



BOARD RETREAT  
MINUTES  
TUKWILA COMMUNITY CENTER  
MARCH 15, 2008

#### CALL TO ORDER

At 8:30 AM the Chair called the meeting to order. Board Members or Alternate Board Members from the City of Bellevue (Degginger, Davidson), Covington Water District (Knight), the City of Issaquah (Kappler), the City of Kirkland (Burleigh), the City of Redmond (Marchione), Sammamish Plateau Water and Sewer District (Warren), Skyway Water and Sewer District (Ault, Clark) and the City of Tukwila (Haggerton) were present, constituting a quorum.

#### PUBLIC COMMENT

No members of the audience in attendance commented.

#### CHIEF EXECUTIVE OFFICER'S REPORT

A request was made to amend the Agenda to add construction legal council to Action Item B and add the topic of recent correspondence regarding the Lake Tapps Community Council.

#### APPROVAL OF AGENDA

A motion to approve the Agenda as amended was made by Mary-Alyce Burleigh, seconded by Jim Haggerton and unanimously approved.

#### EXECUTIVE SESSION

At 8:37 AM the Chair announced an Executive Session to last approximately 30 minutes to consult with counsel regarding acquisition of property and confidential settlement discussions.

The Executive Session adjourned at 9:14 AM

#### REGULAR MEETING

At 9:15 AM the Chair reconvened the Special Meeting.

#### ACTION ITEMS

- A. A motion authorizing the Chief Executive Officer to execute an Amendment to Agreement for Services with Gordon Thomas Honeywell to include Federal Governmental Representation and a monthly fee for all work of \$12,166 effective March 1, 2008 was made by Grant Degginger, seconded by Mary-Alyce Burleigh and unanimously approved.

- B. A motion authorizing the Chief Executive Officer to execute a contract with Perkins Coie, LLP in the amount of \$50,000 for Special Construction Legal Counsel was made by Mary-Alyce Burleigh, seconded by John Marchione and unanimously approved.
- C. Tom Krippaehne of Moss Adams facilitated the Board discussion of the Organizational Strategic Plan. A summary of Moss Adams' Organizational Strategic Plan was distributed with the Board Retreat package. Moss Adams' organization charts regarding current and recommended staff were distributed at the meeting.

Following is a recap of the decisions made by the Board:

1. The Board will move to operate as a strategy Board. Focus will be on leadership, strategy/plans, oversight, fiscal control, CEO performance, and making major decisions.
2. The organization's guiding principles were revisited and approved. The principles include:

- Run "lean and mean"
- Encourage active Board participation
- Utilize Member Staff to extend core team capabilities
- Outsource temporary duties where appropriate
- Operate in a business-like manner
- Encourage behaviors based upon openness and transparency
- Require strong ownership/accountability

3. Four Committees will be appointed and include up to four Board Members. The Committees and Board Membership was decided as follows:

Audit Committee

- Jim Haggerton – Chair

Executive Committee

- Lloyd Warren, Board Chair
- Mary-Alyce Burleigh, Vice Chair
- Jim Haggerton, Secretary

Public Affairs Committee

- Grant Degginger – Chair
- Mary-Alyce Burleigh
- John Marchione

Resource Management Committee

- John Marchione – Chair
- John Ault
- David Knight
- David Kappler

4. The Executive Committee will meet as needed and carry out its responsibilities as established in Cascade's ByLaws. Officers will have telephone meetings as needed.
5. The Public Affairs and Resource Management Committees will be open to all Board Members, Alternate Board Members, Member Staff and interested parties. Notices will be sent via email pursuant to State law. Written recaps of meetings will be distributed to Board Members, Alternate Board Members, Member Staff and interested parties.
6. The Board recognizes the need for and benefit of on-going task forces, work groups, and committees such as the Member Staff Advisory Group, Conservation Work Group and

the Shortage Management Advisory Group. The Board also recognizes the need for the CEO to establish other committees and/or work groups as needed.

7. The Board is interested in having Study Sessions along with Board Meetings to discuss policy and other issues of importance to the entire Board.
8. The following four staff positions will be added in the short-term:
  - Communications Manager
  - Director of Projects
  - Lake Operations Manager
  - Administrative Manager

Temporary administrative help will be sought to back up the in-house administrative function.

Any additional staffing needs will be considered by the Board during the upcoming 2009 Budget process.

9. Long-term positions will also continue to be considered, including a new Director of Operations and a Cost Analyst.

A motion authorizing the Chief Executive Officer to move forward with personnel items as discussed was made by Mary-Alyce Burleigh, seconded by John Marchione and unanimously approved.

#### OTHER

Correspondence from Lake Tapps Community Council was presented at the meeting.

#### ADJOURN

The meeting was adjourned at 1:05 PM.

#### NEXT MEETING DATE

The next Board Meeting will be held:  
March 28, 2008

#### APPROVED BY:

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Lloyd Warren, Chair

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Mary-Alyce Burleigh, Vice Chair