



MEETING MINUTES OF THE
BOARD OF DIRECTORS
CASCADE WATER ALLIANCE'S OFFICE
JULY 24, 2019

1. CALL TO ORDER

At 3:32 p.m. Chair Stokes called the meeting to order.

2. ROLL CALL

Board Members or Alternate Board Members from the City of Bellevue (Stokes), the City of Issaquah (Hunt¹), the City of Kirkland (Sweet), the City of Redmond (Birney), the City of Tukwila (Kruller²), Sammamish Plateau Water & Sewer District (Warren³), and Skyway Water and Sewer District (Ault) were present.

3. PUBLIC COMMENT

None.

4. EXECUTIVE SESSION

None.

5. APPROVAL OF AGENDA

Motion by Ms. Birney and second by Ms. Sweet to approve the revised meeting agenda that was included in the Board Desk packet as presented. Motion carried unanimously (7-0).

6. CHIEF EXECUTIVE OFFICER'S REPORT

In addition to the Chief Executive Officer's Report included in the Board packet, staff discussed the following:

- An update on the current bond market was provided, as well as the status of the draft Refunding Bond Preliminary Official Statement and timeline for the bond closing.
- Preliminary estimates show that the City of Seattle owes Cascade approximately \$1-\$1.5M surplus for the year. Additional updates will be provided at the next Board meeting.
- The Government Finance Officers Association awarded Cascade the Distinguished Budget Presentation Award for its current budget. The award is the highest form of recognition in governmental budgeting and represents a significant achievement by Cascade. This is the first year that Cascade has achieved the award.
- Discussions continue with King County Wastewater Treatment Division and various contract agencies to determine the best way to allow agencies to voice and vote in

¹ Via conference call.

² Via conference call; departed call at 4:13 p.m.

³ Via conference call.

critical rates, plans, and budget-related issues—the bulk of which require contract agencies' ratepayers to pay.

7. CONSENT ACTION ITEMS

- A. Board Meeting Minutes from June 26, 2019.
- B. Board Meeting Minutes from May 22, 2019.
- C. Motion to adopt Resolution No. 2019-08 amending Cascade's Human Resource Policy and Procedures Manual to Modify Timing of Performance Evaluations and to Address Telecommuting, Transit Benefit, Workplace Fire Safety, Workplace Violence, and Use of Wireless Technology While Driving, and Amending Chapter 3.05 of the Cascade Water Alliance Code.
- D. Motion to authorize the Chief Executive Officer to amend the 2019 contract for the Lake Tapps Aquatic Plant Maintenance Program for an increase of not-to-exceed amount of \$50,000.
- E. Authorize the Chief Executive Officer to execute a contract with Long Building Technologies for maintenance of security equipment and related services at the White River—Lake Tapps Reservoir project, in an amount not to exceed \$55,000.

Motion by Ms. Birney and second by Ms. Sweet to approve Consent Action Items A-E as presented in the Board Packet. Motion carried unanimously (7-0).

8. OTHER ACTION ITEMS

- A. Motion to adopt Resolution 2019-05 authorizing additional utility services related to wastewater, sewage, or septage collection with limitations on activities and authorization to charge for such services.

Chuck Clarke explained that officials and Cascade Members have common interests regarding the processes leading toward a new wastewater contract between Members and King County. In the future, Members may desire to have Cascade staff's role expand to support and participate in discussions and negotiations of agreements with King County, including but not limited to coordination and intergovernmental communications, research, document drafting, and negotiations. Mr. Clarke added that if the Board chooses to authorize utility service related to wastewater, sewage, or septage it may limit these services to specific activities. In Resolution 2019-05, the activities related to wastewater, sewage, or septage would be limited to discussions and negotiations of agreements with King County and entering into agreements with and among other cities, water and wastewater utilities related to discussions and negotiations of agreements with King County.

Motion by Mr. Ault and second by Ms. Sweet to adopt Resolution 2019-05 authorizing additional utility services related to wastewater, sewage, or septage collection with limitations on activities and authorization to charge for such services. Motion carried unanimously (7-0).

- B. Authorize the Chief Executive Officer to execute a contract for Lake Tapps Water Quality Monitoring Services to Herrera Environmental Consultants in an amount not to exceed \$495,000.

Chuck Clarke explained that in 2018, Aspect Consulting prepared the Lake Tapps Water Quality Monitoring Program Plan ("Plan") for Cascade, to collect water quality data necessary to develop policies identified in the Lake Tapps Reservoir Water Quality Management Work Plan, developed by the Resource Management Committee and approved by the Board. On May 2, 2019, Cascade issued the Lake Tapps Reservoir Water Quality Monitoring Services Request for Proposal to implement the Plan over a two-year period. In addition, proposals that implemented the Plan, proposers were invited to propose alternative or modifications to the Plan that would still achieve Cascade's goals for conducting water quality monitoring over the course of two years.

Chuck Clarke summarized the proposal process noting that Herrera Environmental Consultants is recommended as the preferred candidate to provide Lake Tapps Reservoir water quality monitoring services that will produce two years of water quality data.

Motion by Mr. Warren and second by Ms. Birney to authorize the Chief Executive Officer to execute a contract for Lake Tapps Water Quality Monitoring Services to Herrera Environmental Consultants in an amount not to exceed \$495,000. Motion carried unanimously (7-0).

9. STAFF PRESENTATIONS

A. Update from the Resiliency Workshop with Member Staff

Melina Thung provided an overview of the half-day workshop on regional seismic resiliency held on July 16, 2019. The following four regional actions were selected at the workshop to implement over the next year:

- Conduct tabletop exercises, drills, and training on a regular basis to stay current and on-board new staff.
- Research the feasibility, logistics, technology, costs and other factors related to providing alternative water sources (potable and non-potable) after a seismic event.
- Develop standardized pre- and post-event communications between Members and with customers.
- Create and maintain an inventory list of emergency supplies that could be shared after a seismic event.

B. Strategic Plan Timeline

Melina Thung provided an overview of the Strategic Plan process that Cascade is undertaking this year. Cascade's last Strategic Plan was completed in 2011 and was a good but dense document. This edition of the plan will be a more focused usable plan that will help to inform Cascade's biannual budgets and individual work plans. Cascade staff will be engaging all stakeholders, Board Members, Alternate Board Members, Member staff, etc. this year to develop the plan. It is anticipated that there will be a Committee of the Whole meeting in the Fall 2019 to further the process with a completed plan by the end of the year.

10. COMMITTEE REPORTS

A. Executive Committee – No meetings held.

B. Finance and Management Committee – Meeting held July 17, 2019. The meeting recap was included in the Board packet.

C. Public Affairs Committee – Meeting held July 3, 2019. The meeting recap was included in the Board packet.

D. Resource and Management Committee – Meeting held July 11, 2019. The meeting recap was included in the Board packet.

11. NEW BUSINESS

None.

12. NEXT REGULAR MEETING

Motion by Ms. Birney and second by Ms. Sweet to cancel the August Board meeting. Motion carried unanimously (7-0).

The next regular Board meeting will be held September 25, 2019 at 3:30 p.m.

13. ADJOURN

The meeting was adjourned at 4:34 p.m.

APPROVED BY:



John Stokes, Chair



Penny Sweet, Vice-Chair