



ANNUAL MEETING MINUTES OF THE
BOARD OF DIRECTORS
CASCADE WATER ALLIANCE'S OFFICE
FEBRUARY 26, 2020

1. CALL TO ORDER

At 3:02 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 (Pauly), the City of Kirkland (Sweet¹), the City of Redmond (Birney²), the City of Tukwila (Ekberg³), Sammamish Plateau Water & Sewer District (Warren), and Skyway Water and Sewer District (Ault⁴) were present.

3. PUBLIC COMMENT

None.

4. EXECUTIVE SESSION

None.

5. APPROVAL OF AGENDA

Motion by Mr. Warren and second by Ms. Pauly to approve the meeting agenda as presented. Motion carried unanimously (6-0).

6. CHIEF EXECUTIVE OFFICER'S REPORT

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

- Cascade's financial audit is underway with auditing firm Clark Nuber.
- Cascade received the Well City Award from AWC, which entitles Cascade to a 2% reduction for health insurance premiums.
- Refill efforts are underway to fill Lake Tapps to its target level.
- 2019 was year one of Cascade's four year water use efficiency program. Approximately 140,000 gpd were saved, which is 35% of the four year goal.

¹ Via conference call.

² Via conference call.

³ Joined the conference call at 3:38 p.m.

⁴ Via conference call.

- The kickoff meeting for the flume trail was recently held. This meeting helped lay the expectations for the trail. This group will meet every other month and includes Cascade, Puget Sound Energy, Pierce County Parks, and Pierce County Council.
- There will be a Lake Tapps Community Council meeting on March 11, 2020.
- Cascade staff will brief the City of Redmond City Council on Cascade efforts and the newly adopted Strategic Plan on March 24, 2020. Meetings will also be conducted with the Mayors of Auburn, Bonney Lake, Buckley, and Sumner on April 6, 2020. A briefing with Kirkland's City Council will occur on April 21, 2020; and the Lake Tapps Community Meeting will be conducted on May 13, 2020.
- Mr. Hoffman has been asked to participate in a "Value Planning Workshop" for the City of Gresham, OR in early May 2020 which is funded by FEMA.

7. CONSENT ACTION ITEM

- A. Board Meeting Minutes from January 22, 2020.
- B. Motion to authorize the Chief Executive Officer to execute a contract with the lowest, responsible, and responsive bidder for Dike 12 crest-raising construction in an amount not to exceed \$330,000.
- C. Motion to approve a professional services contract with Northwest Municipal Advisors to serve as Cascade financial advisors for 2020 through 2022, with a Cascade option to extend for up to two additional years.
- D. Motion to authorize the Chief Executive Officer to execute a 2020 Cascade sponsorship agreement in the amount not to exceed \$10,000 for 2020 Earth Day Northwest: Breaking the Rules to Sustainability.

Motion by Mr. Warren and second by Ms. Pauly to approve Consent Action Items A-D as presented in the Board Packet. Motion carried unanimously (7-0).

8. OTHER ACTION ITEMS

- A. Motion to adopt Resolution No. 2020-02 to appoint Board Officers.

Chair Stokes opened nominations for the Board Officer positions.

Motion by Mr. Warren to reappoint John Stokes as the Board Chair.

Motion by Ms. Birney to reappoint Penny Sweet as the Board Vice-Chair.

Motion by Ms. Sweet to reappoint Angela Birney as the Board Secretary/Treasurer.

Chair Stokes requested other nominations for the Board Officer positions. There were none. Therefore, nominations were closed.

Motion by Mr. Warren and second by Ms. Sweet to adopt Resolution 2020-02 to appoint the following Board Officers:

Chair: John Stokes

Vice-Chair: Penny Sweet

Secretary/Treasurer: Angela Birney

At the question, motion carried unanimously (7-0).

B. Motion to adopt Resolution No. 2020-03 to appoint Standing Committee Membership.

Chair Stokes opened nominations for the Board Standing Committee Chair positions.

Motion by Ms. Pauly to reappoint Penny Sweet as the Chair of the Finance and Management Committee.

Motion by Ms. Sweet to reappoint Lloyd Warren as the Chair of the Resource Management Committee.

Motion by Ms. Sweet to reappoint Angela Birney as the Chair of the Public Affairs Committee.

Chair Stokes requested other nominations for the Board Standing Committee Chair positions. There were none. Therefore, nominations for the Board Standing Committee Chair positions were closed.

Chair Stokes opened nominations for the Board Standing Committee Member positions. After a brief discussion, Board Members recommended that appointment of Committee Members be presented for approval in a separate Resolution at the next Board meeting.

Motion by Mr. Warren and second by Ms. Pauly to approve Resolution No. 2020-03 to appoint the Standing Committee Membership.

Motion by Mr. Warren and second by Ms. Pauly to amend Resolution No. 2020-03 to appoint the Committee Chairs and to remove appointment of the Committee Members from the Resolution. Motion carried unanimously (7-0) to approve the amendment.

Motion by Mr. Warren and second by Ms. Pauly to adopt the amended Resolution No. 2020-03 and approve the following Committee Chairs:

Finance and Management Committee Chair: Penny Sweet

Resource Management Committee Chair: Lloyd Warren

Public Affairs Committee Chair: Angela Birney

At the question, motion carried unanimously (7-0) to adopt Resolution No. 2020-03 as amended.

The current Committee Members will remain in effect until the new appointments have been approved.

C. Motion to adopt Resolution No. 2020-04 adopting the 2020-2024 Strategic Plan in substantially the form of the plan included in the Board packet with direction to the Chief Executive Officer to finalize and publish it.

Melina Thung reminded Board Members that the draft 2020-2024 Strategic Plan is the result of extensive engagement by the Board Members, Alternate Board Members, Member staff, and Cascade staff. After the last Board meeting, additional input was included in the plan. The final 2020-2024 Strategic Plan document includes the following additional information: messages from the Board Chair and Cascade Chief Executive Officer; general information about Cascade; a summary of notable achievements from the past decade; and a summary describing the purpose of the Strategic Plan.

Ms. Thung clarified that Strategy #1 under "Water Resources" should read: *"Delay capital costs in developing the Lake Tapps Reservoir as a municipal water supply by purchasing water from other regional suppliers and utilizing reclaimed water, independent supplies, and other water resources."*

Motion by Ms. Pauly and second by Mr. Warren to approve Resolution No. 2020-04 adopting the 2020-2024 Strategic Plan in substantially the form of the document included in the Board packet with the addition noted above and direct the Chief Executive Officer to finalize and publish the document. Motion carried unanimously (7-0).

9. STAFF PRESENTATIONS

None.

10. COMMITTEE REPORTS

- A. Executive Committee – No meetings held.
- B. Finance and Management Committee – Meeting held February 19, 2020. The meeting recap was included in the Board packet.
- C. Special Public Affairs Committee – Meeting held February 5, 2020. The meeting recap was included in the Board packet.
- D. Resource and Management Committee – Meeting held February 13, 2020. The meeting recap was included in the Board packet.

11. NEW BUSINESS

None.

12. EXECUTIVE SESSION

None.

13. NEXT REGULAR MEETING

The next regular Board meeting will be held March 25, 2020, at 3:30 p.m.

14. ADJOURN

The meeting adjourned at 4:25 p.m.

APPROVED BY:



John Stokes, Chair



Penny Sweet, Vice-Chair