



SOUND CITIES ASSOCIATION

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SCA Board of Directors

DRAFT Meeting Minutes

April 15, 2020

10 AM - Noon

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

Meeting held virtually via gotomeeting.com with a phone in option

1) Call to order

SCA President Dana Ralph called the meeting to order at 10:00 AM. Present via gotomeeting.com/phone were members Leanne Guier, Laura Philpot, James McNeal, Jeff Wagner, Ed Prince, Jan Molinaro, Angela Birney, Amy Ockerlander, Wendy Weiker, Christie Malchow, Mary Lou Pauly and SCA staff Deanna Dawson and Leah Willoughby. Absent was Nancy Backus. 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

Wagner moved, Seconded by Prince to approve the consent agenda consisting of the minutes of the March 18, 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 in response to the COVID-19 emergency, and thanked staff and members for ongoing response and hard work.

5) Executive Director's Report

Executive Director Deanna Dawson updated the group on a recent meeting with King County Executive Dow Constantine, which included discussion regarding money from CARES Act. Conversations will continue, and staff will continue to update members. Dawson also noted that she had been asked to serve on the COVID-19 Pandemic Advisory Committee, and updated members on discussions in that group.

Dawson discussed possible change with COVID-19 SCA email updates to at an every-other-day format, and asked group for any feedback. Members were supportive of this proposal. Dawson asked members to send weekly city updates for the updates when possible, so that information may be shared out efficiently and timely.

6) Treasurer's Report – Treasurer Jeff Wagner, SCA ED Dawson

- a. Treasurer Wagner reviewed the February 2020 Balance Sheet and Profit & Loss report. Income is down slightly from budget, due to some sponsorship dues not yet paid, and effect of dinner cancelations due to the public health crisis. Deanna noted that finance committee did not meet in March.

Wagner moved, seconded by Malchow to approve the February 2020 financial reports as posted. The motion passed unanimously.

b. Update on Sponsorships

Wagner reported that as of April 3, \$41,500 in sponsorships had been paid. Dawson noted that sponsorship income includes \$5000 of event sponsorships, for two events that may not be held, dependent on ongoing measures related to the ongoing public health crisis. Should events not be held, and alternatives to in-person events are not possible, SCA will still end near budget on event income and losses will be partially offset by decrease in event expenses. Molinaro asked if there had been consideration to sponsorships paid in 2020 being credited toward 2021, versus refunding. Dawson noted that 2021 may also be a challenging year financially.

c. Update on 2020 Budget/Finances

Dawson briefed members on financial impact from recent staffing change, including vacation pay-out expense and decrease in expenses in interim of hiring replacement staff. SCA is on currently on track to be on or under budget for 2020.

d. Discussion and Potential Action on 2021 SCA City Dues

Dawson reviewed board policy on annual increase of City Member dues. The increase is based on OFM population and CPI-W. Dawson recommended freezing dues at 2020 level to give certainty to cities for budget, and in acknowledgement that cities will be financially impacted by current crisis. Ralph agreed that the freeze would be a show of good faith, as cities will be substantially impacted. SCA's conservative planning in recent years allows this type of action to be taken. Hope is that cities have seen the value of SCA. After discussion, group agreed to move forward with dues fees.

Wagner moved, seconded by McNeal to freeze 2021 dues at 2020 levels for both OFM population and CPI-W adjustment. The motion passed unanimously.

e. Discussion on Review and/or Potential Audit of 2019

Dawson briefed the group on current discussion to move financial audit scheduled for 2020 up for 2019 fiscal year, or proceed with planned annual review. Group was asked for feedback and staff and finance committee will continue to update the Board.

f. IRS update

Dawson reported that the IRS issues have been resolved. As discussed with the Board previously, SCA had a credit with the IRS from a previous tax filing year, that could not be released until prior penalty issue had been resolved. Since last meeting of the committee, SCA has received and deposited a check with full refund amount of \$1333.42, as well as a refund from 2019 filing year in the amount of \$12.41.

g. Other Updates

Upcoming Finance Committee meeting will be held virtually on April 28th.

7) City Administrator's Report

Laura Philpot, City Manager Representative, reported on the April CM/CA meeting. The meeting was primarily focused on the COVID-19 emergency, with a large focus is on how cities were dealing with upcoming events. City Managers and Administrators have been holding a weekly call in addition to monthly

meetings to discuss current crisis management. Cities are all reporting decrease in revenue between 5% and 25%. Dawson urged members to begin talking to legislators now regarding potential future federal relief funds. Group agreed that a joint letter may be beneficial. Staff will follow up on this.

8) Discussion Items

a. SCA Staffing Update

Dawson reported that job listing for SCA Policy Analyst has been posted on the AWC JobNet, and encouraged members to forward to potential applicants. Ralph exited the meeting at 10:55 AM following item 8.a. Vice President Prince continued the meeting as Chair.

b. King County Regional Homelessness Committee (KCRHC)

Dawson updated group on Governing Committee status. Upcoming meeting of Governing Committee will be on May 21, 2020. Dawson gave an update on the process of hiring CEO. Dawson reminded members to send names of recommendations for appointment to the Implementation Board, as discussed in previous meetings. Members were also reminded to respond to email to regarding what cities are doing towards homelessness, so staff may compile this information prior to the next meeting of KCRHC.

c. King County Filing and Disposition Standards Dawson

Upcoming meeting on April 28, 2020 will be held virtually. Philpot exited the meeting at 11:10 AM during item 8.c.

d. Sexual Assault Awareness Month [SCA Sexual Assault Awareness Month Letter](#)

Dawson reported that the drafted letter, signed by board members, was distributed to SCA City Mayors and City Managers via email. A proclamation template was also included in the email.

e. Governing for Racial Equity and Inclusion Conference

This event has been cancelled in 2020 and will be held in 2021. Webinars and other activities are in planning and to be determined. SCA Policy analyst Alexis Mercedes Rinck is working on this and will continue to update.

f. Transit Update

Dawson reported on major cuts to transit funding Transit will receive COVID-19 relief funding, to be distributed out in the near future. Malchow exited the meeting at 11:15 AM during item 8.f.

g. Legislative Update

Dawson provided a summary of status of potential special session of legislature, and of the Governor's vetoes.

h. County Biennial Budget

Dawson updated members on the budget process. Budget Director Dwight Dively will join SCA Finance Committee to brief them.

i. VISION 2050, PSRC General Assembly

PSRC General Assembly will be held remotely. . VISION 2050 has been placed on hold until further notice.

j. Dawson summarized major topics relating to COVID-19 crisis impact on cities, including:

1. Council and committee meetings
2. City operations
3. HR
4. Enforcement of “Stay Home, Stay Healthy”
5. City and regional events
6. Implications for city budgets

Members shared feedback on impact of COVID-19 on their communities. . Wagner exited the meeting at 11:21 AM during this item.

- i.) Dawson ask that members communicate with federal congressional delegation regarding need for city funding.
- k. SCA Board Retreat
Members were asked to review member commitments, as shared at the February meeting, and make any appropriate additions or changes, as there have likely been impacts from current public health crisis and impacts of.
- l. 2020 Accomplishments
Member were asked to continue to consider SCA accomplishments in 2020. Members highlighted the work of SCA to serve cities during the crisis. Dawson thanked board members and commended them for all their hard work during this crisis. Dawson highlighted the Guiding Principles, as set at the 2020 SCA Board Retreat. Members were encouraged to reach out to SCA staff for any help they may be able to provide.

9) For the Good of the Order

There were no items for the good of the order.

10) Adjournment

Meeting was adjourned by Vice President Prince at 12:00 PM.

Upcoming Events/Meetings

- a. *SCA Public Issues Committee Meeting — May 13, 2020 7:00 PM – 9:00 PM — Virtual/Telephonic*
- b. *SCA Board Meeting — May 20, 2020 10:00 AM - 12:00 PM — Virtual/Telephonic*