



BOARD OF DIRECTORS RETREAT MINUTES
TUKWILA COMMUNITY CENTER
JUNE 5, 2010

1. CALL TO ORDER

At 9:00 a.m. Chair Lloyd Warren called the meeting to order.

2. ROLL CALL

Board Members or Alternate Board Members from the City of Bellevue (Degginger), the City of Issaquah (Traeger), the City of Kirkland (Sweet), the City of Redmond (Margeson), the City of Tukwila (Haggerton), Sammamish Plateau Water and Sewer District (Warren), and Skyway Water and Sewer District (Ault) were present, constituting a quorum. Covington Water District (Knight) was absent.

3. DISCUSSION

A Look Back – review of goals established at last retreat

2007 Situational Analysis -- review and update – what have we accomplished

1. Water Right
 - a. Submitted
 - b. Awaiting final ROE
2. Lake Tapps Purchase
 - a. Purchase -- Done
 - b. Tribal settlement -- Done
 - c. Lake Tapps Community relations Done
 - i. Establish relationship/trust – Underway
 - ii. Manage community expectations -- Now
 - iii. Outline / identify Cascade commitments – Now
3. Becoming Lake owners / operators
 - a. Hire an on-the-ground liaison for Lake Tapps and the LT community- someone to interface directly with homeowners the wide range of issues that come with owning the lake – Done
 - b. Carefully strategize around new role (opportunities / challenges) Underway
4. Start pipeline – Not Needed
5. Grow organization— Done – filled out staff as per Moss Adams Report 2008
6. Bond Issue – Done – plus given higher rating
7. Finalize Conservation Plan – done and exceeding expectations
8. Water Quality

- Both a long-term and short term communication strategy needed – In progress
9. Demand Management Plan 2007-2010
 - a. Look for additional potential sources of water to use if necessary – Done
 - b. Do technical analysis – make sure we have the data right – Ongoing
 10. Funding: “Go Fetch Dollars” Underway

Still to do –

1. Pierce County Government Relations – for all operations around the lake
2. Ongoing outreach to members’ councils/commissions – keep own members’ informed
3. Ongoing Legislative outreach
 - a. State study bill on Cascade’s limited legal authority, fixes
 - b. Federal on Mud Mountain Dam – fish passage, multipurpose operations
4. Tribal Settlement obligations – meet terms of agreement
5. Mature our newly formed relationships – work together as needed on above
6. Lake Tapps area regional issues/comment to community
7. Water Quality – add to state and federal agenda
8. Work with the Corps to resolve Mud Mountain Dam fish Passage - Ongoing
9. Establish other ways to get Tribes, cities, homeowners to work with us to get funding
10. Visit, revisit, revisit demand
11. Ongoing communication with Lake Tapps, especially so that when it’s not good news we have credibility and trust (i.e. enforcement)
12. Ongoing relationships with other governments, partners, water entities, or associations
 - a. Continue to build credibility
 - b. Continue to drive regional agenda
 - c. Continue to be resource
 - d. Chuck chairs the Central Puget Sound Water Suppliers’ Forum
 - e. Build on our track record of sub regional cooperative governance model that gets things done AND help others connect the dots – make this key in our messaging. Everett, Seattle and Tacoma are east west providers. WE not only go north south but have driven agenda,
 - f. Get Everett more engaged
 - g. Renton – a potential new member or regional partner?

Clicker Exercise (Attachment 1)

The Future Role of Cascade

What are our issues and how should we structure work to achieve that?

A. Forming –

- a. In 1982 and 1983 to deal with the potential of the North Fork of the Snoqualmie River
- b. In the 90s Seattle said we should find our own water by 2012. There were 11 members and much debate. The goals were:
 - 1. Get water/own not rent
 - 2. Have the political clout to get water
- B. Storming** – Purchased Lake Tapps and went from forming to storming. Have our own water
- C. Norming** – the third stage – how do we operate? Day to day running of Lake Tapps

Issues: The Next Two Years

- 1. Infrastructure/Transmission Supply Plan 2010 – complete, implement
- 2. \$\$\$ -- funding
 - a. Capitalization
 - b. Financing
 - c. Rate setting
- 3. Internally, externally define role as the owner of Lake Tapps
 - a. To homeowners
 - b. To the Tribes
 - c. To the entire watershed
 - d. Community affairs (proactive or reactive)
 - e. Broker—operator of lake vs. seller of water
- 4. Operate Lake Tapps
 - a. Administrative
 - b. Staffing
 - c. Public affairs – King County, Pierce County, Legislature/State, Federal Mud Mtn
 - d. Use new friendships with us, leverage
 - e. Kind of authorities we are and have; clarify
 - i. Governance internally
 - ii. Governance externally
- 5. Part of Puget Sound watershed
- 6. Perhaps broaden what we are currently doing
 - a. Broaden Vision – use what we have for things beyond what we’re doing now – i.e., BNSF/Interurban corridor –
 - b. we could take big role in reclaimed water by using purple pipe from Renton to serve the Eastside
- 7. Membership – matures us – Each city/member is different. Look at our policies to ensure they have equity
 - i. externally
 - b. Conservation – update, enhance, communicate
 - c. Education role
 - i. Kids

- ii. Public
- d. Financial debt load, savings
- e. Community Affairs
 - i. Activities in community
 - ii. Participation in events
- f. Environmental – other uses for water than municipal supply
 - i. Fish
 - ii. Insurance against wells failing
 - iii. Climate change

Issues beyond Two Years

1. Watershed management
 - a. White River
 - b. Puget Sound
2. Membership – determine need, next steps – Renton???
3. Lake Tapps Operations
4. Use our governance model and structure for other work, such as public needs

Organization -- How have we organized ourselves to meet these challenges?

1. Roles
 - a. Board – strategic, long range, vision, agenda setting, oversight function
 - b. Staff – implement agenda, raise issues to board for policy decisions (new format)
2. Committee structures -- Organized around issues. Support work of board and gives board substance from which to make decisions
 - a. Recommendations
 - i. Keep Public Affairs as is
 - ii. Finance – add a committee for audit and rates and bring recommendations to board
 - iii. Operations – COW – long term policy discussions and day to day affectivities should be part of Resource Management Committee.
 - iv. Membership – now none; good to keep eye on as we do operations, public affairs, etc. If anyone interested will do specific ad hoc outreach on that entity.
 - v. Exec Committee – keep as is – an existing function in the by-laws. Use as needed
 - vi. Must create Lake Management Committee – TBD after water right accepted
 1. At least one board member
 2. Linked to operations
 3. Later yard care, outreach

4. Chuck/Joe staff this committee and bring back info to RMC for action
5. Board members invited, encouraged to attend this
- b. Assignments to committees –
 - i. Each board member should participate in at least one of the major committees
 - ii. Alternates
3. Organization and function of board
 - a. Suggested options for
 - i. Board study session, policy decision sessions/ longer meetings
 - ii. administrative board meetings
 - iii. committees review technical topics then bring to decision makers
 - iv. may need new committees
 - v. decide at what level board needs to make decisions
 - vi. assign board members and alternates, or open invitation
 - b. Frequency -- Discussed having quarterly? Every other month? Monthly? Add a second meeting per month to just be work session/study session
 - c. Length Options
 - i. Longer meetings where the board studies, engages, discussion (includes alternates as well. Cue up key issues around which issues they will have to decide and/or do policy development
 1. Staff frame up issues, options and bring to board
 2. Committees can send to the board, or to CO
 - ii. Council of the whole instituted – if need be can go into regular board meeting to take action
 - iii. Hybrid – Regular monthly meeting where we also study major policy issues
 - d. Recommendations – Hybrid functioning – regular board meetings with a little longer time frame to discuss timely, framed issues
4. What this means for the organization day to day
 - a. Each committee should develop an annual work plan
 - b. Committees give staff assignments
 - c. Use new format to bring issues to the board

Wrap up -- Chuck

Action Plan

Board

1. Board members should no longer have to be as hands on as in the past
2. Still involved in key decisions backed up by enough notification to make informed decisions, give keen oversight, determine policy and provide leadership

3. Committee of the Whole (COW) as needed – present information as needed in focused, issue specific program to support thorough discussion
4. Board chair can send issue to a committee, executive committee, COW

Committees

1. Provide substantive work products for study, decision making, and forwarding to board
2. Board members also provide feedback to staff
3. Each committee create an annual work plan

Staff

1. Commitment to develop and bring the right issues to the table with sufficient amount of background materials in order for the Board to give feedback staff needs to proceed
2. Sensitivity to have work reflect each respective members, how they operate, how their governing body works, and the impact of pending action on each of them
3. Frame issues to bring to the board – use new policy paper format (Attachment 2)

Attachments

1. Clicker Exercise – [view PDF >](#)
2. Policy Paper format – [view PDF >](#)