



## REVISED AGENDA

### REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

CASCADE WATER ALLIANCE  
520 - 112<sup>TH</sup> Avenue N.E., Suite 400, Bellevue

March 25, 2020  
3:30 PM

	<u>Page</u>
1. CALL TO ORDER	
2. ROLL CALL	
3. PUBLIC COMMENT	
4. EXECUTIVE SESSION	
5. APPROVAL OF AGENDA	
6. CHIEF EXECUTIVE OFFICER'S REPORT	
7. CONSENT ITEMS	<u>3</u>
a. Board Meeting Minutes for February 26, 2020. (Action)	<u>14</u>
b. Motion to authorize the Chief Executive Officer to execute a contract with David Evans and Associates, Inc. to provide On-Call Land Surveying Services in an amount not to exceed \$30,000. (Action)	<u>18</u>
c. Motion to adopt Resolution No. 2020-05 Amending Cascade's Human Resources Policy and Procedures Manual to Address Safe Working Conditions, Healthy Food, and Per Diem Meal Rates, and Amending chapter 3.05 of the Cascade Water Alliance Code. (Action)	<u>20</u>
8. OTHER ACTION ITEMS	
a. Motion to adopt Resolution No. 2020-05 to appoint Standing Committee Membership. (Action)	<u>25</u>
b. Wastewater (Information only)	
c. Motion to cancel, until further action by the Board, all standing committee meetings regularly held pursuant to CWAC 2.10.040.	
9. STAFF PRESENTATIONS (Information only)	
10. COMMITTEE REPORTS (Information only)	
a. Executive Committee – <i>no meetings held.</i>	
b. Finance and Management Committee – <i>March 18, 2020.</i>	<u>30</u>

- c. Public Affairs Committee – *March 4, 2020* 32
- d. Resource Management Committee – *March 12, 2020.* 34
- 11. NEW BUSINESS (Possible action)
- 12. NEXT REGULAR MEETING – *April 22, 2020 – Cascade Office – 3:30 p.m.*
- 13. ADJOURN

NOTE: AS ALLOWED BY STATE LAW, THE BOARD OF DIRECTORS MAY ADD AND TAKE ACTION ON ITEMS NOT LISTED ON THE AGENDA.

## AGENDA MEMORANDUM

### SUBJECT

Motion to cancel, until further action by the Board, all standing committee meetings regularly held pursuant to CWAC 2.10.040.

### BACKGROUND

The COVID-19 public health emergency is unprecedented, and its impacts have been immediate, severe and far-reaching. The emergency has created unexpected demands on Cascade Members, including elected officials and staff. Cascade Members are prioritizing COVID-19 emergency activities, such as staffing emergency operations centers, modifying service delivery, keeping member communities informed, assisting community members in need, and addressing the budget implications of these activities. The Governor's orders to mitigate the spread of COVID-19 have suspended normal day-to-day activities of all organizations.

Board decisions may be necessary on a time-sensitive basis during this public health crisis to allow Cascade to continue its essential operations. However, Board actions on non-time-sensitive items may be postponed. Emergencies will continue to be handled by the Cascade Chief Executive Officer ("CEO") pursuant to authority granted by the Board under the Cascade Water Alliance Code ("CWAC").

In order to provide relief from the need to address non-essential agenda items during this public health emergency, a revised committee and Board meeting process is proposed as follows:

(1) Standing committee meetings – cancellation:

- a. CWAC 2.10.040 sets forth the schedule for the regular meeting of each of three standing committees and provides that committee meetings may be cancelled with 24-hour notice.

By approving this motion, the Board will cancel all standing committees from this date forward and standing committees will not meet again until the Board acts to reinstate the committee schedule.

(2) Board meetings – status quo:

- a. Board meetings will remain as scheduled under CWAC 2.10.010 unless cancelled by the Chair in consultation with the CEO, with 24-hour notice. Thereafter, if deemed necessary, a special meeting may be called with notice as provided in CWAC 2.05.230.
- b. Until further notice, Board meetings will be held at the regular location at Cascade's office and by conference phone as provided in CWAC 2.10.020. Board Members and staff will be attending by phone rather than in-person. Members of the public are also encouraged to participate by phone; however, a

phone line will be open at Cascade's office for those who wish to participate in the conference phone call from that location.

- c. The Chair and CEO will confer ahead of each scheduled Board meeting to identify if any time-sensitive items require Board action. If none, the Board meeting will be cancelled as provided in (2) a. above.
- d. To ensure that Board members are kept up to date on Cascade operations and activities, a basic Board packet will be produced each month even if the Board is not meeting. The Board packet will be provided through email and through the current Cascade Board Meeting Documents webpage. The Board packet will contain at a minimum the usual CEO report, which includes updates on Cascade's work.

Cascade staff expects this revised process to be in effect until at least until the Governor and state and local health departments allow businesses, schools, local governments and other organizations to return to normal operations.

#### **FISCAL IMPACT**

None.

#### **OPTIONS**

1. Approve motion to cancel until further action by the Board, all standing committee meetings regularly held pursuant to CWAC 2.10.040.
2. Do not approve the motion and provide alternate direction to staff.

#### **RECOMMENDED ACTION**

Approve motion to cancel, until further action by the Board, all standing committee meetings regularly held pursuant to CWAC 2.10.040.