



MEETING MINUTES OF THE
BOARD OF DIRECTORS
VIA ZOOM
SEPTEMBER 22, 2021

1. CALL TO ORDER

At 3:31 p.m., Chair Stokes called the meeting to order. Board Members confirmed that they received the meeting materials and could hear the speakers clearly.

2. ROLL CALL

Board Members Present: the City of Bellevue (Stokes), the City of Issaquah (Pauly), the City of Kirkland (Sweet), the City of Redmond (Birney¹), the City of Tukwila (Ekberg), Sammamish Plateau Water & Sewer District (Warren), and Skyway Water and Sewer District (Ault) were present.

Board Alternates Present: the City of Bellevue (Lee), the City of Redmond (Anderson), Sammamish Plateau Water & Sewer District (Hooshangi)

3. PUBLIC COMMENT

None.

4. APPROVAL OF AGENDA

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

5. CHIEF EXECUTIVE OFFICER'S REPORT

Ray Hoffman, Cascade CEO, reviewed the Chief Executive Officer's Report that was included in the Board Packet.

6. CONSENT ITEMS

A. Board Meeting Minutes for July 28, 2021.

B. Motion to authorize the Chief Executive Officer to exercise the option for an additional one-year term and renew a contract with Long Building Technologies for maintenance of security equipment and related services at the White River – Lake Tapps project in an amount not-to-exceed \$55,000.

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

¹ Joined the Zoom call at 3:37 p.m.

7. BOARD DISCUSSION ITEMS

- A. Motion to adopt Resolution No. 2021-07 amending Cascade's Human Resources Policy and Procedures Manual to address unpaid sabbatical leave and Cascade's *Code of Ethics* and amending Chapter 3.05 of the Cascade Water Alliance Code

Melina Thung, Cascade Chief of Staff, explained that Resolution No. 2021-07 would amend the HR Manual to add a provision for sabbatical leave. Modeled after the City of Redmond's policy, the change would provide for unpaid sabbatical leave for up to three months. The leave would require approval of the Chief Executive Officer (CEO), and the employee is required to have been employed with Cascade for at least six years prior to taking sabbatical leave. Originally, it was suggested that the CEO is not eligible for sabbatical leave. However, after further Committee review, it is recommended that the CEO be eligible for sabbatical leave with Board Chair approval. Board Members further discussed the approval process for a CEO sabbatical.

Ms. Thung said that additionally, the proposed resolution would amend the Standards of Conduct section of the HR Manual to incorporate the Code of Ethics. At present, all new employees sign the Code of Ethics when they join Cascade. The proposed change documents this practice in the HR Manual and makes it a requirement that Cascade employees review and sign the Code of Ethics on a periodic cycle.

Motion by Board Member Birney and second by Board Member Ekberg to adopt Resolution No. 2021-07 amending Cascade's Human Resources Policy and Procedures Manual to address unpaid sabbatical leave and Cascade's Code of Ethics, as discussed above; and amending Chapter 3.05 of the Cascade Water Alliance Code, including leave for the CEO. Motion carried unanimously (7-0).

- B. Motion to authorize the Chief Executive Officer to execute a contract with Artisan Electric, Inc., for the installation of a rooftop solar energy system at the White River – Lake Tapps Powerhouse in an amount not to exceed \$273,000.

Mike Brent, Cascade's Water Resources Manager, explained that in 2020, the Board authorized staff to undertake a feasibility study for the development of a solar energy system at the White River – Lake Tapps project. The study examined four sites and determined that rooftop installation on the Powerhouse to be the best site due to its payback period, security, and lack of environmental impact. The site was determined to be exempt from SEPA determination. Staff then undertook a Request for Proposals process to seek bids for the project and brought the results to the September 9, 2021 Resource Management Committee meeting. The low bidder was Artisan Electric, Inc. and their bid was \$227,258. Cascade has applied for grants through the Washington Department of Commerce and Puget Sound Energy. The current projected payback period for the proposed system is 15 years without any tax incentives or grants. National demand for solar modules is limiting available supply and a delay of initiating the project will likely result in increased costs and a longer installation time.

Motion by Ms. Sweet and second by Mr. Ault to authorize the Chief Executive Officer to execute a contract with Artisan Electric, Inc., for the installation of a rooftop solar energy system at the White River – Lake Tapps Powerhouse in an amount not to exceed \$273,000. Motion carried unanimously (7-0).

8. COMMITTEE REPORTS

- A. Executive Committee – Meeting held September 1, 2021.
B. Finance & Management Committee – Meeting held September 21, 2021.

- C. Public Affairs Committee – Special meeting held September 8, 2021. The meeting recap was included in the Board Packet.
- D. Resource & Management Committee – Meeting held September 9, 2021. The meeting recap was included in the Board Packet.

9. NEW BUSINESS

None.

10. NEXT REGULAR MEETING

The next regular Board meeting will be held on October 27, 2021 at 3:30 p.m. via Zoom.

11. STAFF PRESENTATIONS

None.

12. EXECUTIVE SESSION

At 4:34 p.m., Chair Stokes announced that there would be an Executive Session to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

The Executive Session adjourned at 5:00 p.m.

13. ADJOURN

The meeting adjourned at 5:00 p.m.

APPROVED BY:



John Stokes, Chair



Penny Sweet, Vice-Chair