Equity guideline focuses on point of boarding. In order to be truly equitable, should this not also focus on job destinations? There are many low wage job centers throughout King County. It is equally important that low-income riders get to their destination and not just to a bus in their neighborhood. Metro should focus on ROUTES (origin plus destination) where low-income riders are concentrated, not ORIGIN/Boarding location only.

Dawson gave the Board a recap of the PIC discussion on the Solid Waste Transfer Station Plan. As noted in the presentation slides from the meeting, Solid Waste staff have indicated that “No Northeast Transfer Station Is Needed At This Time, Viable Alternatives Are Available.” Solid Waste Division staff has noted that there are “multiple options for managing the forecasted growth in transactional demand in the County’s northeast service area without building a new transfer station” through “combinations of policy decisions, capital investments, and operational changes.” Dawson noted two other items of note from the new report. First, the report contains a reference to the possibility of Bellevue and the Point communities signing on to the extended Interlocal Agreement (ILA). Bellevue has apparently sent a letter to the County indicating a possible interest in staying in the system beyond the expiration of their current ILA. Dawson also noted that the report made reference to the 70% recycling targets, and noted that if these targets were not met, tonnage could increase substantially. Nonetheless, the report noted that the increased tonnage would not require building a new NE transfer station. Dawson noted that the PIC would have a workshop in May regarding the Solid Waste Comprehensive Plan. This would include discussion around the 70% recycling target.

The PIC had an update on the Legislative Session. They discussed future levies and ballot measures in King County.

The PIC discussed issues for 2015. Issues raised by the PIC included:

- ST3
 - There was no consensus on adopting a position on amount of funding, but agreement that PIC should be briefed on the matter
- King County Local Food Initiative
- Efforts from the King County Prosecuting Attorney’s Office on pre-charging drug diversion program called LEAD (Law Enforcement Assisted Diversion). A Pre-PIC on this issue will be held in June and will be added to the list of issues SCA will monitor.
- Funding for rural roads
- Puget Sound Clean Air Agency rates
- Regional Law Safety and Justice Issues

The Board is invited to suggest additional items for the PIC.

8. Finance Committee Report

Don Gerend reported as there was no quorum, no motions passed. Dawson appraised the committee on the need to increase the credit card limit for SCA staff from \$10,000 to \$15,000. This is due to new staff coming on board at SCA, as well as the fact that with the current financial institution, the limit cannot be shared between all staff members, but rather split up between the members. Bill Allison moved, seconded by David Baker to increase the overall staff credit limit to \$15,000. The motion passed unanimously.

Gerend reported that the SCA audit is underway, with the field work completed. The report should be out around May 5. Some changes were suggested. SCA is moving towards a paperless systems and the 990 tax form for nonprofits will be filed with outside assistance.

SCA staffing, salaries, use of cell phones, and budget and investments were discussed in general.

- It's better practice to use SCA cell phones—not personal ones—to conduct business. Potential public records requests need to be considered.
- Budget line items are being consolidated to make them less cumbersome.
- The Finance Committee is researching optional investments that will offer a higher interest rate.

9. Events Committee Report

David Baker reported on the March Events Committee Meeting.

The committee discussed a proposal to have the Tukwila RISE presentation at the April 1, 2015 SCA Networking dinner. The group approved the proposal unanimously.

The committee reviewed the feedback from the SCA 2014/2015 Membership Survey. Based on feedback received from the survey, the group set the following priorities for SCA workshops and trainings:

- Training on legal issues including:
 - Social media, and the open public meeting act, and public record requests
- "Best practices" workshops on topics including:
 - Public/private partnerships
 - Infill development/redevelopment
 - Public engagement around controversial issues
- Media relations
- Emergency management, dealing with disasters

The committee also discussed whether to have additional meetings that are broken out by city size (e.g., small city meetings, large city meetings). The group also talked about how to get more members coming to the pre-PIC workshops and trainings other than just PIC members. They discussed the possibility of doing trainings at alternate times (mornings, lunches) in order to encourage participation from a wider group.

The committee determined that the next networking dinner should feature legislators, post-legislative session. After much discussion, the group determined that the appropriate date for the meeting would be July 1, 2015. The committee decided that the locations should be in Snoqualmie. The group liked the idea of using touch pad voting in conjunction with this meeting.

The committee discussed plans to have the congressional delegation speak at a networking dinner in the fall, date to be determined based on their schedules. The committee decided to pursue having an SCA "Dancing With the Stars" at the Annual Meeting. Dawson and Wagner will follow up on determining which dance schools to work with. The group agreed that this would be a fun event, that would draw a

large crowd. They discussed having other local officials act as judges, and also using touch pad voting to allow the audience to vote.

10. City Manager's Report

Bob Harrison reported that at the April meeting, the City Managers and Administrators group received updates in Sound Transit's strategic planning, and ST3. They also received a briefing on the Metro Transit Long Range Strategic Plan. Finally, the group received a legislative update from AWC.

11. Economic Development Council of Seattle and King County Report

Nancy Backus provided an update on the activities of the EDC. She noted that she was unable to make the last Executive Committee meeting.

12. Discussion Items

- a. Committee to End Homelessness Strategic Plan
 - i. This item was discussed during the PIC Chair report.
- b. Service Guidelines Task Force
 - i. This item was discussed during the PIC Chair report.
- c. 2015 Legislative Session
 - i. The Board discussed legislative items, including the possibility of a statewide transportation package being passed. The Board was encouraged about progress on this front. They noted SCA's role in moving a package forward.
- d. Puget Sound Clean Air Agency
 - i. The Board discussed concerns raised at the PIC meeting regarding what the agency is doing with the rate increase. The Board asked staff to work with the agency to get more detail on what the increased dues would be used for, and to express concerns about future rate increases. The Board also noted the ongoing need for city representation on the PSCAA board. Board member Gerend also volunteered to speak about these concerns with PSCAA board chair Paul Roberts. Board member Baker volunteered to speak with PSCAA board member Stella Chao.
- e. Goals for Intercity Study Mission with Seattle Metropolitan Chamber
 - i. The Board discussed this upcoming event. Goals included learning about Chicago's strategies, as well as relationship building and raising the profile of SCA member cities in the region.
- f. County Roads proposal
 - i. The Board had an extensive discussion on this item. Some members raised the point that some connector roads in unincorporated King County were of regional significance. Others pointed to the fact that cities had their own challenges in funding their own roads, including some regionally significant roads within cities, and in many cities, roads that cities were now responsible for due to annexations that had not been kept up well when they were in unincorporated King County. Board members agreed that not all rural roads were a regional priority. They agreed that further discussion and collaboration with the county should be had. They were not supportive of a proposal to have a transportation benefit district paid for by all county residents, that would only fund transportation projects in unincorporated King County.
- g. Editorial regarding SB 5048 (regarding "Subjecting a resolution or ordinance adopted by the legislative body of a city or town to assume a water-sewer district to a referendum")
 - i. The Board discussed a recent editorial, as well as legislation that recently passed. They were not supportive of the legislation, but noted that the compromise that passed was not as onerous as the original proposal. While they were troubled by both the tone and

content of the editorial, the Board agreed that no SCA response should be submitted at this time.

h. PSRC Project Selection Task Force

- i. The Board discussed this item, and noted that there were differences of opinion between member cities on how much funding should be set aside for various projects, including maintenance and preservation.

The meeting was adjourned at 11:50 a.m.