



SOUND CITIES ASSOCIATION

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SCA Board of Directors

DRAFT Meeting Minutes

May 20, 2020

10 AM - Noon

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

Meeting held virtually via Zoom with a public link and phone in option.

1) Call to order

SCA President Dana Ralph called the meeting to order at 10:11 AM. Present via Zoom were members Leanne Guier, Laura Philpot, James McNeal, Jeff Wagner, Nancy Backus, Ed Prince, Jan Molinaro, Angela Birney, Amy Ockerlander, Wendy Weiker, Christie Malchow, Mary Lou Pauly and SCA staff Deanna Dawson and Leah Willoughby. 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 Backus to approve the consent agenda consisting of the minutes of the April 15, 2020 SCA Board of Directors Meeting ([Link Attachment 1](#)) and the March 2020 financial reports, consisting of the March 2020 Balance Sheet and the March 2020 Profit & Loss Report ([Link Attachment 2](#)). The motion passed unanimously.

4) President's Report

President Ralph thanked staff and members for ongoing response to the public health crisis.

5) Executive Director's Report

Executive Director Deanna Dawson updated the group on several current issues:

Updated on a recent meeting and updates on King County Metro, regarding budgetary losses resulting from the COVID-19 crisis. Metro is expecting considerable financial loss over the next three years. SCA is planning to work with Metro on creating a virtual platform update for SCA cities. Staff will continue to update.

New regular meetings have been set up for SCA mayors, mayors by caucus, strong mayors, and city managers to discuss issues relating to the COVID-19 crisis. These meetings have been scheduled monthly. There are also additional meetings being held with the governor's office. Members may share any questions they might want asked at these meetings with Dawson.

Next round of funding for the Seattle Foundation Pandemic Fund is accepting applications. The grants will “focus on community-based organizations supporting vulnerable workers and families—people who face longstanding economic and racial inequities that have been made worse by the current crisis.” More information has been shared via email, and can be found on the [Seattle Foundation COVID-19 Response Fund page](#). Applications are due by 5:00 PM on May 29, 2020.

United Way of King County has offered to help SCA cities with disbursements of food or rental assistance. Cities interested in connecting with United Way in this capacity should contact Dawson.

Last month, the SCA Board of Directors signed a letter for Sexual Assault Awareness Month. King County Sexual Assault Resource Center (KCASRC) is working with SCA on putting together a webinar-type format for updates to SCA cities on cases of sexual assaults during the COVID-19 crisis. Hoping for at least two scheduled times for this—one in the daytime and one in the evening.

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

- a. Treasurer Wagner reported on the Finance Committee meeting held on April 28, 2020 and reviewed the meeting materials ([Link Attachment 3](#)) Wager summarized the April 2020 Balance Sheet and Profit & Loss Report.

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

- b. Update on Sponsorships
Wagner and Dawson reported on sponsorship income, noting that SCA is on track to be on budget. \$58,500 in sponsorship income has been paid the time of this board meeting. Other invoice payments are expected in the coming weeks. Dawson is continuing to work with SCA partners on alternatives to live events and ways for partner organizations to stay engaged with SCA and its member cities.
- c. Update on Audit Discussions
As discussed at previous meetings, SCA had looked in moving the scheduled 2021 financial audit up one year to 2020, or having the audit firm run a review for 2019. Staff is continuing to work with the audit firm on recommendations and will continue to report to the committee.
- d. Briefing on County Biennial Budget, Dwight Dively, KC Budget Director
Wagner summarized the presentation by Mr. Dively. Five parts of the county budget that are relevant to the cities were discussed: General Fund, Mental Illness and Drug Dependency (MIDD), Metro Transit, Lodging Tax, and Car Rental Tax. Dawson added that, as MIDD budget cuts are expected to have an impact on city programs, if members have priorities on how this fund is extended, they should communicate these with staff.
- e. Other Updates
Upcoming Finance Committee meeting will be held virtually on May 28th. Meeting will cover April financial reports and general financial updates.

7) Staff Committee Appointments

Dawson summarized the open positions on the Puget Sound Regional Council (PSRC) Regional Staff committee, and the applicant information. SCA is appointing one member and up to three alternates. There

were three applicants. A minor typo was noted in the meeting materials. City associated with Jesse Reynolds on page 13 was incorrectly stated as Federal Way, and should show North Bend. After discussion:

Backus moved, seconded by Prince to appoint Brian Davis, Federal Way, as member and Jesse Reynolds, North Bend, and Minnie Dhaliwah, Tukwila, as alternates to the Puget Sound Regional Council Regional Staff Committee. The motion passed unanimously.

Dawson asked that members share any additional interested staff members, as there is still a vacancy for an additional alternate.

8) PIC Chair's Report

a. May 13, 2020 Meeting [Meeting Materials](#)

- i) Christie Malchow, PIC Chair, reported on the discussion by PIC on the proposed King County Rates and Fees. The general consensus of the group was of concern over message sent by an increase in fees while many other areas of city (and county) budgets are being substantially affected by the current public health crisis. Dawson added that, while there were two specific rates and fees increases discussed, the potential position considered by PIC may be broader. After discussion, Dawson asked that members take this issue back to their respective councils. This item will be brought back for discussion and possible action at the June PIC meeting, and no actions will be taken in the meantime. SCA staff will continue to address and discuss concerns. Members should send specific questions and concerns with SCA Policy Director Brian Parry at least two weeks before the next meeting of PIC.
- ii) Malchow summarized the list of AWC COVID-19 Legislative Priorities, provided in the meeting materials. Asked members to be sure to share these with individual jurisdictions. These will be brought back for a vote at the June PIC meeting.
- iii) Malchow reported on the Proclamation of Commitment to an Inclusive Community that Rejects Stigma and Bias Related to COVID-19. This proclamation was initially on the May PIC agenda for discussion for adoption at the June PIC meeting. Members voted to bring the item forward as an emergency action at this meeting. There were a few abstentions based on ability to discuss the issue with respective councils.

McNeal moved, seconded by Malchow for Adoption of the Proclamation of Commitment to an Inclusive Community that Rejects Stigma and Bias Related to COVID-19. The motion passed unanimously.

Dawson was directed to issue a press release about the proclamation.

- iv) Dawson reported that the first meeting of King County Regional Homelessness Authority will be on Thursday, May 21, 2020. Thereafter, the process may be quicker paced than it has been thus far. There will be an expert board, on which SCA has two seats. Members should email names of possible appointees. Dawson reviewed some potential appointees that had been submitted by board members to SCA staff and had been discussed within the board to date; asked for any additional names to be sent to Dawson as soon as possible.

Wagner moved, seconded by Malchow to delegate authority to SCA staff, in consultation with the members of the Governing Committee, to take action if and as needed without formal board action. The motion passed unanimously.

Dawson noted that the preference would still be to keep the Board engaged in the process, but this would allow SCA to make appointments if necessary in the interim.

- v) Malchow reported that discussions regarding city COVID-19 Impacts and Response was organized as a round robin. Dawson asked for any questions, or any issues that members would like discussed as a board.
- vi) Levies and Ballot Measures in King County and Potential Upcoming Issues are listed in the meeting materials. There is no additional information to report on these items.

9) Leadership Advisory Council Report

Dawson reported that the Leadership Advisory Council held a brief meeting. Dawson noted that discussions with this group of past presidents were helpful, and that the now ad hoc Leadership Advisory Council may be formalized in board policies in the future.

10) City Administrator's Report

Laura Philpot, City Manager Representative, reported that the City Managers have continued holding weekly calls. Focus of the calls has primarily been on COVID-19-related issues, including back-to-work policies and funding challenges. City Managers have been finding these calls helpful, and plan to continue holding them weekly.

11) Discussion Items

a. County Council COVID-19 Emergency Omnibus

Dawson reported that the King County Council authorized three million dollars in local small business relief. About one million of this is slated to go to local chambers. \$50,000 will be allotted as administration costs, and the rest will be distributed to cities. staff will continue discussions with the county and continue to report to the board. Once determined, distributions are expected to happen quickly. Dawson suggested that members begin to consider decisions on how the monies will be spent in respective cities.

b. Federal COVID-19 Relief

Dawson reported no significant update regarding Federal COVID-19 relief, but reminded members to fill out the form provided by Dwight Dively about how CARES funds would be spent and shared via email. She also reminded members to be in touch with their federal delegation.

c. Emergency Management Zone Coordinators

President Ralph reported on the county's decision not to renew the contracts of independent Emergency Management Zone Coordinators, instead turning the positions into county positions, and the concerns this has among cities. The concerns have been taken to the County Executive Office. There has not been any communication in response as of the day of this meeting. Group agreed that this change holds significant concerns. Suggestion was made by Birney to ask that contracts be extended by one year, and then time for discussion be allowed. Group supported this. After discussion, group decided to draft and send letter from SCA.

Ockerlander moved, seconded by Backus for the SCA Board of Directors to send letter to King County in response to the change to the Emergency Management Zone Coordinators. The motion passed unanimously.

d. SCA Staffing Update

Dawson reported that SCA will be holding brief initial interviews with eleven candidates for the Policy Analyst position on Friday, May 22, 2020. Hoping to make an offer and bring new hire on board in the next month.

e. Potential Future Events

Dawson is working with utility partners on potential virtual event, as in-person events are likely to be cancelled for the near future. SCA is also considering how the annual meeting might be held, should gatherings still not be possible by the end of the year.

f. OPMA and Future Meetings

Dawson reported that, should OPMA proclamation not be extended after June 1st, not sure how SCA will be able to hold public meetings. SCA office facilities are not set up to effectively allow in-person public comment, as required by the OPMA. SCA will continue to work on solutions that allow for the safety of staff and the public, and will continue to report back to the board.

g. Update on Discussions re King County Filing and Disposition Standards

Dawson reported that there was a meeting scheduled in early April on discussions regarding King County Filing and Disposition Standards. This meeting was canceled, due to the public health emergency. There is a meeting on the calendar in June.

d. 2020 SCA Retreat

Dawson asked members to continue keeping priorities and guiding principals in mind. Also encouraged members to reconsider member commitments that were established at the retreat, as many of these commitments may need updates, as the public health crisis has effects on both priorities and capacities to complete come of the items.

e. 2020 Accomplishments

Dawson asked that members consider any accomplishments of SCA and email any that should be noted to staff.

12) For the Good of the Order

Pauly asked members to consider relationships between councils. There were no other items for the good of the order.

13) Adjournment

Meeting was adjourned by President Ralph at 12:00 PM.

Upcoming Events/Meetings

- a. SCA Public Issues Committee Meeting — June 10, 2020 7:00 PM – 9:00 PM — Virtual/Telephonic*
- b. SCA Board Meeting — June 17, 2020 10:00 AM - 12:00 PM — Virtual/Telephonic*