



MEETING MINUTES OF THE
BOARD OF DIRECTORS
CONFERENCE CALL
MAY 27, 2020

1. CALL TO ORDER

At 3:31 p.m. Chair Stokes called the meeting to order. He confirmed that all Members had the meeting materials and could hear the presentation clearly.

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), 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 Ms. Sweet and second by Ms. Birney to approve the meeting agenda as presented. Motion carried unanimously (7-0).

6. CHIEF EXECUTIVE OFFICER'S REPORT

Ray Hoffman discussed the following during his Chief Executive Officer's Report:

- The slow Regional Capital Facilities Charges trend continued with only 37 net connections in April 2020 for a total of 234 year-to-date.
- The process of fine-tuning the 2021-2022 budget continued in April and May 2020. Cascade staff will discuss the budget in detail with the Finance and Management Committee and Board in the coming months.
- At Cascade's June 2020 Finance and Management Committee meeting, Clark Nuber, Cascade's outside auditing firm, will present the results of the financial audit. The auditors examined Cascade's financial reports, internal controls, and compliance with policies and procedures. A separate accountability audit is underway by the State and the results will be presented later this year.
- Lake Tapps Reservoir level, as of May 14, 2020, was 543.0'. Although Cascade is allowed to operate at 543', to reduce water wave action, Cascade will lower the reservoir and maintain the level between 542.50' and 542.65' for the summer

recreational season. Pierce County also agreed to compensate Cascade and Veolia for the overtime expense of filling the lake so quickly.

- Lake Tapps Reservoir is currently being evaluated for milfoil to determine summer treatment plans.
- After the stay-at-home order was announced, Cascade and its vendor, Sustainability Ambassadors, quickly transitioned to a remote learning format to continue supporting teachers who are working on water-related projects. Mike Brent was commended for his efforts with this project.
- Staff continues to work with King County and Seattle Public Utilities on development of a draft master agreement for the potential use of reclaimed water in the future.
- In regards to the recent intentional discharges into the Lake Tapps Reservoir, Cascade has determined that the discharge was from a local farmer and recycling company. Letters have been sent to the responsible parties and Cascade staff is monitoring the situation.
- Pierce County is in its second round of soliciting public comments on its upcoming Stormwater Manual update. Cascade provided comments to Pierce County during the first round of review, but the comments were not incorporated into the current draft. Cascade plans to follow up with Pierce County before the second round of public comments is due.

7. CONSENT ACTION ITEM

- A. Board Meeting Minutes from March 25, 2020.

Motion by Mr. Ault and second by Mr. Ekberg to approve Consent Action Item A as presented in the Board packet. Motion carried unanimously (7-0).

8. OTHER ACTION ITEMS

- A. Motion to reinstate all standing committee meetings regularly held pursuant to CWAC 2.10.040.

Alison Bennett explained that on March 25, 2020 the Board canceled all standing committee meetings regularly held pursuant to the Cascade Water Alliance Code 2.10.040 due to the COVID-19 public health emergency. The action provided relief from the need to address non-time-sensitive agenda items and allowed Board Members to focus on emergency activities within their own organizations. Staff recommends that the Board approve the motion to reinstate all standing committee meetings to provide flexibility to hold committee meetings in June 2020 if needed. If the Governor extends the Open Public Meetings Act Proclamation into June 2020, the committee meetings will be held to the same “necessary and routine” standard as the Board meetings. Emergencies will continue to be handled by the Cascade Chief Executive Officer pursuant to authority granted by the Board under the Cascade Water Alliance Code.

Motion by Ms. Sweet and second by Mr. Ault to reinstate all standing committee meetings regularly held pursuant to CWAC 2.10.040. Motion carried unanimously (7-0).

- B. Motion to authorize the Chief Executive Officer to enter into Amendment No. 6 to the Consulting Agreement with HDR Engineering, Inc., to increase the maximum compensation amount of \$85,000, for a total amount not to exceed \$918,000.

Henry Chen explained that Cascade entered into a contract with HDR Engineering, Inc. (HDR) in December 2015 for consulting services for the development of the US Army Corps of Engineers' Mud Mountain Dam Fish Passage Project (MMD FPP). The MMD FPP is a complex, multi-million-dollar, multi-year project that is composed of three phases. Mr. Henry noted that Phase 1 was the construction of the barrier dam on the left side of the river and is complete. Phase 2 is construction of the barrier dam on the right side of the river and is in process. Phase 3 is the implementation of Cascade's Intake Improvement project and is scheduled to start June 2021.

Because of the magnitude and duration of the MMD FPP, Mr. Chen explained that Cascade has purposely phased-in HDR's tasks and budget over time via amendments. The HDR contract was amended in June 2016, December 2016, November 2017, December 2018, and May 2019. The maximum compensation amount is currently \$833,000. Mr. Chen clarified that the proposed amendment (No. 6) will cover HDR's tasks for the next 12 months, up to the start of Phase 3. An additional amendment will be required to retain HDR's services during Phase 3.

Motion by Mr. Ault and second by Ms. Sweet to authorize the Chief Executive Officer to enter into Amendment No. 6 to the Consulting Agreement with HDR Engineering, Inc., to increase the maximum compensation amount of \$85,000, for a total amount not to exceed \$918,000. Motion carried unanimously (7-0).

9. STAFF PRESENTATIONS

None.

10. COMMITTEE REPORTS

- A. Executive Committee – No meetings held.
- B. Finance and Management Committee – No meetings held.
- C. Public Affairs Committee – No meetings held.
- D. Resource and Management Committee – No meetings held.

11. NEW BUSINESS

None.


12. NEXT REGULAR MEETING

The next regular Board meeting will be held June 24, 2020 at 3:30 p.m.

13. ADJOURN

The meeting adjourned at 4:00 p.m.

APPROVED BY:

A handwritten signature in blue ink that reads "John Stokes". The signature is written in a cursive style with a large initial "J".

John Stokes, Chair

A handwritten signature in blue ink that reads "Penny Sweet". The signature is written in a cursive style with a large initial "P".

Penny Sweet, Vice-Chair