



MEETING MINUTES
OF THE BOARD OF
DIRECTORS VIA
HYBRID
SEPTEMBER 24, 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)

Board Members Absent: Sammamish Plateau Water & Sewer District (Warren), and Skyway Water and Sewer District (Ault)

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

3. PUBLIC COMMENT

None.

4. EXECUTIVE SESSION

None.

5. APPROVAL OF AGENDA

Motion by Mr. Hamilton and second by Ms. Birney to approve the meeting agenda as presented. Motion carried unanimously (5-0).

6. CHIEF EXECUTIVE OFFICER REPORT

Melia Thung, Cascade Interim CEO, reviewed the Chief Executive Officer's Report that was included in the Board Packet, and responded to questions from Board Members. She also introduced Cascade's newest Planning Director, Cody Nelson.

7. CONSENT ITEM

A. Board Meeting Minutes for July 23, 2025.

- B. Motion to authorize the Chief Executive Officer to execute a Utility Construction Agreement with Washington State Department of Transportation to provide bridge reinforcement design and coordination services in support of relocation of the Bellevue-Issaquah Pipeline at Lewis Creek, in an amount not to exceed \$260,000.
- C. Motion to adopt Resolution No. 2025-13, delegating authority to the Chief Executive Officer to negotiate and execute all contracts, subject to previously authorized expenditure limits of \$30,000, in connection with (1) acquiring East King County Regional Water Association's (EKCRWA) interests in the Snoqualmie Aquifer Project (SAP) water right applications, acquiring the Easement for Well Site, and acquiring any other assets held by EKCRWA deemed beneficial to Cascade by the Chief Executive Officer, and (2) advancing the SAP water rights application held jointly with Seattle Public Utilities.

Motion by Mr. Hamilton and second by Mr. McLeod to approve Consent Action Items A- C as presented. Motion carried unanimously (5-0).

8. ACTION ITEM

- A. Motion to authorize the Chief Executive Officer to execute a contract with Clark Nuber to assess the Regional Capital Facilities Charge process and workflows of Cascade members in an amount not to exceed \$106,000.

Chris Paulucci, Cascade's Finance Director, said that staff obtained a quote from Clark Nuber to complete an engagement to document the members' RCFC processes and workflows and develop a set of best practices with the goal of promoting transparency and consistency amongst members. The cost of the engagement is \$15,000 per member for a total of \$105,000. Staff requests an additional \$1,000 for approval for incidentals and mileage. Ms. Pauly noted that the Finance Committee recommended this authorization for approval at the September Committee meeting.

Motion by Ms. Pauly and second by Chair Sweet to authorize the Chief Executive Officer to execute a contract with Clark Nuber to assess the Regional Capital Facilities Charge process and workflows of Cascade members in an amount not to exceed \$106,000. Motion carried unanimously (5-0).

9. STAFF PRESENTATIONS

- A. CEO Search Update.

Ms. Thung discussed the updated job posting that was included in the Board packet for the Chief Executive Officer position. The search committee met to develop a list of potential

candidates that are highly regarded in the industry. Further updates will be provided at the next Board meeting.

B. Cascade Supply Program Update.

Brian Bartle, Cascade Program Executive, presented an update on the Program and Engineering Support (PES) consultant selection process, information on the proposed master services agreement (MSA) style contract, program phasing, and early timeline.

The program is moving forward with early data collection underway and the selection of Stantec as the Program and Engineering Support consultant—a major milestone that brings expertise from the Willamette Water Supply Program. The procurement process was rigorous, with strong member staff involvement, and Stantec will now support planning, permitting, property acquisition, program management, and construction activities.

The MSA is being finalized to establish terms and conditions for the next 15 years. While it does not set detailed scopes or budgets, it provides the framework for billing, rates, and operations, with safeguards such as biennial reviews and termination options. Next steps include parallel progress on technical studies and governance, with a Board workshop in January to clarify oversight roles and committee responsibilities. Cascade is now entering the execution phase of this 15–20 year effort with a strong foundation for accountability, transparency, and stakeholder engagement.

10. COMMITTEE REPORTS

- A. Executive Committee – No meetings held since the last Board meeting.
- B. Finance & Management Committee – Meeting held September 16, 2025. The meeting recap was included in the Board Packet.
- C. Public Affairs Committee – Meeting held September 3, 2025. The meeting recap was included in the Board Packet.
- D. Resource & Management Committee – Meeting held September 11, 2025. The meeting recap was included in the Board Packet.

11. NEW BUSINESS

None.

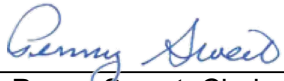
12. NEXT REGULAR MEETING

The next regularly scheduled Board meeting will be held on October 22, 2025 at 3:30 p.m.

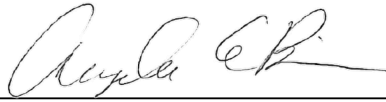
13. ADJOURN

The meeting adjourned at 4:39 p.m.

APPROVED BY:



Penny Sweet, Chair



Angela Birney, Vice-Chair