



MEETING MINUTES OF THE
BOARD OF DIRECTORS
CASCADE WATER ALLIANCE'S OFFICE
NOVEMBER 20, 2019

1. CALL TO ORDER

At 3:31 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 Kirkland (Sweet), the City of Redmond (Birney), 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 Mr. Ault to approve the revised meeting agenda that was included in the Board Desk Packet. Motion carried unanimously (4-0).

6. CHIEF EXECUTIVE OFFICER'S REPORT

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

- Staff is forecasting a surplus for the end of the year budget.
- The January 22, 2020, Board meeting will be held from 3:00 p.m. - 5:00 p.m. to allow time for strategic planning.
- The Public Affairs Committee has been working on the 2020 Outreach, Communications, and Intergovernmental Plan, which forms the basis for the Committee's work plan.
- Highlights were provided for the 2020 legislative session.

Mr. Clarke will be retiring from Cascade the end of December 2019. Board Members expressed their sincere appreciation to Mr. Clarke for his contributions to Cascade.

7. CONSENT ACTION ITEM

- A. Board Meeting Minutes from October 23, 2019.
- B. Motion to authorize the Chief Executive Officer to amend Cascade's 2020 agreement with legal firm Van Ness Feldman, to increase maximum 2019 compensation by \$85,000, from \$800,000 to \$885,000.
- C. Motion to authorize the Chief Executive Officer to execute a contract with RH2 Engineering to provide Security and SCADA Design Services in an amount not to exceed \$347,000.
- D. Motion to authorize the Chief Executive Officer to execute a contract extension from December 1, 2019, to June 30, 2020, with Sustainable Seattle for the continuation of the Problem-Based Learning for Water Systems (PBL4WS) program in an amount not to exceed \$60,000.

Motion by Ms. Birney and second by Mr. Ault to approve Consent Action Items A-D as presented in the Board packet. Motion carried unanimously (4-0).

8. OTHER ACTION ITEMS

- A. Motion to authorize the Chief Executive Officer to renew contracts for engineering, vendor, and consulting services totaling \$1,997,866, and in accordance with the adopted 2019-2020 Cascade budget.

Mr. Clarke called attention to page 23 in the Board packet which listed the vendors and consultants that Cascade is contracting for services during 2019 whose current contracts expire on December 31, 2019, and that staff recommends renewal for 2020. Mr. Clarke clarified that all the contractors listed have been evaluated positively in 2019. In addition, each of the contracts recommended for renewal were individually procured using approved processes that lead to prior Board authorization.

Motion by Ms. Birney and second by Mr. Ault to authorize the Chief Executive Officer to renew contracts for engineering, vendor and consulting services (as listed on page 23 of the Board packet) totaling \$1,997,866, and in accordance with the adopted 2019-2020 Cascade budget. Motion carried unanimously (4-0).

- B. Motion to adopt Resolution No. 2019-12 amending the Regional Capital Facilities Charge Methodology, Chapter 5.25 of the Cascade Water Alliance Code.

Mr. Clarke explained that last year Cascade contracted with Clark Nuber to review the Regional Capital Facilities Charge (RCFC) processes of the Members to improve the processes and gain transparency and consistency amongst Members. Out of the review, a few recommendations have already been implemented that did not require modification of the RCFC Methodology, including modification of the RCFC form. Now, staff is proposing clarifying language to the RCFC Methodology to address two other issues of consistency that were discovered in the review.

The first issue pertains to domestic meters oversized for fire protection and how they are reported. The second issue pertains to the reporting of removed meters under CWAC 5.25.030C.

The entire RCFC Methodology was included in the Board packet and the proposed revisions were indicated. If adopted, Mr. Clarke clarified that staff recommends that the changes to the RCFC Methodology be enforced as of January 1, 2020, to allow Members enough time to incorporate any changes in their internal processes.

Motion by Mr. Ault and second by Ms. Birney to adopt Resolution No. 2019-12 amending the Regional Capital Facilities Charge Methodology, Chapter 5.25 of the Cascade Water Alliance Code. Motion carried unanimously (4-0).

- C. Motion to adopt Resolution 2019-15 amending Section 5.60.050 of the Cascade Water Alliance Code related to public works contracting procedure.

Cascade Legal Counsel, TC Richmond, explained that Resolution 2019-15 will align the CWAC with state law in a manner that references applicable state law so that future amendment will be unnecessary in the event of future changes in state law to bid limits.

Motion by Mr. Ault and second by Ms. Birney to adopt Resolution 2019-15 amending Section 5.60.050 of the Cascade Water Alliance Code related to public works contracting procedure. Motion carried unanimously (4-0).

- D. Motion to authorize the Chief Executive Officer to execute a contract with Johansen Construction Company to perform leakage repair of the Twin Pipeline A in an amount not to exceed \$80,000.

Mr. Clarke reminded Board Members that in September 2019, a leak was discovered in the Twin Pipeline. An emergency was declared in accordance with the Cascade Water Alliance Code and Board Members were informed at the October 2019 Board meeting. Staff then hired HDR and Johansen to perform an engineering investigation which resulted in a recommendation to repair the leak at an estimated cost of \$50,000 - \$75,000, which is below the public works limit. Staff is still determining whether the repair needs to be performed under the emergency declaration.

Motion by Ms. Birney and second by Mr. Ault to authorize the Chief Executive Officer to execute a contract with Johansen Construction Company to perform leakage repair of the Twin Pipeline A in an amount not to exceed \$80,000. Motion carried unanimously (4-0).

- E. Motion to adopt Resolution 2019-16 amending Section 2.05.050 of the Cascade Water Alliance Code and Bylaws related to the composition of Board Alternates.

Ms. Richmond explained that the Cascade Board currently consists of one individual from each Member agency who is elected to the Member's legislative body and is appointed by that body to be its representative on the Board. In addition, currently, each Member agency designates one alternate representative.

Ms. Richmond clarified that although any number of officials and staff of Member agencies may attend standing and special committees, only Board Members and Alternates may be appointed as chairpersons and members of such committees. Resolution 2019-16 would allow Member agencies to appoint more than one alternate so that additional members of their legislative bodies may serve on Cascade committees. Ms. Richmond clarified that only one of those alternates could be designated as the alternate to the Board.

Motion by Mr. Ault and second by Ms. Birney to adopt Resolution 2019-16 amending Section 2.05.050 of the Cascade Water Alliance Code and Bylaws related to the composition of Board Alternatives. Motion carried unanimously (4-0).

9. STAFF PRESENTATIONS

Cascade Intern, Ethan Duvall, provided an overview of the "We Need Water" project he is working on. He is working to expand water conservation outreach efforts to reach a more diverse, broad audience to discuss the importance of water conservation.

10. COMMITTEE REPORTS

- A. Executive Committee – No meetings held.
- B. Finance and Management Committee – Meeting held November 13, 2019. The meeting recap was included in the Board packet.
- C. Public Affairs Committee – Special meeting held November 6, 2019. The meeting recap was included in the Board packet.
- D. Resource and Management Committee – Special meeting held November 12, 2019. The meeting recap was included in the Board packet.

11. NEW BUSINESS

None.

12. EXECUTIVE SESSION

None.


13. NEXT REGULAR MEETING

Motion by Ms. Birney and second by Mr. Ault to cancel the December 18, 2019, Cascade Water Alliance Board meeting. The next regular Board meeting will be held January 22, 2020, at 3:00 p.m.


14. ADJOURN

The meeting adjourned at 4:08 p.m.

APPROVED BY:



John Stokes, Chair



Penny Sweet, Vice-Chair