



SOUND CITIES ASSOCIATION

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SCA Board of Directors

DRAFT Meeting Minutes

October 16, 2019

Renton City Hall, 1055 S Grady Way, Renton, WA

in the Council Chambers on the 7th floor

10 AM – Noon

1) Call to order

SCA President Leanne Guier called the meeting to order at 10:04 AM. Present were members Hank Margeson, Davina Duerr, Ed Prince, Jim Ferrell, Jim Wagner, David Baker, and Bruce Bassett; and staff Brian Parry and Leah Willoughby. Member Amy Ockerlander joined the meeting at 10:15 AM during Item 6; member Catherine Stanford joined the meeting at 10:17 AM during Item 6. Absent were members Nancy Backus, Bob Larson, and Dana Ralph.

2) Public Comment

Guier asked if there were any members of the public present for comment. Hearing none, this portion of the agenda was closed.

3) Consent Agenda

Baker Moved, Seconded by Prince to approve the consent agenda consisting of the minutes of the September 18, 2019 SCA Board of Directors Meeting ([Attachment 1](#)). The motion passed unanimously.

4) President's Report

President Guier reported on the SCA partner forum on October 23, and asked if Board members would be able to attend. As some members reported scheduling conflicts, Guier asked if the forum should be postponed. Group agreed that the partner forum event should be postponed until January 2020; Guier will work with SCA staff to set a new date in January, which will be communicated to the board.

5) SCA Staff Report

As Dawson was not present for the meeting, Policy Director Brian Parry reported on King Conservation District, noting that rates and charges legislation was transmitted to the County Council. Parry also highlighted King County's release of Waste-to-Energy report. SCA staff will continue to update.

6) Executive Session to Discuss Personnel Matter

The Board convened into executive session at 10:15 AM to discuss a personnel matter. The Board reconvened the public meeting at 10:25 AM.

Guier Moved, Seconded by Ockerlander to approve a three percent salary increase for the Executive Director for 2020.

Guier reported that 2020 goals will be completed before the end of the current year.

7) Treasurer's Report

- a. Recommended 2020 Member City Dues
Councilmember Margeson, SCA Treasurer, reviewed the recommended 2020 Member City Dues noting no change since previous meeting of the Board. There was no discussion.
- b. Recommended 2020 Budget
Councilmember Margeson reported on the Recommended 2020 Budget Margeson reported that SCA would have the revenue to support all work and hold required reserves. Margeson asked for any questions. Bassett asked for explanation on increase in accounting fees line since 2019. Margeson noted that the budget for accounting fees was increased to reflect 2019 actuals. There were no further questions.
- c. Update on Sponsorships
Margeson updated on Sponsorship status reporting on sponsorship payments received ([Attachment 5](#)). There was no discussion.

Margeson Moved, seconded by Wagner, to recommend the 2020 to SCA Membership Dues to the SCA general membership for approval at the 2019 SCA Annual Meeting ([Attachment 2](#)). The motion passed unanimously.

Margeson Moved, seconded by Prince, to recommend the 2020 budget to the SCA general membership for approval at the 2020 SCA Annual Meeting ([Attachments 3-4](#)). The motion passed unanimously.

8) Action Items

- a. SCA Bylaws Updates
Catherine Stanford, member of the Bylaws and Board Policies Committee, reviewed proposed edits to the SCA Bylaws ([Attachment 6](#)).
 - i. **3.1.1** Population cap increased to 250,000 from 150,000; also reflected in **3.2**
 - ii. **3.1.2** Created new section to define "voting member;" language taken from previously-included section of "Qualifications for Membership."; Regional Affiliate class removed
 - iii. **4.4.1 (a)** Created new section for handling tie votes
 - iv. **4.5** Language was simplified to clarify term limits as applied to Past Presidents (paragraph 4)
 - v. **4.14, 4.15** Language was added to indicate inclusion of PIC and CM/CA chairs
 - vi. **4.16.7 g** Gives the Board the authority to remove a regional committee appointee; uses same language as used for removal of a Board member (4.14)
 - vii. **Article 5** "Executive Director" removed from title; also removed from **5.9**. Secretary role simplified here, and also added to **5.11**.
 - viii. **6.5 Staff** section added

Bassett asked for clarification on the use of the word "toll" in **4.5**. Suggestion was made by Ferrell, and group agreed, to omit the sentence from the added language.

Stanford Moved, seconded by Margeson, to recommend the amended bylaws to the SCA general membership for approval at the 2019 SCA Annual Meeting. Ferrell moved, seconded by Margeson, to

delete the sentence in Section 4.5 related to tolling of terms. The amendment passed unanimously. There was no further discussion. The amended motion passed unanimously.

b. Members Emeritus

Board members discussed potential candidates to be honored as SCA Members Emeritus at the 2019 SCA Annual Meeting. The Board reviewed the criteria for the honor:

502 MEMBER EMERITUS

“Member Emeritus” shall be conferred by the Board of Directors on individuals meeting the following criteria:

- a) The individual must be retiring from his/her elected position with an SCA member city.*
- b) The individual must have provided distinguished service on behalf of member cities in King County.*
- c) The individual must have served as an elected official of a member city for a minimum of 8 years.*
- d) The individual must have actively participated in SCA as evidenced by service on the SCA Board or an SCA committee or task force for a minimum of 2 years.*

Parry reviewed nominations received as of October 8, 2019. Bassett noted SCA has awarded the honor to a very limited number each year. Guier noted that all nominees fulfilled the criteria set by Board Policies for nomination. As a nominee for Member Emeritus, Bassett voluntarily excused himself from the room at 10:56am for the remainder of item 8.b. Members discussed giving recognition to nominees who are not ultimately selected as Members Emeritus.

Margeson moved, seconded by Duerr, to honor Margaret Harto, Ken Hearing, Denis Law, John Marchione, and Amy Walen as Members Emeritus. The motion passed unanimously.

Members agreed that discussion of qualifications or any additional nominees or should be continued the November SCA Board of Directors Meeting.

c. Board Leadership

Parry noted that per SCA bylaws, the President shall appoint a Board Nominating Committee of four members including the Immediate Past-President and regionally balanced representation. The Committee will meet prior to the January meeting of the Board to make recommendations to the Board on who will serve as officers of the Board for the year. Guier asked for any members interested in participating on the committee.

Guier appointed to 2020 Board Nominating Committee members Leanne Guier, Amy Ockerlander, Nancy Backus, and David Baker.

9) PIC Chair’s Report

- a. October 9, 2019 PIC Meeting ([Meeting Materials](#))
 - i. Pre-PIC Presentation: Navigating Toxic Social Media
Parry reported on the Pre-PIC presentation, highlighting valuable content regarding best practices. Associated PowerPoint was sent out to attendees and to members of the Board.
 - ii. 2020 SCA Legislative Agenda

Prince reported that the SCA Legislative Committee has begun discussion regarding 2020 legislative priorities. At future meetings, PIC will review the legislative priorities recommended by the Legislative Committee, and will recommend a Legislative Agenda to the Board for formal adoption.

- iii. Proposed King County Regional Homelessness Authority
Draft minutes from the October 9, 2019 PIC meeting ([Minutes Attachment A](#)) were provided to members as a handout. Prince reviewed the minutes with the group and reported that the PIC voted to bring back a statement of guiding principles related to the proposed Authority to the November PIC meeting. Prince reported that a meeting convened by the County Executive's Office regarding the proposed authority will take place Friday, October 25th and that SCA shared the invitation with all member cities.
- iv. Affordable Housing
Parry provided an update on the work of King County Regional Affordable Housing Committee, and reported that the committee is currently working on developing their 2020 work plan.

Prince exited the meeting at 11:27 AM, at the conclusion of Item 9.

10) City Administrator's Report

As Bob Larson was not present at the meeting, Parry reported on the October 2, 2019 City Managers and Administrators meeting ([Attachment 8](#)).

11) Discussion Items

- a. 2020 Board and Committee Appointments
Guier summarized application process and reminded group of deadlines for applications.
- b. Upcoming 2020 Board Retreat Topics
President Guier asked for comments regarding topics for discussion for the upcoming 2020 Board retreat. Margeson suggested communication and the roles and responsibilities of the Board, staff, and committee members in representing SCA. Margeson suggested the SCA Legislative Agenda as a topic, and added that this was also discussed by the PIC. Stanford agreed that this would be a good discussion topic for the retreat. Stanford suggested helping members understand best practices for working with their legislators. Ockerlander agreed and added that it is also important to build relationships with Legislative Assistants.
- c. 2019 SCA Retreat Recap
Guier reviewed 2019 SCA Retreat, and highlighted importance of identifying future leaders. Guier asked members to encourage people to get involved in SCA. Stanford asked that Future Leadership be added to the list of potential future discussion items; the group agreed.
- d. 2019 Accomplishments
Margeson noted successful Pre-PIC discussion on social media. Members discussed tools for meeting the requirements of the Public Records Act and Open Public Meetings Act and the use of social media. Ferrell and Ockerlander offered to share with the group information on software currently being used for this purpose by their respective cities.

12) Upcoming Events/Meetings

Guier summarized upcoming events and meetings:

- a. SCA Networking Dinner (guest speakers SCA Past Board Members Mayor Ken Hearing, Councilmember Margaret Harto, and Mayor John Marchione, sponsor Sound Transit) – Wednesday, October 30, 2019 – 5:30 to 8:00 PM – Renton Pavilion Event Center
- b. SCA Public Issues Committee – Wednesday, November 13, 2019 – 7:00 to 9:00 PM (6:00 PM Pre PIC Workshop on Martin v. City of Boise decision and implications for cities) – Renton City Hall
- c. SCA Partner Forum with CenturyLink (topic: infrastructure and economic development) – Thursday, November 21, 2019 – 3:00 PM – location to be determined
- d. SCA Annual Meeting (guest speaker University of Washington President Ana Mari Cauce, sponsor Comcast) – Wednesday, December 4, 2019 – 5:30 to 8:00 PM – Renton Pavilion and Event Center
- e. SCA Public Issues Committee – Wednesday, December 11, 2019 – 7:00 to 9:00 PM (6:00 PM SCA Board Elections) – Renton City Hall

13) For the Good of the Order

Guier asked for items for the good of the order. Ockerlander reported on continuing and new concerns with homelessness affecting the city of Duvall. David Baker reported he would be attending the upcoming Chamber Regional Leadership Conference, and asked if any other board members would be attending. Hearing no further points for the good of the order, this portion of the agenda was closed by President Guier.

14) Adjournment

Guier adjourned the meeting at 11:58 AM