



Item No. 7a  
May 27, 2020

MEETING MINUTES OF THE  
BOARD OF DIRECTORS  
CASCADE WATER ALLIANCE'S OFFICE  
MARCH 25, 2020

**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 Issaquah (Pauly), the City of Kirkland (Sweet), the City of Redmond (Birney), the City of Tukwila (Ekberg<sup>1</sup>), Sammamish Plateau Water & Sewer District (Warren), and Skyway Water and Sewer District (Ault) were present via conference call.

**3. PUBLIC COMMENT**

None.

**4. EXECUTIVE SESSION**

None.

**5. APPROVAL OF AGENDA**

**Motion by Mr. Ault and second by Ms. Birney to approve the revised 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:

- The 2021 - 2022 budget process is well underway. Cascade staff has completed an initial draft and are now working internally to tighten it up before presenting it to the Finance and Management Committee.
- The Lake Tapps Reservoir level, as of March 15, 2020, was 536.95', which is lower than the usual winter level to accommodate a bulkhead improvement construction project by Pierce County Parks Department. Cascade and Veolia are diligently working to fill the reservoir and hope to have it at the goal level of 541' by mid-April 2020.
- Cascade awarded the Dike Crest Raising contract to the apparent lowest, responsible, and responsive bidder Stafford Construction. This project is to raise the dike approximately two feet. The anticipated completion of the project is between mid-April and the end of April 2020.
- There were two serious water quality events that Cascade is closely monitoring at Lake Tapps. Photographic evidence has been forwarded to the appropriate agencies.

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<sup>1</sup> Joined the conference call at 3:47 p.m.

**7. CONSENT ACTION ITEM**

- A. Board Meeting Minutes from February 26, 2020.
- 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
- C. Motion to adopt Resolution No. 2020-06 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.

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

**8. OTHER ACTION ITEMS**

A. Motion to adopt Resolution No. 2020-06 to appoint Standing Committee Membership. Chair Stokes presented the following Standing Committee Membership for approval:

Finance and Management Committee

Chair: Penny Sweet

Members: John Stokes, Mary Lou Pauly, Jeralee Anderson, Conrad Lee

Resource Management Committee

Chair: Lloyd Warren

Members: John Stokes, Jon Ault, Ryika Hooshangi, Zach Hall

Public Affairs Committee

Chair: Angela Birney

Members: John Stokes, Allan Ekberg, Conrad Lee, Ryika Hooshangi

**Motion by Mr. Warren and second by Ms. Sweet to adopt Resolution No. 2020-06 to appoint Standing Committee Membership, as presented. Motion carried unanimously (7-0).**

B. Wastewater

Mr. Warren reported that the Wastewater discussions have been delayed due to the current public health crisis.

- C. Motion to cancel, until further action by the Board, all Standing Committee meetings regularly held pursuant to CWAC 2.10.040

Mr. Hoffman explained that 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.

Mr. Hoffman noted that 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, Mr. Hoffman called attention to the revised committee and Board meeting process included in the revised Board packet.

**Motion by Ms. Birney and second by Ms. Sweet to cancel, until further action by the Board, all Standing Committee meetings regularly held pursuant to CWAC 2.10.040. 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 March 18, 2020. The meeting recap was included in the Board packet.
- C. Public Affairs Committee – Meeting held March 4, 2020. The meeting recap was included in the Board packet.
- D. Resource and Management Committee – Meeting held March 12, 2020. The meeting recap was included in the Board packet.

**11. NEW BUSINESS**

None.

**12. NEXT REGULAR MEETING**

The next regular Board meeting will be held April 22, 2020 at 3:30 p.m.

**13. ADJOURN**

The meeting adjourned at 3:58 p.m.

APPROVED BY:



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John Stokes, Chair



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Penny Sweet, Vice-Chair