



SOUND CITIES ASSOCIATION

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SCA Board of Directors

DRAFT Meeting Minutes

June 17, 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

As President Ralph was not present, Vice President Ed Prince called the meeting to order at 10:01 AM. Present were members Amy Ockerlander, Nancy Backus, Leanne Guier, Mary Lou Pauly, Jan Molinaro, Angela Birney, James McNeal, Christie Malchow, Jeff Wagner and Laura Philpot and SCA staff Deanna Dawson and Leah Willoughby. Absent were President Dana Ralph and member Wendy Weiker. Pauly left the meeting at 11:35 during Item 10.c. Guests present included Dorian Waller, King County staff and John Walsh, King County staff. This meeting was held virtually due to the COVID-19 public health emergency.

2) Public Comment

Vice President Prince 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 Malchow to approve the consent agenda consisting of the minutes of the May 20, 2020 SCA Board of Directors Meeting ([Link Attachment 1](#)) and the April 2020 financial reports, consisting of the April 2020 Balance Sheet and the April 2020 Profit & Loss Report ([Link Attachment 2](#)). The motion passed unanimously.

4) President's Report

Vice President Prince reported on planning for the SCA Racial Equity and Justice Series.

5) Executive Director's Report

Executive Director Deanna Dawson reminded members to continue operating within guiding principles, especially keeping in mind open-mindedness, assuming good intent, and respect during current events. Full guiding principles are included on the [agenda](#). Dawson noted that Policy Director Brian Parry will be covering some meetings while Dawson is on vacation the week of June 22, 2020.

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

- a. Treasurer Wagner reported on the May 26, 2020 Finance Committee Meeting and noted that financial reports are included in meeting materials ([Link Attachment 3](#)) and were approved in the consent agenda. SCA will stay on planned audit schedule, and triannual audit will be completed next year.
- b. Dawson and Wagner gave an update on Sponsorships. Dawson noted that two partner invoice payments are expected. SCA is currently working with sponsors on ways to stay connected with members during the COVID-19 public health crisis, including potential virtual events in lieu of in-person events.

- c. Dawson briefed the group that staff has begun initial work on the 2021 SCA budget. City Member dues have been frozen at 2020 levels, in consideration of financial difficulties for cities resulting from the current public health crisis. Staff is finding ways to adjust the 2021 budget expenses to compensate. Staffing costs will not be finalized until insurance and retirement program rates are available later in the year.
- d. Dawson noted that Dwight Dively, King County, will be joining the July meeting of the finance committee to give update on the King County budget. There were no further updates for the treasurer's report.

7) Staff Committee Appointments

Dawson summarized the committee role, the open position on, and the application materials for the Interjurisdictional Team (IJT) to the King County Growth Management Planning Committee (GMPC). Birney spoke in favor of the applicant from the city of Redmond.

Birney Moved, seconded by Philpot to appoint Beverly Mesa-Zendt, Redmond, as member to the Interjurisdictional Team to the King County Growth Management Planning Committee. The motion passed with ten (10) members voting yes, and one (1) member voting no (Jan Molinaro).

Dawson summarized the committee role, the open position on, and the application materials for the Veterans, Seniors and Human Services Levy Advisory Board, noting specific requirements of the vulnerable populations subcommittee and geographical considerations.

Malchow moved, seconded by Wagner to appoint Maryjane Van Cleave, Renton, as member to the Veterans, Seniors and Human Services Levy Advisory Board to serve on the vulnerable populations subcommittee. The motion passed unanimously.

Dawson noted that there were no applicants for the alternate position on the Puget Sound Regional Council (PSRC) Regional Staff Committee.

8) PIC Chair's Report

- a. June 10, 2020 [Meeting Materials](#)

Dawson began report on the June 10, 2020 Meeting.

- i) King County Rates and Fees

Since last meeting of the board, the King County Council approved a 4.5% increase to the sewer rate for 2021 by a vote of six to three; is continuing to develop additional fee recommendations. The King County Solid Waste Division is currently recommending a rate increase of 6% in 2021 and 8% in 2022. At the June meeting, the PIC voted to recommend to the SCA Board of Directors the adoption of the following policy position:

The Sound Cities Association (SCA) urges King County and other entities to forego any increases in rates and fees in light of the COVID-19 public health emergency and the resulting economic impacts.

Motion to recommend passed at PIC with twenty (20) yes votes, two (2) no votes, and three (3) abstentions.

The board discussed understanding that some rate increases may be unavoidable, but that entities should explore and exhaust all other possible solutions due to the current economic crisis. Pauly

noted that Issaquah's vote of no at PIC being based on a split vote of Issaquah city council; reasons related to authority of the city to have input on the county budget item and asserting that the county be exploring all options in the same way that cities must explore options involving cuts. Dawson noted that in the case of the potential solid waste rate increase, SCA members serve on the Solid Waste Advisory Committee, and may be called upon to vote on the matter, and that direction from PIC and board would be helpful.

McNeal noted that as representative of Bothell at the PIC, his vote of "no" at PIC matched the vote of his council. As SCA board member, and representative of all SCA cities, McNeal plans to vote in favor of the policy position. McNeal has shared this with his city council.

Backus noted an email received from county staff that mentioned weekly closures of stations on specific days of the week, resulting in increases that impact ratepayers. City has already had to communicate to residents services that will no longer be able to be offered, as a result cuts due to the public health crisis.

Guier commented on the cumulative effects of other increases with the new rate increase, and the consequences to the public. Cities are in a position of making hard decisions.

Dawson noted that Kirkland Mayor Sweet has been very active in this conversation, and Kirkland has sent a letter to the county weighing in.

Dawson discussed options with the board on possible actions to take.

After discussion, the board agreed to amend language of the policy position to reflect the issues raised at PIC and by board members.

Backus moved, seconded by McNeal to adopt the following policy position in response to King County: *The Sound Cities Association (SCA) urges King County and other entities to forego any increases in rates and fees until and unless all other options are explored and exhausted, in light of the COVID-19 public health emergency and the resulting economic impacts. The motion passed unanimously.*

The board agreed that next step should be to share the language of the adopted policy by means of a letter to County Executive Office, the County Council, and copy Solid Waste Division of King County. Dawson will work on a draft of a letter, to be signed by President **Ralph**. ([Link Attachment 4](#))

ii) COVID-19 Legislative Priorities

Malchow reported on COVID-19 Legislative Priorities, noting that there was not much further discussion at PIC.

Malchow moved, seconded by Backus to adopt the legislative priorities as recommended by the Public Issues Committee related to COVID-19 response and relief in advance of a potential special session of the Washington State Legislature in 2020. The motion passed unanimously. ([Link Attachment 5](#))

iii) King County Emergency Management Coordination

Malchow reported on discussion at PIC relative to Zone Coordinators. County has delayed action until the end of the year. There continues to be concern, especially with smaller cities where they

may not have an emergency manager themselves. Dawson added that board had substantial conversation on this topic at the May meeting of the board. Staff will continue to follow and update.

iv) Potential Upcoming Issues

Dawson reported that PIC was briefed on potential upcoming events and trainings, and took feedback from PIC members regarding what types of events and trainings they hope to see.

v) City Roundtable Discussion

Malchow reported that this item allowed each city one minute to report what is going on their city. Topic was left open-ended. Discussion was effective in updating group and giving each city a chance to speak.

vi) Informational Items

(1) King County Regional Homelessness Authority

Dawson reported that the second meeting of the governing committee is Thursday, June 18th. At last meeting, there was no action on appointing a chair. Process of appointing a CEO continues; currently in process of evaluating for a firm. Regarding appointment to the implementation board, Dawson briefed group on possible nominees. Group agreed that they continue to approve SCA staff proceeding on behalf and in consultation with the SCA Board of Directors. Expectation is that the nominating committee will recommend to the governing committee a slate and the governing committee will meet on July 9th, 2020 to approve the members.

(2) There was no discussion on other informational items.

9) Leadership Advisory Council Report

Nancy Backus reported on the last meeting of the SCA Leadership Advisory Council. Discussion mostly focused on racial equity issues, noting that it was an enlightening conversation. Plan to have continued conversation and cooperation.

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 budget issues, return-to-work plans, and issues regarding current racial equity discussions and protests. Dawson noted discussion regarding a tentative meeting with city managers and strong mayors of member cities.

11) Discussion Items

a. SCA staffing update

Dawson reported that a new staff member, Jackie Wheeler, for SCA will be starting in July and asked group to welcome Jackie staff. Also noted possible changes to job description and classification, as well as salary of Administrative Services Manager. SCA staff is meeting daily via zoom to stay connected.

b. Federal COVID-19 Relief

Dawson reported that the June 15th webinar—How Cities Can Help Neighborhood Businesses Survive and Thrive in Phase 1.5 and Phase 2—went well and was well-attended. Feedback from attendees was positive. Slides have been shared by email and both slides and presentation will be shared on the SCA website. SCA staff is hoping to plan additional webinars for members. for the near future.

Staff is holding weekly updates with City Managers and regular updates with mayors. Looking to set up Council Presidents meeting.

King County has applied for Phase 2 in the state reopening plan. As of this meeting, has not been ruled by the Washington Board of Health, and staff will continue to report back. County grants to cities is still in-progress. Cities should make sure they have designated a primary contact for distribution. There is a potential new County package related to COVID that will be voted on next week. Notable inclusion in this package discussion is potential extension of hotel leases.

Pauly requested that collected information by SCA staff regarding spending of CARES Act dollars be distributed to members. SCA staff make request for updates from member cities, and compile a list for distribution

c. City Budgetary Issues

Dawson asked if members had anything they wanted to share. Discussion reiterated work on how to use relief dollars.

d. [Racism as a Public Health Crisis](#)

Dawson further reported on discussions around SCA Racial Equity and Justice series that Prince had mentioned in the President's Report. Discussions regarding a panel discussion focused on police reform; looking into a law enforcement professional as an addition to the panel.

Resolution on Racism as a Public Health Crisis will be published today and will be sent out to members for feedback. Board of Health will be meeting Thursday, June 18 to vote on this resolution.

Dawson reported that Children and Youth Advisory Board is drafting a letter; SCA members are not comfortable voting without time to check with their cities; Dawson encouraged any feedback.

e. Board Trainings

Dawson asked members if implicit bias/racial equity training might be something the board would like to commit to. Members were in agreement and Dawson will pursue. SCA staff is also working on future trainings with Partners. SCA is open to other training suggestions from members.

f. Future Events

In-person event that had been scheduled in June is being rescheduled as a future virtual event. Also working on a workshop with King County Metro, as well as partner events. Partner event that had been tentatively scheduled for Friday, June 19th will be rescheduled for a later date. Dawson asked for direction on future events, including a possible virtual legislative event and possible virtual event for 2020 newly elected officials.

g. Annual Meeting

Dawson reported that staff is looking into possibility of virtual annual meeting as a result of the public health crisis. Board reviewed bylaws and agreed that they do allow for a virtual meeting in case of emergency.

h. OPMA and future meetings

Dawson reported that the Governor's extension of the proclamation regarding OPMA during the COVID-19 public health crisis expires as of today, June 17th. Dawson asked members how their

respective cities are handling public meetings, and asked for direction on how SCA should handle future public meetings.

After discussion, members agreed to adoption of a proclamation declaring that SCA the location of SCA meetings be designated as virtual due to the COVID-19 emergency

Birney moved, seconded by Ockerlander to adopt the Resolution as presented at the June 17, 2020 SCA Board of Directors Meeting. The motion passed unanimously. (6)

- i. Update on meeting with King County Prosecuting Attorney Office
Dawson briefly updated on recent meeting regarding safety and charging standards with the King County Prosecuting Attorney Office, noting it was a productive meeting. Planning to hold a follow-up meeting in one month.
- j. 2020 SCA Retreat
Dawson asked members to review and continue to consider:
 - Intentional Leadership in 2020
 - Policy Priorities
 - Guiding Principals
 - Member Commitments
- k. 2020 SCA Accomplishments

Members were also asked to connect with their designated mentor/mentee.

12) For the Good of the Order

Molinaro shared that Enumclaw will be rolling out a new program involving raising funds for his community and will forward the information via email. There were no further items for the good of the order.

13) Adjournment

Meeting was adjourned by Vice President Prince at 12:04 PM.

Upcoming Events/Meetings

- a. *How Cities Can Help Neighborhood Businesses Survive and Thrive in Phase 1.5 and Phase 2 — June 15, 2020 10:30 AM — Webinar*
- b. *SCA Public Issues Committee Meeting — July 8, 2020 7:00 PM – 9:00 PM — Virtual/Telephonic*
- c. *SCA Board Meeting — July 15, 2020 10:00 AM - 12:00 PM — Virtual/Telephonic*