

**HIGHLANDS COUNCIL**  
BUILDING COMMUNITY AT ISSAQUAH HIGHLANDS

Board of Trustees  
*Meeting Minutes*

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**Meeting Date:** May 3, 2016

**Meeting Time:** 12 p.m. – 2 p.m.

**Meeting Location:** Blakely Hall

**Board Members in Attendance**

Larry Norton  
Jody Turner  
Phil Nored  
Ami Desai-Mehta  
Patrick Byers

**HC Staff Members in Attendance:**

Christy Garrard  
Michele McFarland  
Frank Pineau (HFN)

**Guests in Attendance:**

Jim Young – IHCA Board President  
Gary Young – Shelter Holdings  
Eric Evans - Shelter Holdings  
Tia Heim – Shelter Holdings

**Consultants in Attendance:**

N/A

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**Meeting Minutes Taken By:** Phil Nored

**Call to Order:**

Who: Larry Norton  
Time: 12:04 p.m.

**Introduction of Guests**

1. **Jim Young from IHCA.**
2. **Gary Young, Eric Evans, and Tia Heim from Shelter Holdings.** The Shelter Holdings representatives discussed the timeline for development of the Westridge North (Old Microsoft) property. This remains in the preliminary planning phase with the developer, Shelter Holdings, soliciting public feedback about what residents of Issaquah Highlands would like to see included in the development – retail, residential, etc... Timeline indicates that first housing units would likely be available in 2019.

**Approval of Minutes – 02/09/2016 Meeting:**

Motion to approve – Jody Turner. 2<sup>nd</sup> – Patrick Byers. Motion carried.

**Manager’s Report:**

1. **Staff.** Staff and Board representatives attended a Chamber of Commerce “Emergency Preparation in the Office” seminar. Christy Garrard attended the city of Issaquah Emergency Management Rapid Impact Response Training seminar.
2. **Finances.** Review of 03/2016 financials. Net income for the fiscal year is \$38,749 ahead of budget, due to higher than anticipated revenue.
3. **Facility.** The hot water heater was recently replaced. An exhaust fan for the ladies restroom was replaced. Air filters for the ventilation system were installed. Staff is working on the potential installation of an ATM machine at Blakely Hall. King County Metro has installed a bus stop in front of Blakely Hall for route 628.

4. **Communications.** Discussion of upcoming months cover features for Connections newspaper. Review of advertising, ihwebsite, weekly E-letter, Facebook likes.
5. **Highland Youth Board.** The “My Free Little Library” project is complete following installation at eight locations.
6. **Community Garden.** The patches are almost 100% leased at both locations.
7. **Community Building** – Summary of meetings and events.
8. **Events and Activities.** Review of planned events and activities.

**HFN Update:** Frank Pineau provided update on financial status and operating activities.

**Old Business:**

1. N/A

**New Business:**

1. **Trustee Appointments and Renewals.** Review terms of all board members. See Consent Calendar below.
2. **Officer Appointments and Renewals.** Review terms of board officers. See Consent Calendar below.
3. **Conflict of Interest Signatures.** Review of Conflict of Interest Policy. All BOT trustees signed the certification form and disclosed any potential conflicts on the form.
4. **Facility Use Policy Proposal.** A draft form of the policy proposal for facility use and media support was reviewed. See Consent Calendar below.
5. **Budget Fiscal Year 2016/2017.** Review of proposed budget. See Consent Calendar below.

**Consent Calendar:**

1. **Resolution: Appoint Ami Deshai-Mehta to the Highlands Board of Trustees.** Consent to action was approved unanimously by the BOT in writing.
2. **Resolution: Appoint Larry Norton to serve a 2<sup>nd</sup> term on Highlands BOT. The new term begins July, 2016.** Motion to approve – Phil Nored. 2<sup>nd</sup> – Ami Deshai-Mehta. Motion carried.
3. **Resolution: Appoint Jody Turner to serve a 2<sup>nd</sup> term on Highlands BOT. The new term begins July, 2016.** Motion to approve – Phil Nored. 2<sup>nd</sup> – Ami Deshai-Mehta. Motion carried.
4. **Resolution: Appoint Fred Nystrom to serve a 2<sup>nd</sup> term on Highlands BOT. The new term begins July, 2016.** Motion to approve – Phil Nored. 2<sup>nd</sup> – Ami Deshai-Mehta. Motion carried.
5. **Resolution: Appoint Larry Norton to serve a 2<sup>nd</sup> term as President of the BOT. The new terms begins July, 2016.** Motion to approve – Jody Turner. 2<sup>nd</sup> – Ami Deshai-Mehta. Motion carried.
6. **Resolution: Appoint Phil Nored to serve a 2<sup>nd</sup> term as Secretary of the BOT. The new terms begins July, 2016.** Motion to approve – Jody Turner. 2<sup>nd</sup> – Ami Deshai-Mehta. Motion carried.
7. **Resolution: Approve the Facility Use and Media Support Policy after revising definition of “religious organization”.** Motion to approve – Jody Turner. 2<sup>nd</sup> – Ami Deshai-Mehta. Motion carried.
8. **Resolution: Approve the 2016/2107 Fiscal Year Budget.** Motion to approve – Phil Nored. 2<sup>nd</sup> – Patrick Byers. Motion carried.

Board meeting adjourned at: 1:58 p.m.

Respectfully Submitted: May 26, 2016  
Philip Nored  
Secretary – Highlands Council Board of Trustees