



SOUND CITIES ASSOCIATION

35 Cities. A Million People. One Voice.

## SCA Board of Directors MINUTES

October 16, 2013 10:00 AM  
Renton City Hall, Conferencing Center  
1055 S. Grady Way, Renton 98057

### 1. Call to Order

John Marchione, SCA Vice President, called the meeting to order at 10:09 a.m.

Members present: David Baker, Chris Eggen, Don Gerend, Mia Gregerson, David Johnston, Matt Larson, Pete Lewis, Jamie Perry

Members absent: Dini Duclos, Ken Hearing, Dave Hill, Denis Law

Staff present: Deanna Dawson, Kristy Burwell

### 2. Public Comment

Vice President Marchione asked if any member of the public had any public comment. Seeing none, Vice President Marchione closed the public comment portion of the meeting.

### 3. Consent Agenda

David Johnston moved, seconded by Jamie Perry, to approve the Consent Agenda. There was no discussion. The motion passed unanimously.

### 4. Vice President's Report

Vice President Marchione reported that President Denis Law is currently on vacation in Ireland.

### 5. Executive Director's Report

ED Dawson referenced a memo included in the meeting packet regarding the SCA accomplishments to date based on the objectives identified at the 2013 SCA Board Retreat.

ED Dawson recently gave a presentation to the Kirkland City Council which was well received and the Council was complimentary on the changes that SCA has made in the last couple of years. ED Dawson also gave a presentation to the Medina City Council, and announced that Medina is considering joining SCA as a member and has included SCA 2014 Membership dues in its 2014 draft budget.

ED Dawson reported that the Senate Transportation Hearing in Seattle on Monday, October 14, 2013 was well attended by approximately 500 individuals. Mia Gregerson testified on behalf of SCA and Monica Whitman, SCA Senior Policy Analyst, attended and kept members up to date via Twitter.

ED Dawson lastly reported that the King County Council may be moving forward on approving the Solid Waste ILA and asked members to contact her with any questions.

ED Dawson also mentioned that SCA has received a new public records request.

**6. City Manager's Report**

David Johnston reported that at the regular monthly meetings of the City Managers and Administrators, there were many regional presentations given, including presentations from the Solid Waste Division and "One King County" regarding updates to the County's strategic plan. Johnston reported that the County is asking cities to help spread the word about public engagement opportunities by putting multilingual information on websites and informational posters in city halls. Johnston continued that King County is willing to give presentations to City Councils on the strategic plan. ED Dawson added that the County gave a presentation at the October 9, 2013 pre-PIC Workshop and that SCA will be including a link to materials on its website.

**7. Executive Committee Report**

Vice President Marchione reported that the SCA Executive Committee approved the 2014 draft budget unanimously and asked Treasurer Don Gerend to continue on this subject in the Finance Committee Report.

**8. Finance Committee Report**

Don Gerend, Treasurer and Chair of the SCA Finance Committee, reported that the committee met on October 15, 2013. Chair Gerend announced that Tracey Dunlap, Kirkland Finance Director, is a new member of this committee and is a great addition. Treasurer Gerend stated that members have the draft 2014 budget for review. Treasurer Gerend highlighted a few areas such as an Operating Contingency to give the executive director flexibility to address operational needs, and a Strategic Initiatives Fund which will allow the Board to fund initiatives identified by the membership and adopted by the Board at its retreat.

Treasurer Gerend also reported that the Finance Committee discussed potential reserve policies, including the method to replenish reserves as well as reserve levels. The committee recommends this be a subject for further discussion at the 2014 Board Retreat. Chair Gerend noted that the recommended reserves are on the conservative side, with ample resources set aside to address the needs of the organization. The Finance Committee recommended establishing these reserves for 2014, discussing further at the retreat, and then potentially adopting a new formal reserve policy or SCA in 2014.

David Baker moved, seconded by Don Gerend, to recommend the 2014 draft budget and assessment to the SCA Membership, and to establish reserves for 2014 as recommended by the Finance Committee. ([Attachments A-C](#))

The motion passed unanimously.

**9. SCA Board Policies**

ED Dawson reviewed for the Board recommended amendments to the SCA Board Policies to reflect the change in the organization's name.

er moved, seconded by Chris Eggen, to amend the Board Policies to reflect the change of name from Suburban Cities Association to Sound Cities Association. The motion passed unanimously.

#### 10. **Members Recognition**

Vice President Marchione noted that SCA has a Board Policy (502) regarding Members Emeritus: "Member Emeritus" shall be conferred by the Board of Directors on individuals meeting the following criteria:

- a) The individual must be retiring from his/her elected position with an SCA member city.
- b) The individual must have provided distinguished service on behalf of suburban cities in King County.
- c) The individual must have served as an elected official of a member city for a minimum of 8 years.
- d) The individual must have actively participated in SCA as evidenced by service on the SCA Board or an SCA committee or task force for a minimum of 2 years.

The Board discussed the qualifications required for the award. The Board agreed that "retirement" meant any member leaving office whether through voluntary retirement, or through losing an election. They agreed that "distinguished service" is a very high bar to meet. The award should be given only to those members who have distinguished themselves for extraordinary service to SCA and its member cities. Active participation on an SCA Board or committee or task force could take the form of service on an internal Board or committee (e.g., the SCA Board, PIC, etc.) but the award could also be given for members who provided extraordinary service to SCA and its members on boards and committees to which SCA makes appointments. They noted that the 8 year requirement could come from service as a city councilmember, mayor, or a combination thereof.

Board members reviewed a list of SCA members who would be retiring at the end of 2013, as well as members who might meet the qualifications (in that they had served for 8+ years, and served on SCA boards and committees) and who were facing challengers in their 2013 elections.

Matt Larson moved, seconded by Mia Gregerson, to recognize Pete Lewis as Member Emeritus. The motion passed unanimously.

Matt Larson moved, seconded by Mia Gregerson, to recognize Ava Frisinger as Member Emeritus. The motion passed unanimously.

Don Gerend moved, seconded by Mia Gregerson, to recognize Jeanne Burbidge as Member Emeritus if she is not re-elected. The motion passed unanimously.

The Board also noted that Mayor Larson would qualify for the award should he lose his election. Vice President Marchione stated that if someone unexpectedly is not re-elected, the Board can have a teleconference to discuss potential additional recognition.

ED Dawson reminded the Board that they had voted earlier in the year to honor Bob Sternoff of Kirkland as Member Emeritus.

The Board inquired about whether there is a list of past honorees. Vice President Marchione also stated that the list of Member Emeritus recipients is on the SCA website, <http://soundcities.org/sca-member-emeritus-involved/>.

nd asked if SCA has a plaque to honor members who received Member Emeritus recognition. The Board and staff agreed that a plaque listing all past honorees should be created.

The Board also asked staff to work on a way to honor other members who have provided service to SCA who will be retiring in 2013, but who may not rise to the level of Members Emeritus. Staff agreed to do so.

#### 11. **Public Issues Committee (PIC) Report**

Mia Gregerson, PIC Chair, reported that the PIC has done great work this year. The next meeting of the PIC will be on Wednesday, November 13 at Kirkland City Hall and PIC Vice Chair Bernie Talmas will chair the meeting. Chair Gregerson reported that there was very good pre-PIC workshop on King County's strategic plan update. She thanked President Law, who wrote a letter in support of the strategic plan.

Gregerson noted that the PIC had recommended one policy position for adoption. Gregerson moved, seconded by Don Gerend, to adopt the following public policy position:

*The Sound Cities Association supports product stewardship approaches that enhance our existing reuse, recycling and waste management systems by requiring product manufacturers to be responsible for their products that contain toxic and hazardous materials.*

The Board discussed the fact that there was a lengthy conversation on this issue at the PIC, and that Lake Forest Park abstained and Algona and Carnation voted no on the proposed policy. The Board discussed the fact that there may be policies or legislation on specific types of product stewardship that may come forward. Having this overarching policy will help give SCA direction on whether to support an individual policy or bill, but the Board and/or PIC would give direction on individual cases that may arise.

The motion passed unanimously.

Matt Larson brought forward an issue for possible consideration by the PIC relating to the ability of cities to provide honors to sister cities without running afoul of the prohibition on gifts of public funds. Mia Gregerson commented that she is a member of the AWC Flexible Government Committee, which is looking at this issue. The cities agreed to provide additional information to SCA staff on this issue.

Pete Lewis reported that at the October 15, 2013 meeting of SCATBd, King County gave a presentation on snow and ice maps where service is being reduced. Lewis is concerned on the impacts on cities and citizens. The Board discussed the fact that there is no current map that shows all the routes that would be included for snow and ice removal in cities, and the county. Members were concerned that without coordination, there may be impacts on residents. They talked about how the cities might be able to coordinate with each other and the county to ensure that routes connected, and did not leave gaps. The Board suggested that this item could be brought forward to the PIC meeting agenda and City Manager & Administrator meeting agenda, as well discussed at an upcoming meeting with Executive Constantine and staff. Don Gerend suggested that this should also be discussed at ETP and SeaShore. Vice President Marchione asked if members could share specific routes of concern, which would be helpful when discussing with King County Executive

s provi ded staff with a copy of the map showing the proposed routes that King County will continue to service.

## 12. For the good of the order

Chair Gregerson noted that the SCA Caucus meetings in December are the meetings where SCA members elect their caucus's representatives to the SCA Board. Chair Gregerson suggested that it would be helpful to provide members with information (such as a draft work plan) to encourage them to run for Board. Vice Chair Marchione encouraged Gregerson to work on this.

ED Dawson added that there will be multiple vacancies on the Board from the south, and asked that members encourage their colleagues to consider applying.

The Board noted that they wanted to discuss the current caucus structure at the 2014 Board Retreat. Mayor Pete Lewis suggested that it was time to make changes to the structure.

Mia Gregerson announced that the 2<sup>nd</sup> SCA Women's Leadership Breakfast is on Thursday, October 17, 2013 at 7:30 a.m.

Matt Larson inquired on the speaker for the November 20, 2013 SCA Annual Meeting & Networking Dinner. ED Dawson replied that she is waiting confirmations.

Chris Eggen announced that the [Draft Solid Waste Transfer Station Plan](#) is on the website and there is a MSWMAC meeting on Friday, October 18, 2013.

David Johnston announced that an important chapter in Maple Valley history is closed in that the Council formally voted to annex the "donut hole," effective December 1, 2013. He thanked members for their support of this issue.

The meeting was adjourned at 11:21 a.m.

**Proposed 2014 SCA Budget**

Income/Expense	Draft 2014 Budget
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Dues & Sponsorships	
4010 · City Membership Dues	480,641
4020 · Regional Associate Membership/Sponsorship	40,000
<b>Total 4000 · Dues &amp; Sponsorships</b>	<b>520,641</b>
4300 · Program Revenue	
<b>Total 4300 · Program Revenue</b>	<b>20,310</b>
4600 · Interest Income	1,900
<b>Total Income</b>	<b>542,851</b>
<b>Expense</b>	
<b>5000 · Payroll Expenses</b>	
5010 · Salaries	331,336
5100 · Temporary Staffing	400
<b>5200 · Payroll Taxes</b>	
5210 · Taxes- Unemployment	2,554
5230 · Taxes - SS (includes car)	19,480
5240 · Taxes - Medicare	4,810
5250 · Taxes - L & I	825
<b>Total 5200 · Payroll Taxes</b>	<b>27,668</b>
5300 · Pension Plan Contributions	30,516
<b>5600 · Other Employee Benefits</b>	
5610 · Car Allowance	6,000
5621 · Medical/Dental/Vision/Life Ins	50,000
<b>Total 5600 · Other Employee Benefits</b>	<b>56,000</b>
<b>5700 · Professional Development</b>	
5710 · Educational Benefit (Contract)	2,625
5720 · Education Benefit	2,826
<b>Total 5000 · Payroll Expenses</b>	<b>451,371</b>
<b>6000 · Rent &amp; Office Insurance</b>	
6010 · Rent	21,109
6050 · Office Insurance	501
<b>Total 6000 · Rent &amp; Office Insurance</b>	<b>21,610</b>
6100 · Insurance (D&O)	1,754
<b>6300 · Telephone</b>	
6320 · Internet Connection	1,450
6330 · Conference Calls & LD	500
<b>Total 6300 · Telephone</b>	<b>1,950</b>
6600 · Office Supplies	1,300
<b>6900 · Technology</b>	
6910 · IT Support	3,000
6940 · Computer Equipment	500
6950 · Software Upgrade	1,000
<b>Total 6900 · Technology</b>	<b>4,500</b>
<b>7000 · Equipment Rental &amp; Mtnc</b>	
7010 · Equipment Rental	4,800
<b>Total 7000 · Equipment Rental &amp; Mtnc</b>	<b>4,800</b>
7100 · Business Meals	1,000
<b>7200 · Staff at Conferences</b>	
7220 · Lodging	700
7230 · Conf travel/mile/parking	600
7240 · Registration	1,000
<b>Total 7200 · Staff at Conferences</b>	<b>2,300</b>
<b>7300 · Dinners/Conferences/Retreats</b>	
7310 · Speakers Fees	1,000
7320 · Meals	17,500
7330 · Meeting Equipment & Misc Exp.	1,500
7350 · PayPal Processing Fee	600
7360 · Retreat Expenses	2,000
<b>Total 7300 · Dinners/Conf/Retreats</b>	<b>22,600</b>
<b>7400 · Awards and Recognition</b>	
7410 · Awards/Recognitions	1,500
<b>Total 7400 · Awards and Recognition</b>	<b>1,500</b>
<b>7500 · Accounting Fees</b>	
7510 · *Payroll Processing Charges	1,515
7520 · Accountants	1,500
<b>Total 7500 · Accounting Fees</b>	<b>3,015</b>
7600 · Staff Travel (mileage/parking)	6,000
<b>7800 · Professional Fees</b>	
7810 · Web Site Design/Maintenance	500
7815 · Website Hosting	600
7820 · Legal	5,000
7840 · Consulting Services	10,000
7850 · Communications	6,000
<b>Total 7800 · Professional Fees</b>	<b>22,100</b>
<b>9000 · General Operations</b>	
9005 · Operating Contingency	5,000
9006 · Strategic Initiatives Fund	20,000
9010 · Water	400
9030 · Licenses, Permits, and Fees	30
9040 · Dues and Subscriptions	675
9050 · Bank Service Charges	150
9070 · Postage & Delivery	200
9080 · Printing & Publication	1,650
<b>Total 9000 · General Operations</b>	<b>28,105</b>
<b>Total Expense</b>	<b>541,905</b>
<b>Total Income</b>	<b>542,851</b>
<b>Under Budget</b>	<b>947</b>

## 2013 Approved Assessment

Municipality	2012 OFM Pop	2012 OFM Pop w/70K cap	Membership Rate 0.5598
Skykomish	200	200	111.96
Beaux Arts Village	300	300	167.94
Hunts Point	390	390	218.32
Milton (part)	835	835	467.43
Carnation	1,785	1,785	999.24
Clyde Hill	2,980	2,980	1,668.20
Algona	3,070	3,070	1,718.59
Black Diamond	4,170	4,170	2,334.37
North Bend	5,855	5,855	3,277.63
Normandy Park	6,350	6,350	3,554.73
Pacific (part)	6,535	6,535	3,658.29
Duvall	6,900	6,900	3,862.62
Newcastle	10,460	10,460	5,855.51
Woodinville	10,960	10,960	6,135.41
Enumclaw (part)	11,030	11,030	6,174.59
Snoqualmie	11,320	11,320	6,336.94
Lake Forest Park	12,640	12,640	7,075.87
Bothell (part)	17,280	17,280	9,673.34
Covington	17,760	17,760	9,942.05
Tukwila	19,080	19,080	10,680.98
Kenmore	21,020	21,020	11,767.00
Mercer Island	22,690	22,690	12,701.86
Maple Valley	23,340	23,340	13,065.73
SeaTac	27,210	27,210	15,232.16
Des Moines	29,700	29,700	16,626.06
Issaquah	31,150	31,150	17,437.77
Burien	47,730	47,730	26,719.25
Sammamish	47,420	47,720	26,713.66
Shoreline	53,270	53,270	29,820.55
Redmond	55,360	55,360	30,990.53
Auburn (part)	63,390	63,390	35,485.72
Kirkland	81,480	70,000	39,186.00
Federal Way	89,460	70,000	39,186.00
Renton	93,910	70,000	39,186.00
Kent	119,100	70,000	39,186.00
<b>TOTAL</b>	<b>956,130</b>	<b>852,480</b>	<b>\$477,218</b>

## Draft SCA 2014 Assessment

Municipality	2013 OFM Pop 4/1/2013	2013 OFM Pop w/70K cap	Membership Rate 0.5598	Increase over 2013 in dollars	Population Change 13-Dec
Skykomish	195	195	109.16	-2.80	-5
Beaux Arts Village	290	290	162.34	-5.60	-10
Hunts Point	395	395	221.12	2.80	5
Milton (part)	840	840	470.23	2.80	5
Carnation	1,785	1,785	999.24	0.00	5
Clyde Hill	2,980	2,980	1,668.20	0.00	-5
Algona	3,075	3,075	1,721.39	2.80	5
Black Diamond	4,170	4,170	2,334.37	0.00	0
North Bend	6,020	6,020	3,370.00	92.37	165
Normandy Park	6,350	6,350	3,554.73	0.00	0
Pacific (part)	6,675	6,675	3,736.67	78.37	140
Duvall	7,120	7,120	3,985.78	123.16	220
Newcastle	10,640	10,640	5,956.27	100.76	180
Woodinville	10,990	10,990	6,152.20	16.79	30
Enumclaw (part)	11,100	11,100	6,213.78	39.19	70
Snoqualmie	11,700	11,700	6,549.66	212.72	380
Lake Forest Park	12,680	12,680	7,098.26	22.39	40
Bothell (part)	17,440	17,440	9,762.91	89.57	160
Covington	18,100	18,100	10,132.38	190.33	340
Tukwila	19,160	19,160	10,725.77	44.78	80
Kenmore	21,170	21,170	11,850.97	83.97	150
Mercer Island	22,720	22,720	12,718.66	16.79	-20
Maple Valley	23,910	23,910	13,384.82	319.09	570
SeaTac	27,310	27,310	15,288.14	55.98	100
Des Moines	29,730	29,730	16,642.85	16.79	30
Issaquah	32,130	32,130	17,986.37	548.60	980
Burien	48,030	48,030	26,887.19	167.94	300
Sammamish	48,060	48,060	26,903.99	190.33	640
Shoreline	53,670	53,670	30,044.47	223.92	400
Redmond	55,840	55,840	31,259.23	268.70	480
Auburn (part)	64,320	64,320	36,006.34	520.61	930
Kirkland	81,730	70,000	39,186.00	0.00	250
Federal Way	89,720	70,000	39,186.00	0.00	260
Renton	95,540	70,000	39,186.00	0.00	1,630
Kent	120,500	70,000	39,186.00	0.00	1,400
<b>TOTAL</b>	<b>966,085</b>	<b>858,595</b>	<b>\$480,641</b>	<b>3,423.18</b>	<b>9,905</b>

Current Funds as of 9/30/13	
<b>Funds</b>	
Liquid Funds	701,828.84
CD	35,140.46
Oct-Dec Est Income	5,087.00
<b>Total</b>	<u>742,056.30</u>
<b>Est. Remaining 2013 Expenses</b>	
Oct-Dec Est Exp	<u>120,910.41</u>
<b>2014 Beginning Balance</b>	<b>621,145.89</b>

<b>2014 Beginning Balance</b>	621,145.89
<b>2014 Recommended Reserve Funds</b>	
6 Month Operations Reserves	249,589.97
Emergency Contingency Reserve Fund	50,000.00
Equipment Reserves	15,000.00
Employment Reserve Fund	39,428.28
includes funds for Executive Director contract (23,509.80) and employee vacation liabilities (15,918.48)	
Contractual Obligations Reserve Fund	35,707.98
currently includes funds for office lease (23,664.17) and copier lease (12,043.81)	
Legal Reserve Fund	<u>25,000.00</u>
<b>Total Board Designated Reserves</b>	<u><u>414,726.23</u></u> *
<i>*Source of Funds for Board Designated Reserves:</i>	
Rolling forward unexpended 2013 Board Designated Reserves	254,735.82
Designation of previously undesignated funds/reserves	159,990.41
<b>Total Board Designated Reserve Funds</b>	414,726.23

<b>2014 Beginning Balance</b>	621,145.89
<b>2014 Revenue</b>	542,851.48
	<u>1,163,997.37</u>

<b>2014 Recommended Expenditures</b>	541,904.82
<b>2014 Recommended Board Designated Reserves</b>	414,726.23
<b>Undesignated Funds/Reserves</b>	207,366.32 **
	<u>1,163,997.37</u>

**\*\* Undesignated Funds/Reserves:**  
- remaining previously undesignated funds/reserves (164,050.49)  
- unexpended funds from 2013 budget (42,369.17)  
- undesignated revenue for 2014 (946.66)