



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

## SCA Board of Directors

### *Meeting Minutes*

March 16, 2022

10 AM - Noon

#### 1) Call to order

SCA President Angela Birney called the meeting to order at 10:01 AM. President Birney noted that the meeting was being held virtually due to the COVID-19 public health emergency, and noted that any discussion in the chat logs would be maintained for public records purposes and included with the meeting minutes ( [Attachment A](#) ). Present via Zoom were members Jan Molinaro, Jeff Wagner, Ed Prince, Traci Buxton, Wendy Weiker, Jim Ferrell, Mary Lou Pauly, Carl Cole, Bill Boyce and De'Sean Quinn. Member James McNeal joined the meeting at 10:25 AM before item 7. Member De'Sean Quinn exited the meeting at 10:43 AM during item 7 and reentered meeting at 11:14 AM during item 10. Member Jim Ferrell left the meeting at 11:03 AM during item 10. Member Carl Cole left the meeting at 11:35 AM during item 11, after the motion. Absent from the meeting was member Amy Ockerlander.

#### 2) Public Comment

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

#### 3) Consent Agenda

President Birney asked for any questions or concerns regarding the minutes of the January 28, 2022 SCA Board Retreat; the minutes of the February 16, 2022 SCA Board of Directors Meeting; the financial reports of November 2021; the financial reports of December 2021; and the financial reports of January 2022.

***Prince moved, seconded by Wagner to approve the consent agenda consisting of the minutes of the January 28, 2022 SCA Board Retreat ; the minutes of the February 16, 2022 SCA Board of Directors Meeting with the correction to the heading to read "February 16, 2022" in place of "January 19, 2022"; and the financial reports of November 2021; the financial reports of December 2021; and the financial reports of January 2022. The motion passed unanimously.***

#### 4) President's Report

President Birney reported on meeting with Seattle Mayor Bruce Harrell which and expressed appreciation for discussions on regional cooperation; recent tour of International Arrivals with the Port of Seattle; and concluding legislative session.

## 5) Executive Director's Report

Executive Director Deanna Dawson summarized the March 16, 2022 SCA Board of Directors Executive Director's Report. ( [Attachment B](#) .)

## 6) Treasurer's Report

As Treasurer Wagner had not been present for the February 22, 2022 meeting of the finance committee, Dawson summarized the [Meeting Materials](#).

Dawson reviewed for the group board policies regarding signers to SCA bank accounts.

***Molinaro moved, seconded by Quinn to authorize the following 2022 individuals as signers for HomeStreet Bank accounts held by SCA, in addition to the SCA Executive Director:***

***Angela Birney, SCA President Jan***

***Molinaro, SCA Vice President Jeff***

***Wagner, SCA Treasurer***

***The above referenced board officers are authorized to sign when board policies require two signatures, or when the SCA Executive Director is unable to sign.***

Dawson reviewed SCA Board Policies regarding reserves levels and summarized amounts for 2022 reserves as recommended for approval by the finance committee at the February 2022 meeting. In response to questions raised by Molinaro, Dawson noted that SCA is not expecting any sponsors to drop in 2022 due to financial situations; and, as most of SCA's expenses are static, SCA does not expect inflation to affect SCA's ability to be on budget for expenses for 2022.

***Wagner moved, seconded by Pauly to approve 2022 reserve levels as recommended by the Finance Committee. The motion passed unanimously.***

Dawson gave update on sponsorships, including invoices sent since the last meeting of the board; expected payments and outstanding invoices; and new sponsors added since the last meeting of the board. SCA is on track to be on budget for sponsorship income for 2022.

Dawson gave update on 2022 city member dues, noting that dues have been received from all cities and there are no outstanding 2022 SCA city member dues invoices.

Dawson summarized for the group previous conversations regarding need for additional administrative help on staff for SCA and summarized potential revenue scenarios to enable SCA to continue to include the additional staffing in future budget years. Dawson asked group for any concerns or feedback. Staff will bring detailed information to future meetings of the board.

Dawson summarized for the group discussion with finance committee regarding vacation policies and carry-over of hours from one year to the next. The finance committee as well as SCA staff recommend keeping policies as they currently read. Dawson reminded group that staff continues to welcome any concerns or feedback.

Dawson summarized for group prior conversations regarding discussion on organizational fiscal need, including need for additional administrative assistance. Committee members were asked to share applicable salary information. Committee will continue to report to the full board.

Dawson updated group on discussions by finance committee regarding SCA Investment Policies. SCA may consider a financial advisor in the future. Committee and staff will continue to gather information and this topic will be discussed at the next meeting of the finance committee.

There were no other updates.

#### **7) PIC Chair's Report**

PIC Chair Bill Boyce reported on the March 9, 2022 Public Issues Committee (PIC) Meeting ( [Meeting Materials](#) ). Dawson noted the following on individual items:

a. Candice Bock and Carl Schroeder from the Association of Washington Cities provided a status update on the 2022 Legislative Session. AWC's report on 2022 city legislative priorities and outcomes are available on their [website](#). Legislative session has since ended.

b. American Rescue Act (ARPA) Final Rule was released on January 6, maintaining most of the same funding eligibility requirements that were included in the Interim Rule, with a few minor changes. PIC members discussed implementation methods in their respective cities.

c. Dawson encouraged board members to read the materials on Levies and Ballot Measures in the PIC meeting materials packet. There are potential upcoming ballot measures, including climate sustainability bond measure. Group discussed concerns with financing and implementation of the bond.

d. Board of Health took action to repeal bicycle helmet regulations. Further information is included in the PIC meeting materials. There was no further discussion on this item.

#### **8) Equity and Inclusion Cabinet**

Equity and Inclusion Cabinet Chair Ed Prince reported on the February 23, 2022 Equity and Inclusion Cabinet meeting. A call for nominations has been put out for two new members to the cabinet. March meeting of the cabinet is cancelled. There will be a meeting to discuss applications received.

#### **9) Regional Homelessness Authority Update**

President Birney and Ed Prince briefly updated group on the Regional Homelessness Authority (KCRHA), noting a meeting with KCRHA leadership was being held the following day. Birney expressed concern regarding current levels of communication from KCRHA. Prince reiterated concerns and noted valuable information was not shared regarding recent HUB item. Birney and Prince will continue to report back to the board.

#### **10) City Administrator's Report**

As City Manager/Administrator Representative Carl Cole was not present for the March 2022 City Manager/City Administrator meeting, Dawson reported on the meeting. Meeting was a joint meeting with

Snohomish County City Administrators/City Managers. Meeting included a panel discussion on the Federal Infrastructure Package and a legislative session update from Candice Bock, Association of Washington Cities (ACW). Dawson noted several current vacancies for city manager positions and finance positions in SCA cities.

**11) Leadership Advisory Council**

As Leadership Advisory Council Chair Ed Prince was not present for the last March 2, 2022 meeting of the Leadership Advisory Council, President Birney reported that group met to celebrate former Snoqualmie Mayor Matt Larson on his retirement and becoming a Member Emeritus of SCA. Former SCA president Dana Ralph was also honored with an award for her service on the board.

**12) Discussion Items**

a. Upcoming SCA Meetings

a. Transitioning to In Person Meetings

Dawson asked for feedback from members on format of upcoming meetings and when to transition from virtual to in-person. Pauly noted in-person would be preferable for SCA board meetings. Unless future action by the governor preceding the April 2022 meeting would affect requirements, the SCA Board of Directors will hold the April 2022 meeting virtually. Group tentatively plans to hold the June 2022 meeting in person. Dawson reminded members that SCA staff always welcomes concerns and feedback.

b. Dates for Upcoming Meetings

Members considered cancelation of the May 2022 board meeting in order to prepare to meet in person for the June board meeting. This item will be brought back for discussion at the next meeting of the board.

b. Update to Personnel Policies – Juneteenth

***Wagner moved, seconded by Prince to make Juneteenth a paid SCA holiday, and discussed and previously agreed to by the SCA Board. The motion passed unanimously.***

c. Sexual Assault Awareness Month

President Birney reported that a letter was sent out to SCA membership asking cities to engage in recognition of Sexual Assault Awareness Month. Dawson encourages board members to consider action in their cities and to communicate the efforts to King County Sexual Assault Resource Center (KCSARC).

d. 2022 SCA Board Retreat

a. Review 2022 commitments

President Birney asked for any updates on personal commitments. Member Quinn noted Greater Seattle Partners event was productive and SCA was well-represented. Member Weiker reported communicating with potential new members.

- b. Review 2022 Updated Draft 2022 Board Agreement

***Prince moved, seconded by Wagner to approve the 2022 SCA Board Agreement, as discussed at the 2022 SCA Board Retreat and with changes as recommended by the SCA Executive Committee***

President Birney thanked members for involvement in forming the agreement. Dawson noted that staff will send out to board members for signature.

- c. Equity and Inclusion

This item was discussed earlier in the agenda. Dawson also noted the SCA Executive Committee discussed how equity inclusion can be included in the vision and mission of SCA. The executive committee recommended the Equity and Inclusion Cabinet for work on this topic; cabinet has agreed. More information will be shared as the work proceeds.

- d. There were no other items for discussion.

- e. March 30, 2022 SCA Networking Event

Dawson reiterated encouragement to all board members to attend all SCA events as possible.

### **13) For the Good of the Order**

There were no items for the good of the order.

### **14) Meeting was adjourned by President Birney at 11:48 AM.**

**March 16, 2022 SCA Board Meeting**  
**Attachment A: Zoom Chat Log**

- 09:57:39 From Jan Molinaro to Hosts and panelists:  
Just you know I am in an area with unstable Internet so may lose connection and will reconnect ASAP
- 10:16:25 From Mary Lou Pauly to Hosts and panelists:  
Stepping away for a quick call
- 10:41:11 From Jan Molinaro to Everyone:  
Value of homes drove up taxes as the rate in Enumclaw went from \$11 to \$10
- 11:03:30 From Jim Ferrell to Hosts and panelists:  
Hi Everyone, I have a meeting with our Sister City of Rivne, in Ukraine right now and need to sign off. Thanks. Jim
- 11:28:25 From Mary Lou Pauly to Hosts and panelists:  
And make it fun
- 11:29:14 From Carl Cole to Everyone:  
I need to jump off in a few minutes for ICMA keynote...are we good on quorum? I think one action item remaining...
- 11:33:56 From Carl Cole to Everyone:  
WiFi failing quickly...as long as I can get an SCA nametag, I'll greet people at the door:)