



SPECIAL MEETING MINUTES OF THE  
BOARD OF DIRECTORS  
CASCADE WATER ALLIANCE'S OFFICE  
JANUARY 22, 2020

**1. CALL TO ORDER**

At 3:05 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 (Hunt<sup>1</sup>), the City of Kirkland (Sweet<sup>2</sup>), the City of Redmond (Birney), Sammamish Plateau Water & Sewer District (Warren), and Skyway Water and Sewer District (Ault) were present.

**3. PUBLIC COMMENT**

None.

**4. EXECUTIVE SESSION**

None.

**5. APPROVAL OF AGENDA**

**Motion by Mr. Warren and second by Mr. Ault to approve the special meeting agenda as presented. 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, Ray Hoffman discussed the following:

- The 2019 RCFC totals were projected to be at 1,500 and ended up at 912. RCFCs are budgeted at 1,500 for 2020.
- Cascade Water Alliance (Cascade) recently learned that the current office building is planned for redevelopment. The current lease requires nine months for lease termination. Staff is closely monitoring further information.
- The City of Sumner is seeking a letter of support from Cascade to Ecology for their Lower White River Restoration project. Due to the complexity of this project, Cascade has informed the City of Sumner that any letter of support would need to be reviewed and approved by the Board. The next step in the process is for Cascade to meet with Ecology's water rights manager to make sure that nothing in the Sumner proposal is inconsistent with the requirement for Cascade's water rights.

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<sup>1</sup> Via conference call; joined at 3:20 p.m.

<sup>2</sup> Via conference call; joined at 3:27 p.m.

- Pierce County has approached Cascade regarding the development of a public recreational trail on Cascade's property along the flume and twin pipelines. There was general consensus from Board Members to proceed with negotiations with Pierce County. Staff will keep Board Members informed about future updates and decision points.
- Lake Tapps Reservoir has been drawn down to elevation 535', which is lower than the usual winter level to accommodate a bulkhead improvement construction project by Pierce County Parks Department. Since Pierce County's project is slightly behind schedule, Cascade signaled to Pierce County this may impact reservoir refilling and is working with them collaboratively on a solution to catch up on the construction schedule.
- In January 2020, Cascade's committees began discussing next steps for future involvement in wastewater issues, including reengaging the Board in developing next steps and Cascade's role and resources to support any future work. After a brief discussion, Board Members requested that discussions regarding Cascade's role with wastewater issues be discussed at the committee level and a formal recommendation be presented at a future Board meeting.

## 7. CONSENT ACTION ITEM

- A. Board Meeting Minutes from November 20, 2019.
- B. Motion to authorize the Chief Executive Officer to execute various 2020 Cascade sponsorship agreements for a combined total not to exceed \$25,000.
- C. Motion to authorize the Chief Executive Officer to execute a contract with Production Post, LLC, to provide video production services in an amount not to exceed \$40,000.
- D. Motion to authorize the Chief Executive Officer to enter into a contract with the recommended firm from the selection process to provide On-Call Civil, Mechanical and Structural Engineering Services in an amount not to exceed \$100,000.
- E. Motion to adopt Resolution No. 2020-01 documenting the Cascade Policy on Cost Allocation for Wholesale Service Connections.

**Motion by Ms. Sweet and second by Mr. Ault to approve Consent Action Items A-E as presented in the Board packet. Motion carried unanimously (6-0).**

## 8. OTHER ACTION ITEMS

None.

## 9. STAFF PRESENTATIONS

- A. Strategic Plan Update

Melina Thung, Chief of Staff, distributed the revised draft 2020 - 2024 Strategic Plan to Board Members. The document represents a synthesis of discussions with Board Members and staff. Ms. Thung noted that the goals and strategies are intended to be at a high-level view. A request to formally adopt the proposed 2020 - 2024 Strategic Plan will be made at the next Board meeting. Board Members requested that the Strategic Plan be discussed with Cascade's subcommittees, prior to adoption.

**B. We Need Water**

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. A website was recently created, which Mr. Duvall demonstrated.

**10. COMMITTEE REPORTS**

- A. Executive Committee – No meetings held.
- B. Finance and Management Committee – *Meeting held January 15, 2020. The meeting recap was included in the Board packet.*
- C. Special Public Affairs Committee – *Meeting held January 8, 2020. The special meeting recap was included in the Board packet.*
- D. Resource and Management Committee – *Meeting held January 9, 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 February 26, 2020, at 3:30 p.m. at Cascade’s office.

**14. ADJOURN**

The meeting adjourned at 4:51 p.m.

APPROVED BY:



John Stokes, Chair



Penny Sweet, Vice-Chair