



SPECIAL MEETING MINUTES OF THE  
BOARD OF DIRECTORS  
CASCADE WATER ALLIANCE'S OFFICE  
FEBRUARY 3, 2016

**1. CALL TO ORDER**

At 3:31 p.m. Chair Marchione called the meeting to order.

**2. ROLL CALL**

Board Members or Alternate Board Members from the City of Bellevue (Stokes), the City of Issaquah (Butler), the City of Kirkland (Sweet), the City of Redmond (Marchione), the City of Tukwila (Ekberg), and Skyway Water and Sewer District (Ault) were present, constituting a quorum.

**3. PUBLIC COMMENT**

None.

**4. EXECUTIVE SESSION**

At 3:35 p.m. Mr. Marchione announced that there would be an Executive Session to review the performance of a public employee. The Executive Session was expected to take approximately ten minutes unless the time was extended by further notice.

The Executive Session adjourned at 3:41 p.m.

**Motion by Mr. Stokes and second by Mr. Ault to approve Resolution 2016-08 authorizing a compensation adjustment for the Chief Executive Officer. Motion carried unanimously (6-0).**

**5. APPROVAL OF AGENDA**

**Motion by Ms. Sweet and second by Mr. Butler to approve the meeting agenda that was included in the Board packet. Motion carried unanimously (6-0).**

**6. CHIEF EXECUTIVE OFFICER'S REPORT**

Chuck Clarke reported on the following items that were included in the Board packet:

- Key Messages from Jan. 29, 2015, Committee of the Whole.
- 2015 Accomplishments.
- White River—Lake Tapps Reservoir Project Update.
- 2016 Priorities.
- Draft Performance Measures based on Cascade's Strategic Plan.
- Water Supply Forum Resiliency Project.
- Update to Emergency Declaration for the Relief Valve System Repair for the Lower Conveyance System.
- AMWA Briefings, Memo, and Alert Regarding Lead in Water and Flint Event.

- Draft S. 2466.
- Summary of S. 2466.
- Seattle Times Article – FBI Jones Investigation of Flint Water Lead Contamination.
- CNN.com Article – State to Tackle Water Pollution in Northern New York Village.
- AMWA Briefing Re: California Senator Releases New Drought Bill Draft.
- California Long-Term Provisions for Water Supply and Short-Term Provisions for Emergency Drought Relief Act.
- Cascade Water Efficiency Program – 2015 Annual Report.

## 7. CONSENT ACTION ITEM

- A. Board Meeting Minutes of Nov. 18, 2015.
- B. Motion to authorize the Chief Executive Officer to execute a contract amendment with Magnan Consulting Services, Inc., to increase the maximum compensation amount by \$2,208.16, from \$80,000 to \$82,208.16.
- C. Motion to authorize the Chief Executive Officer to execute various 2016 Cascade sponsorship agreements for a combined total not to exceed \$20,000 (as shown in the events listed in the Agenda Memo).
- D. Motion to authorize the Chief Executive Officer to execute a contract with Systems Interface, Inc., to perform SCADA upgrades and programming at the powerhouse and gatehouse, for an amount not to exceed \$30,000.
- E. Motion to authorize the Chief Executive Officer to execute a Joint Funding Agreement with the U.S. Geological Survey (USGS) for the 2016 White River – Lake Tapps Gaging System, in an amount not to exceed \$281,570 (95% of the total cost).

**Motion by Mr. Ault and second by Ms. Sweet to approve Consent Action Items A-E. Motion carried unanimously (6-0).**

## 8. OTHER ACTION ITEMS

- A. Motion to adopt Resolution No. 2016-01 amending Chapter 3.05 CWAC and Resolutions No. 2008-19, 2009-01, 2010-23, and Chapter 2.25 CWAC and Resolution No. 2013-05 to adopt a Cascade Water Alliance Personnel Policy and Public Records Act Implementation Policy Regarding Text Messages.

Mr. Clarke explained that in 2015, the Washington State Supreme Court confirmed that “text messages sent and received by a public employee in the employee’s official capacity are public records of the employer, even if the employee uses a private cell phone.” Because public agencies are required to conduct an adequate search in response to a public records request, the Municipal Research Services Center of Washington noted the importance for agencies to have effective policies to address use of personal cell phones and other electronic devices as that use relates to agency business.

**Motion by Mr. Butler and second by Ms. Sweet to adopt Resolution No. 2016-01 amending Chapter 3.05 CWAC and Resolutions No. 2008-19, 2009-01, 2010-23, and Chapter 2.25 CWAC and Resolution No. 2013-05 to adopt a Cascade Water Alliance Personnel Policy and Public Records Act Implementation Policy Regarding Text Messages. Motion carried unanimously (6-0).**

- B. Motion to adopt Resolution No. 2016-02 amending the 2015 Budget and the 2015-2021 Capital Improvement Program to reflect the actual vs. estimated accounting split between operating and capital expenditures on White River – Lake Tapps Reservoir projects during 2015.

Mr. Clarke explained that the extensive projects undertaken during 2015 on the White River – Lake Tapps Reservoir system included both operating and capital components. In Cascade's budgets, operating expenditures are charged to the Operating fund and capital expenditures are charged to the Construction fund. To reconcile the estimated budgets to the actual expenditures in each fund, the subject Resolution No. 2016-02 would amend the adopted 2015 Budget and the 2015-2021 CIP to subtract \$750,000 from the Operating fund and add the same amount, \$750,000, to the Construction fund budget.

**Motion by Mr. Butler and second by Mr. Stokes to adopt Resolution No. 2016-02 amending the 2015 Budget and the 2015 - 2021 Capital Improvement Program to reflect the actual vs. estimated accounting split between operating and capital expenditures on White River – Lake Tapps Reservoir projects during 2015. Motion carried unanimously (6-0).**

- C. Motion to adopt Resolution No. 2016-03 to enter into an Interlocal Cooperation Agreement between Cascade Water Alliance and Sammamish Plateau Water and Sewer District to share an excess earthquake insurance policy.

Ed Cebron explained that Cascade decided, in consultation with their insurance pool and broker, to purchase excess earthquake insurance coverage. The purpose of the resolution is not to purchase the insurance but rather to allow Cascade to enter into an Interlocal Agreement with Sammamish Plateau to purchase the insurance and share the premium and coverage with them. This option is less expensive (\$15K vs. \$18K) and in the event that there is a claim, there is potentially more insurance than \$5M available (it is a \$10M policy with each party receiving \$5M in coverage but if the earthquake did less than \$5M in damage to one of the parties then the other party would be able to collect the remaining available funds). Cascade is able to acquire the policy with the District because both parties are members of the Water and Sewer Risk Management Pool, which provides them insurance coverage.

**Motion by Mr. Butler and second by Mr. Stokes to adopt Resolution No. 2016-03 to enter into an Interlocal Cooperation Agreement between Cascade Water Alliance and Sammamish Plateau Water and Sewer District to share an excess earthquake insurance policy. Motion carried unanimously (6-0).**

- D. Motion to adopt Resolution No. 2016-04 executing an amendment to the Memorandum of Agreement with Skyway Water and Sewer District with a water conservation pilot program for low-income customers to determine the feasibility of implementing a similar program for all Cascade members.

Mr. Cebron discussed the water conservation pilot program for low-income customers that was entered into agreement with Skyway Water and Sewer District for joint administration for water conservation in Skyway's service area. The pilot program was authorized for one year, up to a funding maximum of \$100,000. Through Resolution 2016-04, the Board would authorize the Chief Executive Officer to enter into an agreement, noted in an amendment to the Memorandum of Agreement that was originally established, to extend the term of the pilot program for a second year, within the original funding maximum of \$100,000.

**Motion by Mr. Ault and second by Mr. Stokes to adopt Resolution No. 2016-04 executing an amendment to the Memorandum of Agreement with Skyway Water and Sewer District with a water conservation pilot program for low-income customers to determine the feasibility of implementing a similar program for all Cascade members. Motion carried unanimously (6-0).**

- E. Motion to adopt Resolution No. 2016-05 endorsing a policy on anticipated Lake Tapps Reservoir Lake Level Management.

Mr. Clarke discussed Resolution No. 2016-05 which provides for the operation of the Lake Tapps Reservoir in a safe, efficient, and reliable manner, and for the management of lake levels in a manner consistent with such operational objectives, while providing property owners and local governments adjacent to Lake Tapps Reservoir with a reasonable expectation of lake levels outside the recreational season.

**Motion by Ms. Sweet and second by Mr. Stokes to adopt Resolution No. 2016-05 endorsing a policy on anticipated Lake Tapps Reservoir Lake Level Management. Motion carried unanimously (6-0).**

- F. Motion to authorize the Chief Executive Officer to execute a contract amendment No. 1 with CH2M Hill not to exceed \$145,000 to conduct Phase 1B hydropower technical feasibility efforts, in addition to the \$69,000 spent in Phase 1 for a total of \$214,000.

Mr. Clarke explained that the contract amendment No. 1 with CH2M Hill is a recommendation to continue activities related to a potential hydropower project at the powerhouse.

**Motion by Mr. Stokes and second by Mr. Butler to authorize the Chief Executive Officer to execute a contract amendment No. 1 with CH2M Hill not to exceed \$145,000 to conduct Phase 1B hydropower technical feasibility efforts, in addition to the \$69,000 spent in Phase 1 for a total of \$214,000. Motion carried unanimously (6-0).**

- G. Action to approve any compensation adjustments for Chief Executive Officer pursuant to discussion in Executive Session.

*Approved above.*

- H. Motion to adopt Resolution No. 2016-06 to appoint Board Officers.

**Motion by Mr. Ault and second by Mr. Islam to adopt Resolution No. 2016-06 to appoint Board Officers.**

**Motion by Mr. Stokes and second by Mr. Ault to amend the motion to adopt Resolution No. 2016-06 to appoint Board Officers by nominating Mr. Butler as the Chair, Mr. Stokes as the Vice-Chair, and Ms. Sweet as the Treasurer/Secretary. Motion carried unanimously (6-0)**

**At the question, motion carried unanimously (6-0) to adopt Resolution No. 2016-06 to appoint Board Officers, as amended.**

- I. Motion to adopt Resolution No. 2016-07 to appoint Standing Committee Membership.

**Motion by Mr. Ault and second by Ms. Sweet to adopt Resolution No. 2016-07 to appoint Standing Committee Membership.**

**Motion by Mr. Stokes and second by Mr. Ault to amend the motion to adopt Resolution No. 2016-07 to appoint Standing Committee Membership by nominating Ms. Sweet as Chair of the Finance and Management Committee; Mr. Warren as Chair of the Resource Management Committee; and Mr. Marchione as Chair of the Public Affairs Committee. Motion carried unanimously (6-0)**

**At the question, motion carried unanimously (6-0) to adopt Resolution No. 2016-07 to appoint Standing Committee Membership, as amended.**

Further committee members will be assigned at a later time.

**9. STAFF PRESENTATION**

**10. COMMITTEE REPORTS**

- A. Executive Committee – No meetings held.
- B. Finance and Management Committee – Meeting held Nov. 18, 2015 and Jan. 21, 2016.
- C. Public Affairs Committee – Meeting held Jan. 6, 2016.
- D. Resource Management Committee – Meeting held Nov. 18, 2015 and Jan. 14, 2016.

**11. NEW BUSINESS**

**12. NEXT REGULAR MEETING**

The next regular Board meeting will be held Mar. 23, 2016, at 3:30 p.m. at Cascade's office.

**13. ADJOURN**

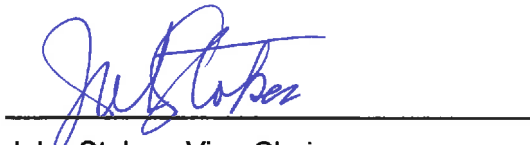
Board Members expressed their gratitude to Mr. Marchione for his outstanding leadership as the Board Chair.

The meeting was adjourned at 5:00 p.m.

APPROVED BY:



Fred Butler, Chair



John Stokes, Vice-Chair