



SOUND CITIES ASSOCIATION

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SCA Board of Directors

DRAFT Meeting Minutes

March 18, 2020

10 AM - Noon

Meeting held online/telephonically ONLY due to COVID-19 Emergency

From computer, tablet or smartphone:

<https://global.gotomeeting.com/join/692118477>

To dial in using phone:

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Physical Agency Address: 6300 Southcenter Blvd., Suite 206, Tukwila, WA 98188 | Phone: 206-433-7168

1) Call to order

SCA President Dana Ralph called the meeting to order at 10:06 AM. Present via gotomeeting.com/phone were members Leanne Guier, Laura Philpot, James McNeal, Jeff Wagner, Ed Prince, Jan Molinaro, Angela Birney, Nancy Backus, Amy Ockerlander, Wendy Weiker, Christie Malchow, Mary Lou Pauly and SCA staff Deanna Dawson and Leah Willoughby. Willoughby was physically present in the SCA offices. President Ralph noted that the meeting was being held virtually due to the COVID-19 emergency.

2) Public Comment

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

3) Consent Agenda

Backus moved, Seconded by Malchow to approve the consent agenda consisting of the minutes of the February 19, 2020 SCA Board of Directors Meeting. ([Link Attachment 1](#)) The motion passed unanimously

4) President's Report

President Ralph gave an update on SCA's efforts to in response to the Covid-19 emergency, and SCA's work in response. Members were asked to continue being responsive to requests for information from SCA staff, and to continue collaboration and communication.

5) Executive Session—Personnel Matter

The Board held an Executive Session on a personnel matter starting at 10:12 AM. Staff member Leah Willoughby exited the meeting during the Executive Session. The Board reconvened into open session at 10:22 AM. No action was taken during the Executive Session.

Jeff Wagner exited the meeting at the conclusion of this item.

6) Executive Director's Report

Executive Director Deanna Dawson reported on the Seattle Foundation COVID-19 Relief Fund. SCA is not making any decisions regarding the fund, but Dawson serves on the Pandemic Community Advisory Group, which serves in an advisory role. Staff members from some SCA cities also serve on the Advisory Group. Members of the Pandemic Community Advisory Group have been asked to help the Seattle Foundation to identify organizations to consider for funding. Dawson asked members to share these names as soon as possible; the application questions (provided to members by email) must be answered in the format provided, and responses are due today, March 18, 2020.

Dawson reported on the SC COVID-19 updates that she was sharing with SCA members. She noted that some members had shared the updates externally and that some outside groups had asked whether they could receive the updates. The Board indicated that they did not mind the updates being shared with a larger audience, but cautioned on anything that could add to the workload of SCA staff or take away from the updates being used for the benefit of SCA member cities.

Dawson noted that many cities were looking at policies around evictions. It was agreed that Dawson could help convene those cities that had an interest to share information.

Dawson asked for board guidance on committee meetings in light of the COVID-19 crisis. The Board agreed to cancel the March 24, 2020 Finance Committee meeting. The board agreed that the SCA Executive Committee would not meet in person for March. They may hold a short virtual meeting.

7) Staff Committee Appointments

In consideration of the current crisis and knowing neither committees would be meeting before the next board meeting, Dawson asked members if the appointment should be moved back. Group agreed to move forward with the appointments with the applications received, and not postpone appointment. Dawson summarized the vacancies and applicants and asked for any questions. After discussion, group agreed to move forward with appointments.

Ockerlander moved, Seconded by Weiker to appoint Jesse Reynolds, North Bend as member to the King County Growth Management Planning Council Interjurisdictional Team. The motion passed unanimously.

Ockerlander moved, Seconded by Malchow to appoint alternate Diana Hart as member to the PSRC Regional Staff Committee. The motion passed unanimously.

The Board agreed to hold a call for nominations for the now-vacant alternate seat on the PSRC Regional Staff Committee.

8) Treasurer's Report

- a. Update on Sponsorships
As Treasurer Jeff Wagner was not present for this item, Dawson reported that SCA is on-track with Sponsorships. Impact from COVID-19 emergency is discussed in a later agenda item. ([Link Attachment 4](#))
- b. Update on City Dues
Dawson reported that all member cities have paid dues for 2020. ([Link Attachment 5](#))
- c. IRS Update

Dawson reviewed for the group a credit due to SCA from a previous year, as discussed in previous meetings. IRS has confirmed that a check for this amount will be sent within six weeks. Staff will continue to update the board.

d. Financial Impact of COVID-19

Dawson reported on the impact of the current COVID-19 emergency on SCA fiscally. Expect some revenue loss due to events being canceled. May cause some loss on sponsorship income, expected up to \$20,000. There are contingency funds and reserves to ensure that SCA is stable, but the hope is to find ways for sponsors to engage and support in lieu of live events.

e. Washington Paid Family Medical Leave (WA PFML) Employee Contribution

Dawson reported that the 2019 SCA Board of Directors approved for SCA to cover the employee portion of WA PFML, as SCA is not liable to pay an employer portion. This approval applied through 2019. Dawson asked members for questions or direction. After discussion, group agreed that SCA will continue to cover employee portion of WA PFML, until further notice from the board.

Backus moved, seconded by McNeal to approve SCA payment of the employee portion of the Washington Paid Family Medical Leave, until further notice. The motion passed unanimously.

f. Other Updates

Backus moved, seconded by Ockerlander to cancel the March 24, 2020 meeting of the Finance Committee. The motion passed unanimously.

March Finance Committee meeting is canceled, due to ongoing public health emergency. Staff will continue to update committee and board.

9) PIC Chair's Report

a. March 11, 2020 Meeting [Meeting Materials](#)

PIC Chair Malchow reported on the March 11, 2020 PIC meeting. The meeting was held virtually due to the public health emergency. November PIC meeting was originally scheduled for Veterans Day (November 11, 2020.) Question was extended to members, to move the meeting to November 4th or November 12th, and replies are being collected.

i) COVID-19

Malchow reported that PIC members were briefed on latest guidance from the Governor's office and from Public Health Seattle-King County related to COVID-19, and PIC members shared any new updates from their respective cities. Item was opened to discussion.

- Backus asked what processes and services cities have canceled and what services have continued; how cities are communicating with their teams regarding decisions.
- Ockerlander reported that Duvall asked staff that can telecommute to telecommute; provided three days of paid leave for families to make arrangements; non-essential employees required to work will get time and a half pay; all web meetings. No parks maintenance at all is being considered.
- Pauly reported that in Issaquah, services that remain open include police, public works; no front desk service, but one to two staff at building at any one-time during business hours for processes that require on-site presence. Staff are using available leave time. Expecting to

repurpose 40% of workforce for other uses as needed during the crisis to keep them in work.

- Philpot reported that Maple Valley had sent out Emergency management training; additional online trainings to keep staff working and productive.
- Malchow reported that Sammamish canceled in-person meetings, and asked what other cities have moved to virtual meetings, and what format is being used. Dawson clarified that current direction on Public Open Meeting Act requires one person at city hall during an otherwise virtual meeting. SCA is looking for additional direction from the Attorney General and Governor. Most cities are not meeting in person; those who are separating themselves on the dais. Ralph reported that Kent City Council passed suspension of rule, to allow virtual meetings for the extent of this particular emergency and then will revert. Backus noted that Auburn is using ZOOM effectively; Backus and City Clerk were present at physical location and all councilmembers were virtual. Prince noted that Renton used conference call for council meeting, but the Mayor and City Clerk were at City Hall. Renton is planning to begin using Zoom. An email was provided to residents for public comment. McNeal reported that Bothell cancelled Tuesday meeting and is working on systems to allow upcoming meetings to be virtual during this emergency.
- Dawson reported on daily updates from SCA, and new partnership with MRSC on a [webpage](#). She asked that cities continue to let SCA know how they can be helpful during the crisis.

ii) 2020 Legislative Session

Malchow reported that PIC members were briefed on the 2020 Legislative Session. Dawson provided an update on the transportation bill that was passed, the payroll tax (that did not pass), and HB 1590 (which did pass). AWC is holding a related webinar on March 19. On the last day of the legislative session, \$200 million was released for relief related to the COVID-19 crisis; \$175 million for public health and \$25 million for unemployment.

iii) Regional Transit Funding Measure

Dawson updated that the Regional Transit Funding Measure is not moving forward, due to COVID-19 emergency. SCA staff will follow-up with County Council Chair Claudia Balducci and others regarding what can be done to regionalize in future years.

iv) King County Regional Homelessness Authority (KCRHA)

Dawson updated that the KCRHA meeting is being rescheduled, and date is still to be determined. Backus reported that the interview process for the lived-experience seats on the Governing Committee is being reviewed. At this time, Backus does not feel comfortable moving a panel of three forward. The meeting of the All Home Governing Board scheduled for March 18 has been rescheduled, date to be determined. Board members were asked to reply to questions regarding potential roles of KCRHA, sent by SCA staff via email.

v) Affordable Housing Committee and Countywide Planning Policies

Dawson updated that the legislature's passage of HB 2342 would push the deadline for city updates to comprehensive plans back one year to June 30, 2024, and that this would provide additional time for the Affordable Housing Committee to consider potential CPP updates.

vi) Long-Term Solid Waste Disposal

There was no update on this item.

vii) VISION 2050

Dawson reported that PSRC Executive Board was scheduled to make their final recommendation at their meeting on March 26; however, it is unclear whether that meeting will take place in light of the COVID-19 outbreak and action may be deferred to a later date. The Executive Board's final recommended plan would then go before the PSRC General Assembly at their annual meeting scheduled for May 28, 2020 if that is not also deferred to later in the year. Amy Ockerlander noted that PSRC staff are exploring options for holding meetings virtually.

viii) Levies and Ballot Measures in King County

Dawson updated members on potential upcoming ballot measures.

ix) Potential Upcoming Issues

This item was not discussed.

10) Leadership Advisory Council Report

Nancy Backus was not present at the most recent meeting of the Leadership Advisory Council. Dawson reported that group met on March 4.

11) City Administrator's Report

Laura Philpot, City Manager Representative, reported on the March CM/CA meeting. The meeting was primarily focused on the COVID-19 emergency, and how to keep tabs on what cities are doing, and share information between cities. SCA has facilitated an additional phone call with the City Managers. Dawson reported that City Managers and Administrators from SCA cities have been sharing valuable information for updates.

12) Discussion Items

Dawson reviewed discussion items:

a. King County Filing and Disposition Standards

Dawson reported on a meeting with Dan Satterberg and staff for King County Prosecuting Attorney Office. Staff was open and responsive. Agreed to put together a working group, to meet over the next few months. SCA reps will include Jim Ferrell, Federal Way; Carl Cole, SeaTac; Iva Clark, King County; Raf Padilla, Kent; and Dawson, and four to five people from Satterberg's office to discuss charging standards. Noted that this was planned prior to the onset of the COVID-19 emergency. Dawson asked members what sort of changes are being seen in crime and jail and criminal justices during this emergency. Backus added that the South Correctional Entity is currently only accepting mandatory bookings. Ralph asked that people continue paying attention to the issue, so as not to lose progress. Board will continue to be updated.

b. Sexual Assault Awareness Month

Dawson reminded group that board members agreed to sign a letter; some signatures are still needed. Dawson also updated that there has been discussion of Sexual Assault Awareness Month being postponed. Staff will continue to update the board.

c. 2020 SCA Retreat

Ralph reiterated importance of Guiding Principles that were established at the 2020 SCA Board Retreat, and asked that members continue to review and consider, as these are especially poignant during the ongoing COVID-19 emergency.

d. 2020 Accomplishments

- Ockerlander noted effectiveness of communications during COVID-19 crisis.
- Ralph noted progress in the legislative session, including around the proposed payroll tax.
- Dawson noted ongoing progress in shaping Regional Homelessness Authority.
- Weiker noted work during the COVID-19 crisis.

13) For the Good of the Order

McNeal noted challenges to construction industry during the COVID-19 crisis. Members are hoping they will be allowed to continue building through this alternative inspection process. Backus noted that Auburn is still doing new construction inspections - but not any inspections that require going into a currently occupied home. Birney noted that Redmond had kept permitting going as of date of the meeting.

Pauly noted King County quarantine facilities in Issaquah and Kent, and use of during the COVID-19 emergency. Pauly suggested putting a small group of people together from affected cities to discuss issues and responses, noting that additional similar moves may be coming, and a conversation around how to handle would be valuable. Group agreed to continue conversation a later time.

There were no further items for the good of the order.

14) Adjournment

Ralph reiterated that reason for this meeting being held virtually is in response to emergency, supporting efforts of cities doing everything they can to follow social distancing guidelines.

Meeting was adjourned at 12:03 PM.

Upcoming Events/Meetings

- SCA Networking Event – Wednesday, March 18, 2020 5:30 – 8:00 PM – Renton Pavilion Event Center (to be rescheduled)*
- SCA Board Meeting – Wednesday, April 15, 2020 10:00 AM - 12:00 PM – Tukwila Community Center OR Call In (depending on venue availability)*