



SOUND CITIES ASSOCIATION

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SCA Board of Directors

DRAFT Minutes

February 15, 2019 9:30 AM

595 Monster Rd SW, Renton, WA 98057

1. SCA President Leanne Guier called the meeting to order at 9:30 AM. Present were board members Leanne Guier, Dana Ralph, David Baker, Ed Prince, Bob Larson, Davina Duerr, Bruce Bassett, Nancy Backus, Jim Ferrell, Jeff Wagner, Hank Margeson, Catherine Stanford (arrived at 9:35 AM), and Amy Ockerlander (arrived 9:40 AM), and staff Deanna Dawson, Brian Parry, Christa Valles, and Cynthia Foley, and guest Dana Almberg.
2. **Backus moved, seconded by Margeson, to approve the minutes of the January 2019 meeting. The motion passed unanimously.**
3. President Guier welcomed members to the meeting, and explained the agenda for the day,
4. Executive Director Dawson introduced guest Dana Almberg, who would be joining the SCA staff later in the month as the new Administrative Services Manager. She noted that the SCA Orientation for 2019 Appointees was canceled due to weather. The Board discussed whether to reschedule the orientation, and determined that the orientation as such need not be rescheduled, although ED Dawson could work on alternate ways to communicate information to appointees, especially new appointees. Dawson noted that press releases had been sent about the new 2019 board. Dawson gave an update on 2019 member cities, noting that six cities had not yet paid dues for the year. Dawson agreed to follow up with these cities. Dawson updated members on upcoming events including an April 3 networking dinner with Bob Ferguson sponsored by Inslee Best. SCA has a new sponsor, Boeing. Brian McGowan of GSP will be the speaker at an upcoming networking dinner. Dawson asked members to remember to sign the 2019 conflict of interest statement. Dawson gave members an update on a new Challenge Seattle middle income housing initiative. Dawson updated members on the Parks Levy, noting that a committee of SCA Board Members including Backus, Ockerlander, Margeson, Ralph, and Catherine were scheduled to meet with County Councilmembers at the beginning of March. Dawson informed the Board of a meeting with Metro Director Rob Gannon, and discussions on funding for Metro Connects.
5. Margeson provided a Treasurer's report.

Margeson moved, seconded by Ockerlander to recommend reserves for 2019 as follows:

- **Operations Reserve of half of 2019 budgeted expenses (\$393,014)**
- **Equipment Reserve of \$15,000**
- **Employment Reserve (equaling the accrued vacation liabilities of SCA staff as of January 2019, plus the contractual obligation for the Executive Director) (\$163,396)**
- **Contractual Reserve for non-employment contractual obligations (office lease and copier lease) (\$37,663)**
- **Legal Reserve of \$25,000**
 - **Total reserves for 2019 = \$634,073**

Baker inquired as to how this compared to reserves for 2018. Dawson replied that the categories were the same, although individual dollar figures for some items differed. **The motion passed unanimously.**

Margeson updated members on need to amend SCA Personnel Policies to clarify language regarding vacation accrual for non-exempt fulltime employees. **Margeson moved, seconded by Stanford, to adopt amendments to SCA Personnel Policies to provide that fulltime non-exempt employees accrue vacation according to the following schedule:**

- **1st thru 4th years: 15 days (120 hours) of vacation**
- **5th thru 9th years: 20 days (160 hours)**
- **10th & succeeding years: 25 days (200 hours)**

The motion passed unanimously.

Margeson and Dawson updated the Board on the 2017 SCA audit. They also updated the Board on the 2018 end of year PayPal report.

6. Larson gave a report on recent City Managers and Administrators meetings, including a presentation from Challenge Seattle CEO Chris Gregoire on middle income housing.
7. Guier updated members on upcoming events.
8. The meeting adjourned at 9:56 AM.
9. *Following the Board meeting, the SCA Board held a retreat.*