



MEETING MINUTES
OF THE BOARD OF
DIRECTORS VIA
HYBRID
APRIL 23, 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 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 Members Absent: City of Bellevue (Hamilton)

Board Alternates Present: City of Bellevue (Stokes), City of Redmond (Nuevacamina), City of Tukwila (Martinez)

3. PUBLIC COMMENT

Jeffrey Lincoln, Lake Tapps resident

Mr. Lincoln expressed gratitude to Cascade for the investments made in maintaining Lake Tapps. He appreciates the lake being filled on time and at the optimal levels. He also commended Joe Mickelson for his extraordinary work in maintaining the lake.

4. EXECUTIVE SESSION

None.

5. APPROVAL OF AGENDA

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

Vice Chair Birney read a special commendation and expressed gratitude to John Stokes for his service to Cascade and the community. Mr. Stokes has resigned his position with Bellevue City Council and Cascade's Board.

6. CONSENT ITEM

- A. Board Meeting Minutes for March 26, 2025.
- B. Motion to adopt Resolution No. 2025-09, authorizing an administrative approval process for new water efficiency program measures.

Motion by Ms. Birney and second by Mr. Warren to approve Consent Action Items A-B as presented. Motion carried unanimously (6-0).

7. STAFF PRESENTATIONS

- A. Cascade Supply Program (CSP) Overview

Brian Bartle, Cascade Supply Program Executive, presented an update on the name change from Tacoma-Cascade Pipeline to Cascade Supply Program, information on the qualification-based-selection (QBS) process, and the preliminary program timeline. He also discussed the need for a Design Director and RFQ process. The Design Director is needed earlier to participate in design-related discussions during the planning stage, such as pipeline hydraulics, valve types, etc. Staff clarified the resolution would increase headcount in the budget by one position, but no amendment to the overall dollar amount of the budget is necessary.

8. OTHER ACTION ITEMS

- A. Motion to authorize the Chief Executive Officer to initiate a qualifications-based selection process for a consultant to provide Program and Engineering Support services for the Cascade Supply Program.

Motion by Mr. Stokes and second by Mr. Warren to authorize the Chief Executive Officer to initiate a qualifications-based selection process for a consultant to provide Program and Engineering Support services for the Cascade Supply Program. Motion carried unanimously (6-0).

- B. Motion to adopt Resolution No. 2025-10 to approve a Design Director position for the Cascade Supply Program and to amend Cascade's 2025-2026 Budget to add the new position and modify certain staff position titles.

Motion by Mr. Stokes and second by Mr. Warren to adopt Resolution No. 2025-10 to approve a Design Director position for the Cascade Supply Program and to amend Cascade's 2025-2026 Budget to add the new position and modify certain staff position titles. Motion carried unanimously (6-0).

9. COMMITTEE REPORTS

- C. Executive Committee – No meetings held since the last Board meeting.

- D. Finance & Management Committee – Meeting held April 15, 2025. The meeting recap was included in the Board Packet.
- E. Public Affairs Committee – Meeting held April 2, 2025. The meeting recap was included in the Board Packet.
- F. Resource & Management Committee – Meeting held April 9, 2025. The meeting recap was included in the Board Packet.

10. CHIEF EXECUTIVE OFFICER'S REPORT

Melina Thung, Cascade Chief of Staff, provided the CEO report, since Mr. Hoffman had to leave the meeting early. She also responded to questions from Board Members.

11. NEW BUSINESS

None.

12. NEXT REGULAR MEETING

The next regularly scheduled Board meeting will be held on May 28, 2025 at 3:30 p.m.

13. ADJOURN

The meeting adjourned at 4:32 p.m.

APPROVED BY:



Penny Sweet, Chair



Angela Birney, Vice-Chair