



MEETING MINUTES OF THE
BOARD OF DIRECTORS
VIA HYBRID
MARCH 26, 2025

1. CALL TO ORDER

At 3:30 p.m. Chair Sweet called the meeting to order.

2. ROLL CALL

Board Members Present: City of Bellevue (Hamilton), City of Issaquah (Pauly), City of Kirkland (Sweet), City of Redmond (Birney), City of Tukwila (McLeod), Sammamish Plateau Water & Sewer District (Warren), and Skyway Water and Sewer District (Ault)

Board Alternates Present: City of Redmond (Nuevacamina), Sammamish Plateau Water & Sewer District (Hooshangi)

3. PUBLIC COMMENT

None.

4. EXECUTIVE SESSION

None.

5. APPROVAL OF AGENDA

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

6. CHIEF EXECUTIVE OFFICER'S REPORT

Melina Thung, Cascade Chief of Staff, provided the CEO report, since Mr. Hoffman was out ill. She also responded to questions from Board Members.

7. CONSENT ITEM

- A. Board Meeting Minutes for February 26, 2025.
- B. Motion to authorize the Chief Executive Officer to enter into a contract with Parametrix Inc. to provide 2025-2027 on-call electrical engineering, controls, and integration services in an amount not to exceed \$600,000 (\$200,000 per year in 2025, 2026, and 2027) with an option to extend two additional years with future Board approval.

- C. Motion to authorize the Chief Executive Officer to amend the Consulting Agreement with HDR Engineering, Inc., to increase the maximum compensation amount by up to \$200,000, for a total amount not to exceed \$1,518,000.
- D. Motion to authorize the Chief Executive Officer to enter into a contract with Long Building Technologies Inc. to perform routine security equipment maintenance and related services at the White River – Lake Tapps Reservoir project in an amount not-to-exceed \$81,058.
- E. Motion to adopt Resolution No. 2025-06 authorizing the transfer of \$1,769,843 to the Cascade Water Supply Development Fund for 2025.
- F. Motion to approve a Cascade Board letter to Seattle Mayor Bruce Harrell.

Motion by Mr. Warren and second by Ms. Birney to approve Consent Action Items A-F as presented. Motion carried unanimously (7-0).

8. OTHER ACTION ITEMS

- A. Motion to adopt Resolution No. 2025-07 Authorizing the Turf Out Rebate Program.

Michael Brent, Cascade Water Resources Manager, explained that The “Turf Out” Rebate Program will encourage residents to remove part of their irrigated lawn and replace it with native or drought-tolerant plants. Turf Out, and other Cascade programs targeted at outdoor water use, will reduce lawn watering and Cascade’s peaking factor, making better use of limited water resources.

Motion by Mr. Warren and second by Ms. Birney to adopt Resolution No. 2025-07 authorizing the Turf Out Rebate Program. Motion carried unanimously (7-0).

- B. Motion to adopt Resolution No. 2025-08 Authorizing Formation of a CEO Search Committee.

Ms. Thung said that on February 26, 2025, Cascade’s Chief Executive Officer (CEO), Ray Hoffman, informed the Board of his plans to retire by mid-2025. As the CEO role is critical to Cascade, the Board expressed its desire to create a CEO Search Committee to recruit and help identify Mr. Hoffman’s successor. Ms. Thung responded to questions from Board Members.

Motion by Ms. Birney and second by Mr. Ault to adopt Resolution No. 2025-08 authorizing the formation of a CEO Search Committee. Motion carried unanimously (7-0).

- C. Motion to set an annual salary range of \$260,000 to \$380,000 for the CEO job posting.

With Mr. Hoffman’s recent retirement announcement, Ms. Thung said that a key component of recruiting highly qualified candidates is compensation. Section 4.6 of the Cascade Water Alliance Joint Municipal Utility Services Agreement specifies that the Board shall establish the compensation range for the CEO. Cascade participated in several compensation surveys over

the past few years. Based upon the survey results, Cascade staff recommends a salary range of \$260,000 to \$380,000 be included in the job posting for the CEO position.

Motion by Ms. Birney and second by Mr. Ault to approve the recommendation to set the annual salary range of \$260,000 to \$380,000 for the CEO job posting. Motion carried unanimously (7-0).

9. STAFF PRESENTATIONS

None.

10. COMMITTEE REPORTS

- A. Executive Committee – No meetings held since the last Board meeting
- B. Finance & Management Committee – Meeting held March 18, 2025. The meeting recap was included in the Board Packet.
- C. Public Affairs Committee – Meeting held March 5, 2025. The meeting recap was included in the Board Packet.
- D. Resource & Management Committee – Meeting held March 13, 2025. The meeting recap was included in the Board Packet.

11. NEW BUSINESS

None.

12. NEXT REGULAR MEETING

The next regularly scheduled Board meeting will be held on April 23, 2025 at 3:30 p.m.

13. ADJOURN

The meeting adjourned at 4:13 p.m.

APPROVED BY:



Penny Sweet, Chair



Angela Birney, Vice-Chair