**DRAFT Minutes**

**Seattle Water Supply System Operating Board**

**February 5, 2015**

**2:00-4:00**

**Mercer Island Council Chambers**

**9611 SE 36th Street**

**Mercer Island, WA 98040**

**Phone: (206) 236-5300**

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| --- | --- | --- | --- | --- |
| **Board Members** | **Board Alternates** | **Utility Representatives** | **SPU Attendees** | **Other Attendees** |
| Ron Sheadel- Chair  Rick Scott- Vice Chair  Alex Chen  Judi Gladstone - Alt  Byron Murgatroyd  Ron Speer | Steve Moye  Matt Everett | Abdoul Gafour  Ken Howe  Mark Parsons  Diane Pottinger  Trudy Rolla  Terry Smith  Mike Harris  Dick Swaab | Terri Gregg | Walt Canter  Pam Martin  Jim Rick  Steve Plaff  Kathleen Quong-Vermeire  John Thompson  Jerry Thornton  Larry West  Darcey Peterson  Tom Gould |

* **Welcome and Introductions**
* **Minutes/Agenda**

The December 4, 2014 minutes were **approved as written by 6-0.**

The February 5, 2015 agenda was **accepted as written by 6-0.**

* **Old Business**
  + - **Operating Board Business**

Terri Gregg, Wholesale Contracts Manager asked for the nomination of Chair and Vice Chair for 2015.

**Mr. Murgatroyd nominated Ron Sheadel, Medium Category Board Member to the position of Chair. Mr. Speer moved to approve the nomination, the nomination was second and the Board voted and approved the nomination 6-0.**

**Mr. Speer nominated Rick Scott, Seattle Board Member to the position of Vice Chair. Mr. Murgatroyd moved to approve the nomination, Mr. Speer second and the Board approved the nomination 6-0.**

* + - **Operating Board Policy Governance Session**

Tom Gould, VP HDR, returned to facilitate further discussion on governance of the Operating Board.

The first presentation and discussion began on the topic of trust.

**The following comments were made by the following Board members, Utility Rep’s and audience:**

**Ron Sheadel, OB Chair commented**

**Ron Speer, Diane Pottinger, Byron Murgatroyd, Pam Martin, Walt Canter and Judi Gladstone. All comments were positive in regards to their relationship with Seattle.**

The next topic covered was on formality and informality of the Board. First, seating was discussed and clarified regarding who sat at the table and why. No questions followed.

Next review was on the role of the Utility Representatives to the Board, the Alternates and Board members, caucuses, the structure of voting in Board members within their perspective categories, and board votes. Comments and requests were as followed:

**Board member, Byron Murgatroyd requested clarification on the contract regarding the relationship between the OB member and their alternates. Board members also requested that the Board take a second look at the voting and the structure of the nomination process of each category’s member voted to the Board.**

**Board members stated they wanted earlier clarification on issues/topics that are brought to the Board before voting so they can assist in shaping the discussions and the desired tasks called out by the Board.**

**A comment was made that the Board have a conversation about electing an appropriately skilled member to the position of Chair and Vice Chair and that the rotating process currently in place may not make the most sense going forward.**

**Diane Pottinger, North City Utility Rep commented that the OB considers a re-cap of topics at the end of each meeting.**

Next discussion was on the structure of the agenda.

**OB member, Ron Speer made a motion that Seattle come back with a revised agenda to reflect the Board’s contractual role and responsibility regarding specific topics (e.g., revised agenda idea presented by Tom Gould in his power point) and include time frames for discussion. Also motioned was to revise the work plan to include time frames and more details on what and when topics would be brought before the Board, this motion was seconded and approved 6-0.**

**Clarification was also requested by a Board member on the how the discussion process should occur before, during and after topics are presented.**

**A discussion process recommended after the presentation was to (however, no motion occurred):**

* + **OB voting members comment first,**
  + **Then, Utility Representatives**
  + **Then, Public comment**

**Another clarification request was made on whose responsibility it was to reach out to members who were not able to attend the meeting. No discussion followed.**

Next topic presented was on Board Roles and Responsibilities:

The role of the Chair to the OB was a focus of discussion along with the responsibility of each Board member to their Utility Rep’s. The presentation focused on the position of Chair as an important and powerful position in the managing of the agenda and discussion process during Board meetings.

The Seattle City Council topic included much discussion.

**Utility Rep, Ken Howe (Woodinville) made a request to know when a recommendation is made from the Board what does SPU do with that recommendation? Also asked was when and what goes to the Seattle City Council and how would the OB know Council’s response?**

**Other comments included; have someone go to the Seattle Public Utilities and Neighborhood Committees or request to have the City Council SPU and Neighborhoods Committee Chair attend the OB meetings.**

**Judi Gladstone, SPU-Alt Board Member, asked the OB to think about “what does the OB want from City Council?”**

**The City Council topic was asked by a Board member to be brought back to the Board for further discussion.**

Finally, the topic of the Use and Formation of Committees was discussed.

**OB member Ron Speer, requested that the OB formalize the role and relationship between the Conservation Technical Forum and the Water Quality Technical Forum to the Board. After some discussion, Mr. Speer made a motion for a document describing the Forums purpose, scope and membership, the motion was second and passed by the Board**

**6-0.**

**Public comment came from Darcey Peterson, WD 90 District Manager, who asked if the OB was going to consider changing the time of the OB meetings. Discussion occurred but no motion was made to consider a time change.**

* **Executive Summaries and Other Business**
  + - Water Supply Update – **Alex Chen, SPU OB member shared with the Board that the water supply situation was “good” but continued dry and poor snowpack. Mr. Chen also mentioned that SPU was monitoring reservoir levels closely and the Resource Manager and staff is having weekly meetings at the SPU Executive level.**
    - MLPP project – **Mr. Chen stated that the MLPP project contract was awarded to Orion Marine Group for $15M.**
* **Future Meetings**
* March 5, 2015
* April 2, 2015
* **For the Good of the Order**
  + **Byron Murgatroyd, OB member requested that SPU included in the CFP a review process which highlights substantially changed and new projects, along with restructuring the headings in the plan. Ron Speer, OB member made a motion for SPU to come back with a scope of work regarding this request, the motion was second and the Board approved the motion 6-0.**
* **Public Comment Period**

No comments provided

* **Material Presented**
  + Workshop Session to Review the Governance of the OB, February 5, 2015 – power point

**Board Meeting Adjourned @ 4:15PM**

**Approved by:**

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