

SCA Board of Directors Minutes

July 18, 2018 10:00 AM
Tukwila City Hall – Hazelnut Room
6200 Southcenter Blvd, Tukwila

Members present: Amy Walen, Nancy Backus, Dana Ralph, Jeff Wagner, Debbie Tarry, Hank Margeson, Ed Prince, Amy Ockerlander, Jim Ferrell

Members not present: David Baker, Leanne Guier, Catherine Stanford, Bruce Bassett

Staff Present: Deanna Dawson, Caitlin Magee

1) Call to Order

President Walen called the meeting to order at 10:00 AM.

2) Public Comment

President Walen asked if any member of the public had comment. Hearing none this portion of the agenda was closed.

3) Consent Agenda

Hank Margeson, Redmond, moved, seconded by Jeff Wagner to approve the June 20, 2018 Board of Directors meeting minutes. There was no discussion. The motion passed unanimously.

4) President's Report

President Walen did not give a report.

5) Executive Director's Report

Executive Director Deanna Dawson gave a report. Director Dawson informed the Board that SCA Senior Policy Analyst Ellie Wilson-Jones will be leaving SCA for another job opportunity. SCA will be recruiting to fill this position and is hoping to have temporary staffing until this position is filled. There will be a vacation payout from the employment reserve for unused accrued vacation leave.

Director Dawson reported that there was an additional section in the Personnel Policies discussed the need to update the SCA Personnel Policies. This was a technical amendment to have consistency between the sections that were previously updated.

Hank Margeson, Redmond, moved, seconded by Jeff Wagner to approve updates to the SCA Personnel Policies. There was no discussion. The motion passed.

Director Dawson met with the City of Tukwila to discuss renewal of the SCA office lease, which will be renewed for 2019 and beyond.

Director Dawson reported that the Board of Directors has typically chosen to not hold a meeting in August.

Nancy Backus, Auburn, moved, seconded by Dana Ralph, Kent, to cancel the August meeting of the Board of Directors. There was no discussion. The motion passed.

Director Dawson discussed partner level members and sponsors of SCA events, including the SCA Partner Forum on Cybersecurity for Cities sponsored by CenturyLink being held on August 1, 2018 at the Mercer Island Community Center. Dawson reported that Comcast is interested in increasing their membership to the partner level. Comcast is hosting an event in October to discuss how to address the digital divide in communities and would like for SCA to be involved. Board members discussed and agreed that they are in support of this event and willing to participate. Comcast has also asked SCA to sign on to a letter to low income households in King County regarding access to Comcast's internet essentials program. Board members reviewed past examples of the Comcast letter and agreed that they would like to sign on to it.

Hank Margeson, Redmond, moved, seconded by Ed Prince, Renton, to authorize signature of the Comcast letter. There was no discussion. The motion passed.

Director Dawson reported that SCA is working with Master Builders Association of King & Snohomish Counties on an event. Dawson reported that David Baker, Kenmore, is working with the Taipei Economic and Cultural Office in Seattle on potential partner level membership with SCA.

Director Dawson reviewed the timing of end of year meetings. The November Board meeting is currently scheduled the day before the Thanksgiving Holiday. Dawson and Walen proposed that the Board not hold a meeting in November, but hold a meeting on December 19, primarily for Regional Board and Committee appointments. The Board discussed holding board elections and caucus meetings in conjunction with a PIC meeting, to avoid multiple evening meetings for members in December. The Board discussed changing the date of the Annual Meeting to December 5, so that President Walen could attend.

Mayor Jeff Wagner, Covington, left the meeting at 10:40 AM.

Dana Ralph, Kent, moved, seconded by Nancy Backus, Auburn, to cancel the November Board of Directors meeting, and to meet as scheduled in December. There was no discussion. The motion passed.

The Board agreed that the Annual Meeting should be held on December 5, 2018.

Director Dawson noted that the Board will be asked to approve the 2019 budget at the meeting in October. Membership dues will be presented for approval at the Annual Meeting.

Director Dawson asked which board members were interested in serving in leadership roles for 2019. Mayor Leanne Guier, Pacific, is interested in running for President as she is currently serving as Vice President. Mayor Dana Ralph, Kent, is interested in running for Vice President as she is currently serving as Treasurer. Councilmember Hank Margeson, Redmond, is potentially interested in running for Treasurer. City Manager Debbie Tarry, Shoreline, will be leaving the SCA Board at the end of 2018. If the PIC decides to have the PIC Chair serve a second term, then Council President Ed Prince, Renton, will remain on the Board for 2019. Dawson asked for volunteers to serve on the Board Nominating Committee. Mayor Jim Ferrell, Federal Way, and Council President Ed Prince, Renton, volunteered to serve on the Board Nominating Committee. President Walen appointed herself, David Baker, Jim Ferrell and Ed Prince to the Board Nominating Committee.

6) Treasurer's Report

Treasurer Dana Ralph and Director Dawson reported on the current SCA finances. A financial report was not provided as the new bookkeeper is working through correcting errors made by the previous payroll processing company and issues that occurred during the migration to QuickBooks online. There have not been any new major expenditures.

Director Dawson reported that the Finance Committee decided to follow the current policy for calculating annual membership dues and recommended sending estimated assessments directly to member cities for budget preparations. Board members discussed and agreed with sending estimated assessments directly to member cities. Treasurer Ralph informed the Board that the CPI-W for June – June for Seattle Tacoma Bremerton was 3.6%. Per SCA Board policy, increases shall be capped at 3%.

Dana Ralph, Kent, moved, seconded by Nancy Backus, Auburn, to have 2019 annual membership dues adjusted by 3% and population growth calculated using current official populations determined by the Office of Financial Management. There was no discussion. The motion passed.

Treasurer Ralph reported that Dwight Dively, King County, gave a presentation on the King County Budget at the Finance Committee meeting.

Director Dawson gave an update on the transition of payroll processing vendors.

Director Dawson reported that the Finance Committee is reviewing the current financial policies for any updates that need to be made. The reserve policies were reviewed and updated earlier in the year. The Finance Committee is not making any recommendations for updates to the current membership dues policies. The Finance Committee is considering revisions to the investment policies. Recommendations for updates will be brought to the Board for consideration at a future meeting.

7) SCA Bylaws and Board Policies Report

Director Dawson reported that the SCA Bylaws and Board Policies Committee cancelled their meeting and no report was given.

8) City Manager/Administrator Report

City Manager Debbie Tarry, Shoreline, gave a report on the July meeting of the City Managers & Administrators. Tarry reported that Candice Bock is the new Government Relations Manager at the Association of Washington Cities. Director Dawson mentioned that AWC is doing a strategic planning project and SCA may want to consider doing a similar project. Tarry reported that the City of Sammamish is undergoing changes in their City Manager position. The SCA Partner Forum on cybersecurity was discussed at the meeting.

9) PIC Chair's Report

PIC Chair Ed Prince, Renton, gave a report on the July Public Issues Committee meeting.

Prince reported that PIC voted to recommend appointing Redmond Council President Angela Birney to the vacant member seat on the Regional Policy Committee and appointing Bothell Councilmember James McNeal to the alternate seat.

Ed Price, Renton, moved, seconded by Hank Margeson, Redmond, to appoint Redmond Council President Angela Birney to the Member seat and to appoint Bothell Councilmember James McNeal to the Alternate seat on the Regional Policy Committee (RPC). There was no discussion. The motion passed unanimously.

The PIC Nominating Committee noted that that 4Culture Task Force was a staff committee and therefore did not forward a recommendation to the PIC for recommendation. Dana Ralph, Kent, discussed the qualifications of Ronda Billerbeck from the City of Kent. SCA staff Caitlin Magee read the qualifications of Lawrence Ellis from the City of SeaTac.

Hank Margeson, Redmond, moved, seconded by Dana Ralph, Kent, to appoint Ronda Billerbeck, Kent, to the Member seat and to appoint Lawrence Ellis, SeaTac, to the Alternate seat on the 4Culture Task Force. There was no discussion. The motion passed unanimously.

Chair Prince reported that SCA Senior Policy Analyst Brian Parry updated the PIC on the Affordable Housing Task Force. Director Dawson noted that there has been discussion on whether people want to go out and ask for additional funding now or if there should be additional work done. Nancy Backus, Auburn, commented that the citizens should not be asked for more money and that we need to look at what is currently being done and it is being done effectively. The Board concurred. Director Dawson stated that this feedback would be shared with David Baker who is the Chair of the Affordable Housing Task Force.

Chair Prince reported that there was a report given on the Responsible Recycling Task Force. Director Dawson reported that this task force is looking at things in the wake of China's National Sword policy and what things should be made common county wide. Director Dawson stated that we are looking for feedback on whether the county should be setting county wide policy on how rate fluctuations get handled or if it should be handled city by city, should there be a county wide list of items that can be recycled or should each city sort that issue out with the haulers. Feedback given by Sammamish Mayor Christie Malchow at the PIC meeting was that the county should focus on getting out the message educating people on recycling clean and dry items and let cities focus on the details.

Chair Prince reported that the Homelessness Update given at the PIC meeting included discussion on One Table. Director Dawson provided a handout and gave an update on the workgroup that is being put together on the governance of homelessness in the region.

10) Discussion Items

Director Dawson provided a handout from Dana Ralph, Kent, on the King County Inquest Process and proposed changes. The Board discussed the proposal and agreed to meet with their Police Chiefs to determine what steps should be taken by cities. Dana Ralph noted that there is a meeting set for August 9, 2018 between Executive Dow Constantine and the Police Chiefs.

Mayor Jim Ferrell, Federal Way, left the meeting at 11:43 AM.

Director Dawson reported that Kirkland Councilmember Toby Nixon and Maple Valley Mayor Sean Kelly are on the Charter Review Committee. Dawson asked the board for feedback on changes they would like to see in the charter.

Director Dawson reported that she is working on setting up meetings with the SCA Board members and King County Councilmembers.

Director Dawson noted that the Legislative Committee was established at the June Board meeting. The person that has been staffing legislative items was Senior Policy Analyst Ellie Wilson-Jones. Director Dawson noted that if there are major legislative items to tackle we will want to consider retaining outside assistance. Amy Ockerlander, Duvall, suggested that cities may not have the capacity to take on major items to support and it might be good for SCA to just select a few priorities to focus on. Nancy Backus, Auburn, commented that priorities will likely be similar to those in recent years. Director Dawson said that SCA will review city legislative agendas for commonalities.

Director Dawson gave an update on the Greater Seattle Partners group. Nancy Backus serves on the board of this group and they have also put together a mid-level leadership board. Director Dawson reported that SCA helped negotiate for Sound Side Alliance to have a seat on this board. Director Dawson asked board members to provide feedback on other groups SCA should be advocating for to have a seat.

Dawson noted that it is a good accomplishment that Comcast has reached out wanting to partner with SCA and being asked to sign on to the Comcast letter. President Walen noted that that SCA Partner Forums are a great accomplishment and setting meetings with the SCA Board and King County Councilmembers. Hank Margeson noted that obtaining an alternate seat on the 4Culture Task Force is an accomplishment.

11) Upcoming Events

- a. SCA Partner Forum – Cybersecurity for Cities – Wednesday, August 1, 2018 – 4:30 PM – 6:00 PM
Mercer Island Community Center
- b. SCA Networking Dinner – Wednesday, September 5, 2018 – 5:30 PM – 8:00 PM Bellevue

12) For the good of the order

President Walen asked if anyone had anything to add for the good of the order.

13) Adjourn

President Walen adjourned the meeting at 12:10 PM.