



MEETING MINUTES OF THE  
BOARD OF DIRECTORS  
VIA ZOOM  
JULY 28, 2021

**1. CALL TO ORDER**

At 3:34 p.m., Chair Stokes called the meeting to order. Board Members confirmed that they received the meeting materials and could hear the speakers clearly.

**2. ROLL CALL**

Board Members Present: the City of Bellevue (Stokes), the City of Redmond (Birney), the City of Tukwila (Ekberg<sup>1</sup>), Sammamish Plateau Water & Sewer District (Warren), and Skyway Water and Sewer District (Ault) were present.

Board Members Absent: the City of Issaquah (Pauly), the City of Kirkland (Sweet)

Board Alternates Present: the City of Issaquah (Hall), the City of Redmond (Anderson)

**3. PUBLIC COMMENT**

None.

**4. EXECUTIVE SESSION**

None.

**5. APPROVAL OF AGENDA**

**Motion by Ms. Birney and second by Mr. Ault to approve the meeting agenda as presented. Motion carried unanimously (4-0).**

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

Ray Hoffman, Cascade CEO, reviewed the Chief Executive Officer's Report that was included in the Board packet.

**7. CONSENT ITEMS**

A. Special Board Meeting Minutes for June 30, 2021.

B. Board Meeting Minutes for June 23, 2021.

C. Motion to authorize the Chief Executive Officer to enter into Amendment No. 7 to the Consulting Agreement with HDR Engineering, Inc., to increase the maximum compensation amount by \$150,000, for a total amount not to exceed \$1,068,000.

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<sup>1</sup> Arrived at 3:45 p.m.

- D. Motion to authorize the Chief Executive Officer to enter into a contract with Johansen Construction Company, Inc., to perform routine maintenance during the flowline outage in an amount not to exceed \$600,000.
- E. Motion to authorize the Chief Executive Officer to enter into a contract with Kemp West, Inc., to perform vegetation maintenance during the flowline outage in an amount not to exceed \$70,000.
- F. Motion to authorize the Chief Executive Officer to enter into a contract with FloHawks to perform cleaning, vactoring, and TV pipeline inspections and to provide portable toilets during the flowline outage in an amount not to exceed \$40,000.
- G. Motion to authorize the Chief Executive Officer to enter into a contract with Johansen Construction Company, Inc., to perform minor public works activities during the flowline outage in an amount not to exceed \$90,000.
- H. Motion to authorize the Chief Executive Officer to enter into a contract with the Puyallup Tribe of Indians to perform fish recovery activities during the flowline outage in an amount not to exceed \$35,000.
- I. Motion to authorize the Chief Executive Officer to execute purchase agreements for computer hardware and software required for SCADA and Security Improvement Project in an amount not to exceed \$127,000.

**Motion by Ms. Birney and second by Mr. Ault to cancel the August 2021 Board meeting. Motion carried unanimously (5-0).**

**Motion by Mr. Ekberg and second by Ms. Birney to approve Consent Action Items A-I as presented in the Board packet. Motion carried unanimously (5-0).**

## **8. BOARD DISCUSSION ITEMS**

- A. Motion to adopt Resolution No. 2021-06 approving the amendment of CWAC 2.05.270 and CWAC 2.10.020 to clarify remote participation at Board of Directors' meetings.

Alison Bennett, Cascade Intergovernmental and Communications Director, explained that the meetings of Cascade Water Alliance's Board of Directors ("Board") are subject to the Open Public Meetings Act, Chapter 42.30 RCW. Cascade's Bylaws, codified in Cascade Water Alliance Code ("CWAC") 2.05.270 and a provision regarding Regular Meetings at CWAC 2.10.020 were enacted by the Board during a time when remote participation in meetings was the rare exception and was conducted solely by telephone. During the last year, there has been advancements in electronic means for full real-time participation in meetings and the greater recognition of the benefits of creating flexibility and non-commuting modes for Board attendance.

Ms. Bennett further explained that amendments to CWAC 2.05.270 and CWAC 2.10.020 would clarify that remote participation in meetings includes by telephonic means and other electronic means that permit communications with all other persons at the meeting. Thus, this would include video conferencing with all meeting, but not email which would not allow a full communication. The proposed amendments also clarify that remote attendance need not be the exception.

**Motion by Ms. Birney and second by Mr. Warren to adopt Resolution No. 2021-06 approving the amendment of CWAC 2.05.270 and CWAC 2.10.020 to clarify remote participation at Board of Directors' meetings. Motion carried unanimously (5-0).**

**9. STAFF PRESENTATIONS**

None.

**10. COMMITTEE REPORTS**

- A. Executive Committee – No meetings held.
- B. Finance & Management Committee – No meetings held.
- C. Public Affairs Committee – Meeting held July 7, 2021. The meeting recap was included in the Board packet.
- D. Resource & Management Committee – Meeting held July 8, 2021. The meeting recap was included in the Board packet.

**11. NEW BUSINESS**

None.

**12. NEXT REGULAR MEETING**

The next regular Board meeting will be held on September 22, 2021 at 3:30 p.m.

**13. ADJOURN**

The meeting adjourned at 4:00 p.m.

APPROVED BY:



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John Stokes, Chair



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Penny Sweet, Vice-Chair