



WCMA

Washington City/County Management Association

A State Affiliate of **ICMA**

WCMA Board Meeting Agenda

Friday, August 15, 2025 – 9:30 – 11:30am

Marcus Whitman Hotel & Conference Center
Walla Walla, Washington
Explorer Ballroom

Join Zoom Meeting

<https://us06web.zoom.us/j/84728357425?pwd=yr5D3qnl0VQu1lZ9NHEodAX6HHUcN8.1>

Meeting ID: 847 2835 7425

Passcode: 382890

1. Approval of the Agenda
2. Approval of June 25, 2025 Board Meeting Minutes
3. Installation of Officers and Introduction of Newly Elected Board Members

Laura Philpot (President)
Katrina Knutson (Incoming President)
John Mauro (Vice President)
Rich Huebner (Past President)
Carolyn Hope (Board Member)
Matthew “Selby” Selby (Board Member)
Leslie Harris (Associate Board Member)
Bucoda Warren (Associate Board Member)

4. Recognition and appreciation for Board Member service – Rich Huebner
5. Member Survey on “WCMA Board Commitment to Equity and Inclusion” Statement – Amy Buckler
6. NWWLA Updates – Stephanie Lucash
7. Fall Retreat Agenda – Laura Philpot
8. WCMA Scholarships – Update on 2025 Scholarship & Assignment of Future Duties
9. Membership Report – Rich Huebner
10. Financial Report – Melanie Harding
 - a. New Sales Tax Law for Conferences/Training

b. Conference Registration & Sponsorship Credit Card Fees

11. Committee Reports:

- a. Spring/Summer Conference Planning & Sponsorships – Katrina Knutson & Leslie Harris
- b. Nominations/Awards Committee – Laura Philpot
- c. I-NAPA Affiliate
- d. Veterans' Committee
- e. WCMA/AWC Partnership
- f. Others?

12. Senior Advisor Program: Regional Updates / Members in Transition

13. Other Business

WCMA Board Meeting Minutes

Wednesday, June 25, 2025 – 8:00 – 10:00am

SpringHill Suites Kennewick Tri-Cities
Vista Field Meeting Room
7048 W Grandridge Blvd
Kennewick, WA 99336

Join Zoom Meeting

<https://us06web.zoom.us/j/89803753000?pwd=hIS2oC4PvfHKiRTDd2B6tJCJFs5hv9.1>

Meeting ID: 898 0375 3000

Passcode: 578119

Attendees:

Rich Huebner, President
Laura Philpot, Incoming President
Katrina Knutson, Vice President
Stephanie Lucash, Past President
Melanie Harding, Exec. Coordinator
Heidi Behrends Cerniwey
Bristol Ellington
Tyler Christian
Deanna Dawson
Leslie Harris
Scott MacColl
John Mauro

Senior Advisors:

Marilynne Beard
Andrew Neidtz
Dave Zabell

Guests:

Rob Gelder
Emma House
Pat Martel
Joy St. Germain

1. Approval of the Agenda

The agenda as presented was unanimously approved by the board.

2. Approval of March 21, 2025 Board Meeting Minutes

The Meeting Minutes of March 21, 2025 as presented was unanimously approved by the board.

3. Slate of WCMA Board Nominees for Ballot

Nominations Committee Chair Laura Philpot presented the slate of ten candidates for WCMA board seats and described the process taken by the committee, which included herself, Rich Huebner, John Mauro, and Elizabeth Chamberlain. Rich Huebner noted that the total of eleven candidates exceeded by one the limits on number of candidates to advance to the ballot by the bylaws. Accordingly, one candidate was not being forwarded but instead would be nominated later in this meeting to fill a recent vacancy.

Stephanie Lucash noted the strength of the pool, including the geographic spread of candidates across the state. Following a motion and second, the slate of candidates was unanimously approved.

4. Motion to Approve President's Recommendation to Fill Vacant Board Seat

Rich Huebner put forward his recommendation of Kitsap County Administrator Torie Brazitis to fill the vacancy left by City Administrator Mike Rizzitiello, who accepted the position of Development Services Director with the City of Richland, and resigned from the board effective June 27. Stephanie Lucash spoke to Torie's long professional history, her activity in Colorado's association, and her county experience – which will add great value to recent conversations on the board on a desire better serve and incorporate County members. Following a motion and a second, the President's recommendation was approved.

5. Discussion and Possible Action on Human Resources (HR) Affiliate Group

Rich noted that public sector HR Professionals Joy St. Germain (Bellevue) and Emma House (Oak Harbor) had joined the meeting to discuss their proposal to join as an ICMA affiliate. Joy noted that they have been active members of the public sector HR Management association nationally as well as a state affiliate. They faced challenges setting up a fiscal sponsor that would allow them to set up bank accounts and further grow and organize their chapter.

They covered the draft affiliate agreement, noting that they are open to conversation and would look for terms that were complimentary.

Stephanie stated that these conversations had been ongoing for two years, with associate memberships envisioned as part of the sustainability of WCMA. John Mauro indicated an interest in exploring the relationship and what it would mean for the long term for WCMA and the HR Association. In response to questions from Scott MacColl, Joy indicated that this would be the beginning of a conversation with their board and WCMA and that success would be a strengthened WCMA association with engagement from a strong network of HR Professionals.

In response to questions about the structure, Joy noted the I-NAPA affiliation as a model with additional details to be scoped out. Stephanie provided more information on the current vision for the structure of I-NAPA.

Melanie Harding noted that a one-year term had been set for the current professional services agreement between WCMA and MRSC, allowing time to collect and discuss the support needs of the I-NAPA and NWWLA programs. She expressed a desire for MRSC to be able to support WCMA and affiliates sustainably and at a level that meets expectations.

John Mauro noted the larger overall vision and the scope of WCMA's overall mission, asking what approach WCMA would take if other professional groups came forward with a similar request. Tyler Christian noted his HR background and the lack of a formal

support network for the public sector HR Professionals, unlike planners and public works officials. Heidi Behrends Cerniwey echoed the desire to first focus on long-term goal on WCMA's overall goals, intent, and role with affiliates.

Laura Philpot, noting the alignment with long-term vision, suggested that the topic might be a good fit for the retreat this fall. There were various comments in support of this approach. Pat Martel noted that the group had asked about ICMA affiliation as well, and that she had been pondering many of the same questions. If an affiliate group was endorsed by a state group and forwarded them for consideration for ICMA affiliation, then questions regarding ICMA memberships and other factors would need to be considered as well, which could create layers of memberships for the HR professionals.

Consensus was noted in favor of further consideration of the request following discussion at the fall retreat.

6. WCMA Scholarships – Update on 2025 Scholarship & Assignment of Future Duties

Under Mike Rizzitiello's leadership, the scholarship outreach and application process was conducted and three applicants were scored by the committee. The scholarship winner Landan O'Ban will receive \$5,000 as part of his award as well as registration and two nights lodging at the summer conference.

With Mike Rizzitiello's transition, this is an area where the board will need to identify new leadership to ensure continuity of the program. Stephanie Lucash spoke to the value and rewards of the program. In response to questions on the scope of the role, Rich Huebner spoke to circulating the announcement to universities. Tyler Christian spoke to Mike's templates for organizing the applications and creating a grading rubric for the committee who reviewed candidates.

7. Review of "WCMA Board Commitment to Equity and Inclusion" Statement

On behalf of Amy Buckner, John Mauro provided an overview of the I-NAPA Subcommittee conversations. They noted the need for the statement to be refreshed and stated a goal of finding a way to speak in common languages to all audiences centered around a commonly held desire by belonging.

Before proceeding the subcommittee sought the following guidance from the Board:

1. Does the board agree with the objectives above? 2. At what stage should WCMA members be engaged? 3. What is the nexus between this work and the WCMA strategic direction?

Deanna Dawson noted AWC's work in this area and the extensive member outreach that they conducted. She suggested an approach of asking "What is the role of the organization in this space?" Heidi echoed this, noting that intent was important, describing conversations in the community she serves, and indicating how WCMA's values may reflect on members. It was noted that the statement already exists and remains in place at this time, but acknowledged that it is likely little known.

Scott MacColl noted the roles of elected officials in reflecting the communities served verses the role of manager and administrators and that the intent and need for the statement be identified first. Deanna noted the business case for diversity and belonging in the work of developing and recruiting future administrators.

Stephanie reflected the history of the statement in 2021 and the ICMA values that WCMA supports. Katrina called out the responsibilities under ICMA Ethics Tenant 4 and described the unique position of Managers/Administrators to have these conversation in their organizations and with their committee. Bristol Ellington indicated that these are important principals and that WCMA needs to consider the community beyond the organization as well as the profession.

There was a suggestion that the committee return with an edited statement, a draft underlying intent and role of WCMA, and a process for vetting the issue further with the board and perhaps the membership as a whole. Consensus was to provide this direction to the subcommittee.

8. Membership Report

Rich provided an update on membership numbers, noting that they were slightly above last years at a total of 245.

9. Financial Report

Melanie reviewed the financials, noting the variations in registration revenues for the summer conference, the dues revenue cycle of Northwest Womens' Leadership Academy (NWWLA) had not yet occurred for the year, and that the bank services were credit card charges and quick book payments. She noted that this version of the report was a work in progress to demonstrate some of the growing programmatic complexity of WCMA, and more refinements would be made before the August meeting.

Stephanie described the great achievement of the ability to have a cash-on-hand for the first time in WCMA's history. The board expressed an interest in bringing back an investment strategy for cash on hand and/or a reserves policy. John Mauro advocated for a finance sub-committee to explore these topics. Laura and Katrina added ideas for future strategic use of reserves. John Mauro added that if we're not thinking holistically about resources, there is a danger investing without intention on emergent ideas and needs, and suggested this as a topic at the retreat.

10. NWWLA Updates

Stephanie Lucash indicated that Cohort 6 graduated, and they are close to announcing the next cohort. They would be reaching out to individuals to notify them and offer deferments as needed.

11. Committee Report Outs

- a. ***Spring/Summer Conference Planning & Sponsorships – Katrina Knutson & Leslie Harris***

Katrina provided an overview of the work to date, including that they have met

the official goal of \$50,000 in sponsorships. She recognized AWC for renewing their \$10,000 year-long sponsorship and noted AWC will be presenting at two breakfasts as part of their sponsorship. There may be changes to the published conference agenda to allow Friday's sessions to end in time to accommodate those who need to travel by air following the conference.

b. **Nominations/Awards Committee – Laura Philpot**

In addition to the ballot for board positions, the nominations committee also reviewed all the awards nominations and selected winners to be presented at the Summer Conference.

c. **I-NAPA Affiliate**

There was no further discussion.

d. **Veterans' Committee**

Messaging coming out in the newsletter and a session will be offered at the conference.

e. **WCMA/AWC Partnership**

Deanna expressed her appreciation of the partnership with WCMA and indicated AWC's work to have sessions that are specific to the needs of city managers. She noted that there were 170 first-time attendees at the current conference, with approximately 20 of them being city managers or administrators. Appreciation for AWC was expressed for the inclusion of city appointed officials in the conference.

12. Discussion of AWC Board Representation

At this year's annual meeting, a proposed amendment to the bylaws would change how WCMA seats are assigned on the AWC Board. Rich shared that existing bylaws state that the existing and past president of WCMA automatically serve on the board, but that questions arose on what would happen if those WCMA officers were County representatives or didn't have capacity to serve. The proposed bylaws allow WCMA to choose their representatives if the President and Immediate Past President are not available to serve, with the criteria that they are actively appointed city or town officials within the state. Deanna indicated the intent that this would also provide more flexibility for WCMA while correcting the assumption of the AWC bylaws that WCMA officers would always be city or town officials. Responding to questions, Deanna indicated that the bylaws were not specific to the appointee being a WCMA board member but that it could be a best practice for continuity.

Stephanie expressed that there could be value in continuing to have the current and immediate past president in the AWC board roles, given that they would have long-standing service on the WCMA board.

Rich noted that he was not an acting official currently, and they would need to choose new representatives. A motion was made and seconded that Laura Philpot and Stephanie Lucash be appointed to the WCMA positions on the AWC board, with Rich Huebner assuming the position held by Stephanie Lucash at a point when he becomes eligible to serve. The motion passed unanimously.

13. Senior Advisor Program

a. Senior Advisor Confirmation – Eastern Washington Representative

Andrew Neidtz presented the proposal for Jim Bennett to be the Eastern Washington Senior Advisor, describing his extensive experience and a similar role in Idaho. He is excited to serve.

Stephanie added the gap left by Dave Childs and how this will be important to filling the needs on the east side of the state. A motion to approve Jim Bennett as the Eastern Washington Senior Advisor passed unanimously.

b. Evaluation Process Review/Updates- Stephanie Lucash

Stephanie noted the Senior Liaison advisor as a role of past president. She noted the work to re-establish clarity on this role. Marilynne Beard has been instrumental in providing documentation of past processes and roles, and Pat Martel was noted for her role in discussion of the duties from an ICMA perspective. Stephanie noted that the pre-pandemic document was in the packet, and with the board's approval she would work on updating the form and process. Andrew Neidtz shared his experience and the value of continuing the evaluation process.

John Mauro suggested including the current president and any board members in the Senior Advisor's region as part of the process. Katrina expressed the value for the Senior Advisor role and that this would ensure the high quality of the program. Tyler added that it would be good to include Senior Advisor feedback in the process update as well.

With consensus of the board, Stephanie will bring back initial drafts in August for board discussion. She asked all to review the form and contact her directly with feedback.

c. Senior Advisor Program Roles - Stephanie & Marilynne Beard

This conversation follows conversations Stephanie convened with Marilynne, along with MRSC, to clarify the structure and roles of the Senior Advisor program to allow for greater continuity as the people in roles changes over time. Marilynne added the role that Anne Pflug held as a lead coordinator for the senior advisors in the past, for roles such as onboarding new advisors and convening meetings. Marilynne's work to fill the gap in the past, and Andrew's recent willingness to fill that role were highlighted.

Andrew preferred to have the lead senior advisor role formalized by the board and renewed annually. He also felt there could be value in the annual renewal of the senior advisors as well, given what was seen in other places in the State.

Stephanie noted that the evaluation form could be revisited in August, but that there was a larger conversation to return for the retreat in the fall as well and she would like to see the evaluation process successfully implemented.

Noting the depth of the conversation on this topic, Pat Martel spoke to the value of Washington's senior advisor program and expressed appreciation for the investment in the program and its overall positive impacts. In response to questions, Pat noted that senior advisors in other states had been simultaneously taking on paid consulting roles that were out of alignment with the code of ethics and that they had not all been conducting the proactive outreach that was integral to program success.

Marilynne noted the ongoing role for MRSC for meeting logistics, continuity of files/information, and other select roles.

d. Regional Updates / Members in Transition

Marilynne Beard noted her intention to step back in the future from her role as Senior Advisor. Andrew noted that City of Tacoma had formally appointed Hyun Kim as interim, and City of Lakewood has appointed a new city manager with the Retirement of John Caulfield. Dave Zabell noted that College Place had recently identified an interim for the vacancy left by Mike Rizzitiello. He noted that Sunnyside's City Manager is on administrative lead, with Jim Bridges returning to serve as interim. City of Pasco remains in an interim phase.

14. Other Business

No additional business was discussed, and the meeting adjourned.

DRAFT Survey for WCMA Membership

Revision to WCMA Statement of Commitment

Introduction

WCMA is revisiting its Statement of Commitment to Equity and Inclusion to ensure it reflects our shared values, supports inclusive leadership, and aligns with our strategic priorities. We want to hear from you — our members — about what matters most as we refresh this guiding document.

Your responses will remain confidential and will help inform WCMA's Board and subcommittee discussions.

Question 1:

Are you aware of WCMA's Statement of Commitment to Equity and Inclusion?

☐ Yes

☐ No

Question 2:

Read the current statement [here](#). What are your initial thoughts regarding the purpose, tone and direction of this statement?

[Open-Ended]

Question 3:

How important are concepts such as diversity, equity, inclusion, and/or belonging at your workplace?

☐ Very unimportant

☐ Unimportant

☐ Neutral

☐ Important

☐ Very important

3B. Tell us why?

[Open ended]

Question 4:

How important are concepts such as diversity, equity, inclusion, and/or belonging to our profession?

- ☐ Very unimportant
- ☐ Unimportant
- ☐ Neutral
- ☐ Important
- ☐ Very important

4B. Tell us why?

[Open ended]

Question 5:

What are your suggestions for how to make these concepts more broadly accessible within our profession?

[Open ended]

Question 6:

Where do you think WCMA should focus its efforts with regard to these concepts?

[check all that apply]

- Community Engagement and Participation
- Inclusive Hiring & Workforce Development
- Inclusive Governance & Culture
- Professional Leadership Development
- Celebrating Diversity & Fostering Belonging
- Collaboration with affinity groups and networks
- Racial Equity & Anti-Racism
- Equitable Resource Allocation & Service Delivery
- None of these
- Other [Open Ended]

Question 7:

How would you like WCMA to involve our membership in the review and update to our commitment (for example, presentations at conferences, focus groups, etc.)?

[Open Ended]

[Tentative] Question 8:

Would you be interested in participating in a future focus group about this topic?

☐ Yes

☐ No

If answer Yes, please provide your name and email address [Open Ended]

DRAFT

WCMA Membership Report, August 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	200	245	249	

WASHINGTON CITY/COUNTY MANAGEMENT ASSOCIATION

Statements of Activities

YTD Actual as a Percentage of Yearly Budget

As of July 31, 2025

REVENUES	Actual 7/31/2025	Yearly Budget	YTD Budget %	Notes
Membership Dues	44,772	50,000	89.5%	
NW Regional Conference	36,980	80,000	46.2%	
Summer Annual Conf-meals/reg	38,245	50,000	76.5%	
WCCMA Conference Sponsorships	69,040	45,000	165.9%	
NWWLA Sponsorships/Donations	5,620			
ICMA Senior Advisor Reimbursement	1,110	3,750	29.6%	
NW Women's Leadership Academy	2,400	35,000	6.9%	
Total Revenues	198,167	263,750	75.1%	
EXPENSES				
Summer Annual Conference	8,896	60,000	14.8%	
NW Regional Conference	71,271	85,815	83.1%	
Board of Directors Meetings	772	1,000	77.2%	
Senior Advisors	3,312	7,500	44.2%	
ICMA Student Chapter (UW Evans School)	2,000	2,000	100.0%	
Scholarships	5,000	5,500	90.9%	
Awards Programs		1,800	0.0%	
International Contingency		1,000	0.0%	
Travel Support-ICMA Conference		2,000	0.0%	
NW Women's Leadership Academy	5,841	35,750	16.3%	
ICMA Professional Management Fund		1,000	0.0%	
ICMA Coaching Program		1,000	0.0%	
Professional Services	21,580	45,885	47.0%	
Office Supplies / Printing	290	500	58.0%	
Insurance	643	1,500	42.9%	Spring Meeting
Bank Service Charge	4,419	10,000	44.2%	75% of total; 25% to NWWLA
State and City Taxes	226	1,500	15.1%	
Total Expenses	124,250	263,750	47.1%	
EXCESS REVENUES (EXPENSES)	73,917			
Beginning Balance on 01/01/25	\$151,016			
Balance as of 07/31/25	224,933			
Total Cash on hand	\$190,341			
NWWLA Cash Balance	\$26,615			
WCCMA Cash Balance	\$163,726			
<u>Prepaid Expenses</u>				
Summer 2025 Meeting - Marcus Whitman	\$28,642			
Summer 2026 Meeting - 3 Rivers CC	\$3,250			
Summer 2027 Meeting - Historic Davenport	\$2,700			
	\$34,592			

WCMA Financial Report – Additional Topics

NEW STATE SALES TAX LAW

With the recent passage of Washington’s Senate Bill 5814, signed into law on May 20, 2025, the state will extend retail sales tax and business and occupation (B&O) tax to additional services, effective October 1, 2025. Specifically, the bill expands tax obligations to include several service categories, including live presentations. The term “live presentation” is broadly defined and includes, but is not limited to, *“lectures, seminars, workshops, or courses where participants attend either in person or via the internet or telecommunications equipment that allows audience members and the presenter or instructor to give, receive, and discuss information with each other in real time.”*

As a result, WCMA conferences and the Northwest Women’s Leadership Academy Cohort fees will now be classified as “retail sales” and subject to retailing B&O tax and retail sales tax. Starting October 1, 2025, we will be required to collect and remit sales tax on conference registration fees to the Department of Revenue (DOR). It will not have a significant impact on the overall WCMA budget as the tax will be collected from the purchaser.

WCMA & CREDIT CARD FEES

Credit card payments have become increasingly common over the years for conference registrations, dues, and sponsorships. This has included a 4% fee which has been paid by WCMA (Example: \$1,000 sponsorship results in a fee of \$40, a 3 Person Membership Package of \$460 has a credit card fee of \$18.40). Overall, these fees have been an expense of roughly \$4,000 in bank fees year-to-date. Other professional associations have elected to pass along credit card fees to their customers. MRSC can support a transition to this kind of payment model for WCMA at any time if desired by the board.