



# **WCMA**

## **Washington City/County Management Association**

A State Affiliate of **ICMA**

### **WCMA Board Meeting Agenda**

Wednesday, February 19, 1:30 pm – 2:30 pm

[The Marcus Pavilion at Saint Martin's University](#)

[Cheney Room](#)

[5300 Pacific Ave SE, Lacey, WA 98503](#)

Join Zoom Meeting

<https://us06web.zoom.us/j/82564275872?pwd=USUgUPLEjRD3sMns4AeFP8Z0RtkaBh.1>

Meeting ID: 825 6427 5872

Passcode: 254940

1. Approval of the Agenda
2. Approval of December 13, 2024 Board Retreat Minutes
3. Board Vacancy
4. Appointment to WCMA position on the State Auditor's Office Local Government Advisory Committee (term runs through December 31, 2027)
5. Finalize Committee Appointments (with report back in March)
  - Conference Planning & Sponsorships Committee
  - Communications Committee
  - I-NAPA Affiliation
  - Membership Value
  - Public Engagement Community of Practice
  - Regional Board Member Responsibilities
  - Veteran's Committee
  - WCMA/AWC Partnership
6. Spring/Summer Conference Planning & Sponsorships – Leslie Harris
7. WCMA “Board Commitment to Equity & Inclusion” Statement – Stephanie Lucash
8. Year-end Financial Report – Melanie Harding
9. Membership Report – Rich Huebner
10. Senior Advisors Report - Members in Transition
11. Other Business



**WCMA**  
**Washington City/County**  
**Management Association**  
A State Affiliate of **ICMA**

WCMA Board Retreat Minutes  
Friday, December 13, 10:00 am – 4:00 pm  
Virtual - Zoom

**Attendees:**

Rich Huebner, President  
Laura Philpot, Incoming President  
Katrina Knutson, Vice President  
Stephanie Lucash, Past President  
Melanie Harding, Exec. Coordinator  
Bristol Ellington  
Elizabeth Chamberlain  
Tyler Christian  
Marilynne Beard  
Andrew Neiditz

Dave Zabell  
Lloyd Halverson  
Amy Buckler  
Michael Jones  
Scott MacColl  
John Mauro  
Leslie Harris  
Bucoda Warren  
Joe Franco

**1. Approval of the Agenda**

Rich Huebner presented the agenda and proposed three amendments: 1. Moving the team building activity to the next in-person meeting; 2. Shortening the lunch break to 30 minutes; and 2. Moving the Boards and Committees discussion to immediately after lunch. The board approved the agenda as revised.

**2. Approval of the Minutes:** The Board approved the August 16, 2024 minutes.

**3. Letter of Recommendation for Stephanie Lucash**

Rich Huebner reviewed the draft letter of recommendation for Stephanie Lucash that was provided in the agenda materials to support her application for the position of ICMA West Coast Regional Vice President. It was noted that the Senior Advisors would also be submitting a letter in support of Stephanie's appointment to the position. The Board approved the Executive Committee to sign the letter of recommendation on behalf of WCMA.

Noting an ICMA request for a Washington member to serve on their nominating committee, Rich shared that incoming President Laura Philpot will be representing WCMA in that role.

#### **4. Approval of Memorandum of Understanding with UW Evans School**

Building on collaboration between University of Washington Evans School and WCMA and joint interest in equipping local government officials with the knowledge, skills, and tools needed to build organizational resilience and respond to the increasingly complex challenges they face, a memorandum of understanding (MOU) was presented for consideration of the board. A portion of the MOU included a list of potential collaboration opportunities that WCMA could opt in to.

Rich Huebner recalled the ongoing conversations that had taken place on this partnership over the last years and Immediate Past President Stephanie Lucash's leadership in bringing forward an MOU to formalize the collaboration. Stephanie summarized some of the benefits, noting that it included preference for assigning student projects to WCMA for its members. Marilynne Beard noted that herself, David Cline, and Stephanie Lucash would be assisting in teaching one of the classes and outlined some recent changes to the program.

On the list of potential collaboration opportunity, Stephanie Lucash stated that the intention at this time was to opt in to the "Development of Graduate Certificate Programs (GCP)" and preferential referral of capstone projects under "Student Consulting Labs" at this time. Following discussion, the board approved the MOU with the selection opt in to "Development of Graduate Certificate Programs (GCP)" and preferential referral of capstone projects under "Student Consulting Labs."

#### **5. Resolution related to Approved Signatories on Bank Accounts**

With the retirement of Executive Coordinator Tracy Burrows, a resolution was presented for consideration that would remove her as a bank signatory and add new Municipal Research & Services Coordinator (MRSC) Executive Director and Board Coordinator Melanie Harding. The board approved the Resolution with an amendment to reflect the change in date to December 13, 2024.

#### **6. 2024 Northwest Women's Leadership Academy (NWWLA) Budget Review**

The 2024 NWWLA year-to-date budget was provided as a point of information. In support of NWWLA's finance committee and to allow for quality decision making, MRSC is now providing separate, detailed financials for this work. Stephanie described the evolution of the program and increasing professionalism in how it is operated. She noted that there has been an increase in the tuition cost to \$1,200 to reflect the value of the program.

#### **7. 2025 WCMA Proposed Budget**

Melanie Harding reviewed the proposed 2025 WCMA budget. The prior year's work to increase membership, conference registrations, and conference sponsorships was recognized. The Board voted to approve the 2025 budget.

#### **8. Membership Updates & 2025 Outreach**

Rich Huebner provided the current membership numbers report prepared by MRSC, noting record-setting membership numbers under Stephanie Lucash's leadership. (Year to date, there were 303 members enrolled.)

In light of the Board's commitment the prior year to conduct an annual review of dues pricing and inflation, Laura Philpot suggested setting an annual inflationary policy for dues with a base of 0% and a cap on percentages of increase. Tyler Chistian observed that a specific CPI should be identified for the policy, including whether to base it on one region or an average of regions. In response to questions from the board, Tyler provided an overview of CPI options and noted that CPI-U was more readily available.

Following discussion of various revenue streams and inflationary pressures, a motion was made to increase membership dues annually between 0-3% based on average CPI-U between September of prior year to September of current year for all regions across Washington State, with the exception of the Student Rate which would be evaluated annually separate from the policy for potential increases.

The motion was amended to reflect "June to June" dates and the addition of the Retired Member Rate to the exceptions for automatic inflation adjustments.

The motion was approved as amended.

It was indicated that this policy would be put in place for dues beginning in January 2025.

Rich Huebner named an intention to round the dues to an even amount after calculating for inflation. There were no questions or concerns expressed and the board indicated consensus with this approach.

#### **9. AWC City Manager/Administrator Legislative Calls**

Information on this topic was sent out via email and the conversation was continued to a future meeting when Deanna Dawson could be present.

#### **10. 2025 Conference Planning**

Katrina Knutson reviewed 2024 conference survey results provided in the agenda materials. She noted that the Conference Planning Committee has been focused on incorporating feedback related to conference structure and content (e.g., considering adding more seasoned City Managers and Administrators in presenter roles that utilize their depth of experience).

A number of board members remarked on the positive aspects of the conference, including the networking opportunities for informal conversations and support. Multiple board members advocated for ways to build this informal networking and information sharing into the structure of sessions and conversations.

Multiple members described the challenges inherent in ensuring value for both sponsors and conference attendees. Some ideas to accomplish this included shorter (but still frequent) sponsor speaking opportunities, sponsor-hosted tables at certain sessions, or sponsor invitations to informal connection opportunities like the Mix and Match dinner. Katrina welcomed people to reach out to her with different ideas of how to best accomplish this.

There was a suggestion to review use of the conference app and/or how it was communicated in advance of the next conference. Katrina will follow up on this conversation with Aimy Enriquez at MRSC.

Stephanie Lucash reflected that there were some annual sponsorships sold that included an article in the WCMA newsletter. Her and Rich Huebner would follow up on this to ensure follow through.

Katrina summarized that 2025 would include two conferences: The spring NW Regional Manager's conference hosted in partnership with Oregon as well as the standard WCMA Summer Conference. She reported the conference committee's intention to focus the Summer Conference on new laws, regulations, or other items specific to Washington State. The focus of the joint NW Regional Conference would be on general topics relevant to local government leaders, including civil discourse, addressing difficult situations, workplace culture, working across generational differences, successful Diversity-Equity-Inclusion programs, personal resilience for leaders, etc.

There was a desire to incorporate more county voices and experience into the conference.

Katrina recognized Leslie Harris for agreeing to serve as the conference co-chair leading on sessions and speakers. Katrina's would continue to lead sponsorship and conference materials.

In response to a call for additional session ideas, Stephanie Lucash volunteered to lead a session on generations in the workplace. Bristol Ellington suggested a session on making data-based decisions.

Amy Buckner asked about leading budget prioritization through change, including the value of existing programs. John Mauro offered to participate in a session on this topic, noting that his team received ICMA-recognition for their budget efforts as a smaller community. Laura Philpot offered to join John and demonstrate the tools they use to make budgeting both constructive and fun for their Council.

Katrina indicated that she would update the sponsorship levels and letter based on the Board's feedback and get those items out to the Board next week. She challenged each board member to assist in securing six sponsors, and she outlined support that she could provide to help everyone be successful in meeting that goal. Rich Huebner expressed support for this goal, adding the opportunity to bring past sponsors up to a higher level of investment as well as the flexibility in the standard sponsorship packages if needed.

Katrina closed the conversation noting that a "save the date" is scheduled to go out next week to all Washington and Oregon members for the NW Regional Conference.

The meeting recessed for a 30-minute lunch break.

### **11. Veteran's Committee Update**

The current Veteran's Committee is a group of two that is working to become larger based on ICMA-specified guidelines. As the Committee liaison, Michael Jones provided a report. In response to a request from the Veterans' Committee, Rich Huebner noted that the list-serv could be utilized for many member purposes including one to promote the Committee and encourage other WCMA Members to join. The Board concurred.

The Committee had two asks related to the Summer Conference: 1.) They are seeking less than 5-minutes to publicly promote the committee to attendees and offer the opportunity to join, and 2.) They would also be interested in meeting with the Board in-person at an upcoming conference. The requests were positively received, and Leslie Harris noted that there could be an opportunity to tie their opportunities and announcements to others, such as I-NAPA and NWWLA.

Michael Jones shared that he had recently formally announced a resignation date from his current position, and he will be taking a one-year sabbatical at the close of his term. Because he will no longer be active in the profession, he is seeking a replacement board liaison to the Veteran's Committee. He will

also resign his seat on the WCMA Board following today's retreat. Rich Huebner and others recognized Michael's service and his unique role providing a County voice on the WCMA board. Michael Jones suggested Katrina Knutson connect with Curtis Steinhauer at WSAC for continued connection between WCMA and County leaders.

Michael agreed to submit a formal WCMA Board resignation to Rich Huebner to initiate work to fill the resulting vacancy. Tyler Christian volunteered for the Veterans Committee liaison role. Katrina Knutson volunteered beginning in 2026 if needed following her leadership role on conferences.

## **12. Boards and Committees**

Rich Huebner provided a re-introduction to the topic, giving an overview of the four Board Committees that were proposed in 2023-2024:

- Regional Board Member Responsibilities
- WCMA/AWC Partnership
- Membership Value
- Sponsorships

Laura Philpot noted her role on the WCMA/AWC Partnership in the past and offered to continue leading that work. Rich Huebner volunteers to lead the Regional Board Member Responsibilities. Stephanie Lucash offered to lead on Membership Value. Katrina Knutson agreed to lead the Sponsorships.

There was mention of the Communications Committee, noting that Mike Rizzitiello led that work and couldn't join the retreat today. John Mauro will also be leading a Community of Practice, approved at the August board meeting, related to public engagement methods that build trust and help communities bridge differences.

## **13. I-NAPA Next Steps**

Stephanie Lucash summarized the prior WCMA Board approval and official signing of a Washington State I-NAPA affiliate group – the first formal affiliate agreement in the nation. Local I-NAPA leaders Bucoda Warren and Joe Franco outlined some of the foundational work completed to bring the affiliate group agreement forward for WCMA and I-NAPA approval, their current leadership roles within I-NAPA, and the ongoing evolution of this newer organization.

Stephanie Lucash noted that the first step to institutionalize the affiliate agreement would be to establish a joint work plan. She suggested a sub-committee to meet periodically in the first quarter of 2025 to draft a plan before the Summer conference. Stephanie volunteered to chair. Amy Buckler volunteered to participate on the committee. Stephanie indicated that she would also follow up with John Mauro (who had to step out of the virtual retreat) as a potential participant.

A motion was made to form a new I-NAPA/WCMA Partnership committee to carry out the items outlined in the affiliate agreement. The motion was unanimously approved.

Stephanie stated that the I-NAPA agreement included two complimentary conference registrations, expressing her understanding as immediate past president that it would also include two free registrations for the NW Regional Conference as well as the Summer Conference.

Stephanie Lucash noted that the WCMA DEI Statement pre-dated many members of the board. The collaboration with I-NAPA called for its review, and she proposed putting that on the WCMA February agenda for review and refresh.

Cross promotion of I-NAPA opportunities and information on social media was also included in the agreement and would need the focus of the Communications Committee.

The affiliate agreement also includes a fiduciary relationship between I-NAPA Regional Board Chapter and WCMA. At the national level, I-NAPA doesn't have 501(c)3 status. While they continue the work to establish it, they are seeking fiduciary support hosted through WCMA for the purposes of hosting events and networking. Stephanie Lucash noted that they would be doing some follow up work with MRSC to explore this.

#### **14. Boards and Committees (Continued) – Small Group Conversations**

Rich Huebner indicated he would email a poll to members of the board to see what committees members would like to serve on. These conversations will then be reconvened when members have been assigned, with a goal to have report outs at the February Meeting. There was general board consensus on this approach.

#### **15. Senior Advisor Updates**

Andrew Neiditz noted the Senior Advisor's draft letter in support of Stephanie Lucash for the position of ICMA West Coast Regional Vice President.

Andrew had been connecting with a number of folks in South Sound Region, including working with the Dupont City Administrator on their upcoming retreat. He shared that change of government conversations were happening from time to time across this region. Lloyd Halverson summarized the qualifications of a candidate for the international position of ICMA Board, and provided examples of difficulties of the profession. In the Southwest Region, Vancouver City Manager Eric Holmes retired in October. The Mayor of Ridgefield will be resigning from the Council at the end of the year; Ridgefield continues to be led by City Manager Steve Stuart.

#### **16. Other Items of Interest**

In response to a question, Rich Huebner noted that upcoming meetings generally take place in conjunction with the following events:

- During AWC City Action Dates in mid-February (usually Wednesday)
- In March the Regional Conference (usually Friday mornings)
- In June as a part of the AWC Annual Conference

The Board expressed consensus for Incoming President Laura Philpot to begin polling and scheduling for next fall's retreat.

Stephanie Lucash indicated that there will be a need for board members to participate in membership outreach ahead of the February board meeting.

The meeting adjourned at 2:30 p.m.

“We're all good weird, that's why we're here.” – Stephanie Lucash 😊



**Office of the Washington State Auditor  
Pat McCarthy**

October 1, 2024

Washington City/County Management Association Board  
C/O Tracy Burrows/MRSC  
2601 4th Ave, #800  
Seattle, WA 98121

Dear Board:

The Local Government Advisory Committee includes one member appointed by the Washington City/County Management Association Board. The following seat was made vacant:

Leana Kinley, City of Stevenson, departed from City leaving second term of 2023-2024 open upon to be filled.

Committee bylaws require the member organization to submit a nomination to fill the vacancy. The member would serve until December 31, 2027.

The Committee takes a lead role in setting statewide financial policies, including accounting, budgeting, and reporting. It makes recommendations to the Legislature and responds when lawmakers change policies affecting the Budgeting, Accounting and Reporting System prescription. It also advises the State Auditor on issues relating to the prescription of a uniform financial reporting system.

The Committee meets three times a year. Additional meetings are scheduled as needed. Our remaining meetings for 2024 are: October 2 and December 4.

For more information, including current Committee Members, minutes, agendas, and more; please visit our website, <https://www.sao.wa.gov/bars-annual-filing/local-government-advisory-committee/>.

Committee bylaws require you to submit the nomination to our Office in writing. **The nomination should be received by October 31, 2024.**

If you have any questions, please let me know at (564) 999-0922 or [tellerss@sao.wa.gov](mailto:tellerss@sao.wa.gov).

Sincerely,

Stacie Tellers  
**LGS Manager | LGAC Chair**





**WCMA**  
**Washington City/County**  
**Management Association**  
A State Affiliate of **ICMA**

## **WCMA BOARD COMMITMENT TO EQUITY AND INCLUSION**

**Adopted February 19, 2021**

---

Creating better communities around the world begins with a commitment to equity and inclusion. WCMA strives to ensure that our members and the overall profession reflects the diversity of the people we serve. We work to mitigate the effects of bias in all areas of local government by developing and promoting programs and initiatives in the areas of service delivery, hiring practices, leadership development, community engagement, and workplace culture.

To fulfill the spirit of this commitment, WCMA works to maintain and enhance public trust and confidence in local government, to achieve equity and social justice, to affirm human dignity, and to improve the quality of life for the individual and the community.

Members of WCMA dedicate themselves to the faithful stewardship of the public trust and embrace the following ideals of management excellence, seeking to:

- 
1. Provide an environment that ensures the continued existence and effectiveness of representative local government and promotes the understanding that democracy confers privileges and responsibilities on each community member.
  2. Recognize the right of community members to influence decisions that affect their well-being; advocate a forum for meaningful public participation and expression of the political process; and facilitate the clarification of community values and goals.
  3. Take actions to eliminate structural barriers to racial equity in local government policies and practices.
  4. Seek balance in the policy formation process through the integration of the social, cultural, and physical characteristics of the community.
  5. Advocate equitable regulation and service delivery, recognizing that needs and expectations for public services may vary throughout the community.

6. Affirm the intrinsic value of public service and create an environment that inspires excellence in management and fosters the professional and personal development of all employees.
7. Seek a balanced life through ongoing professional, intellectual, and emotional growth.
8. Demonstrate commitment to professional ethics and ideals and support colleagues in upholding these standards.
9. Take actions to create diverse opportunities in housing, employment, and cultural activity in every community for all people.

**WASHINGTON CITY/COUNTY MANAGEMENT ASSOCIATION**

**Statements of Activities**

**YTD Actual as a Percentage of Yearly Budget**

**For the Year Ending December 31, 2024**

<b>REVENUES</b>	<b>Actual 12/31/2024</b>	<b>Yearly Budget</b>	<b>YTD Budget %</b>	<b>Notes</b>
Membership Dues	57,964	43,000	134.8%	
Summer Annual Conf-meals/reg	59,015	45,000	131.1%	
Conference Sponsorships	61,795	40,000	154.5%	\$3,825 - NWWLA Sponsors & Donations
ICMA Senior Advisor Reimbursement	3,164	3,750	84.4%	
NW Women's Leadership Academy	34,800	38,000	91.6%	
 Total Revenues	 <u>216,738</u>	 <u>169,750</u>	 <u>127.7%</u>	
 <b>EXPENSES</b>				
Summer Annual Conference	51,289	60,000	85.5%	
Board of Directors Meetings	587	1,000	58.7%	
Senior Advisors	2,827	7,500	37.7%	
ICMA Student Chapter (UW Evans School)	2,000	2,000	100.0%	
Scholarships	5,020	5,500	91.3%	
Awards Programs	962	1,800	53.5%	
International Contingency	389	1,500	26.0%	
Travel Support-ICMA Conference	928	2,000	46.4%	
Women's Leadership Academy (NWWLA)	31,841	35,750	89.1%	
ICMA Professional Management Fund	1,000	1,000	100.0%	
ICMA Coaching Program	1,000	1,000	100.0%	
Professional Services	43,700	43,700	100.0%	
Office Supplies		1,000	0.0%	
Insurance	1,494	1,500	99.6%	
Bank Service Charge	6,615	4,000	165.4%	
State and City Taxes	1,305	500	261.1%	
 Total Expenses	 <u>150,958</u>	 <u>169,750</u>	 <u>88.9%</u>	
 <b>EXCESS REVENUES (EXPENSES)</b>	 <b>65,780</b>			
 <b>Add Beg. Balance on 01/01/24</b>	 <b>\$85,236</b>			
 <b>Ending Balance on 12/31/24</b>	 <u><u>151,016</u></u>			
 Cash	 \$130,745.31			
 <u>Prepaid Expenses</u>				
Summer 2025 Conference - Marcus Whitman	\$14,321.00			
Summer 2026 Conference - 3 Rivers CC	\$3,250.00			
Summer 2027 Conference - Historic Davenport	\$2,700.00			
	<u>\$20,271.00</u>			

## WCMA Membership Report, February 2025

### Number of Members

Year	February	March	June	August	October
2020	118		144	156	
2021	94		136	172	
2022	129		149	195	
2023	135	180		194	
2024	140	208	242	269	298
2025	186				