

**HIGHLANDS COUNCIL**  
BUILDING COMMUNITY AT ISSAQUAH HIGHLANDS

Board of Trustees

*Meeting Minutes*

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**Meeting Date:** December 1, 2020

**Meeting Time:** 12:00 p.m. – 2 p.m.

**Meeting Location:** Video Conference

**Board Members in Attendance**

Kimberly Kapustein  
David Ngai, Treasurer  
Anna Preyapongpisan  
Phil Nored  
Jimmy Ochiltree  
Chris Beaudoin  
Zach Hall  
Lisa Soboslai,  
\*Larry Norton  
\*Ami Desai-Mehta

**HC Staff Members in Attendance:**

Christy Garrard  
Michele McFarland  
Lindsey Pinkston

**Guests in Attendance:**

Lisa Schuares, Legal Counsel  
Jeremy Fallt, HFN  
Jim Young, IHCA President  
Sarah Hoey, IHCA Executive Director  
Sid Thiagarajan, Highlands Youth Board  
Howard Kapustein, Homeowner, HFN

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**Meeting Minutes Taken By:** Anna Preyapongpisan

**Call to Order:**

Who: Kimberly Kapustein  
Time: 12:03 p.m.

**Approval of Minutes – September 15, 2020 Meeting:**

Motion to approve – Chris Beaudoin. 2<sup>nd</sup> – Zach Hall. Motion carried.

**Stakeholder Reports**

1. **HFN** - Jeremy shared an update on the financial status and operating activities of the Highlands Fiber Network. Network usage has remained steady since June, nearly doubled from one year prior. HFN is continuing to investigate options to upgrade from 20 GB to 40GB or 100GB in the near future. Network maintenance – looking at future replacement for aging or substandard fiber. Cost to replace all just over \$2 million in the next 5-10 years. Starting to place new fiber in 2021. Network Problem Alert has been added to HFN homepage.
2. **Multi-Family Housing** – Anna and Phil shared that both renters and landlords are struggling with rent right now due to the impacts of COVID-19. These affects are likely to last well into 2021 and

possibly 2022. Discussed ideas around rental assistance and other resources and how to message this out to the community.

3. **Retail and Commercial** – Jimmy shared that the PPP funding helped keep many businesses afloat and gave them time to adjust and reinvent themselves to make things work during the pandemic, but the landscape is concerning and there is much uncertainty. Chris shared that with the surge in COVID-19 the workforce is tired. There are not as many resources or options to bring in additional workforce and the current workforce is pressured as they prepare to distribute vaccine.
4. **Residential** – Sarah shared that IHCA is partnering with Highlands Council and Regency Centers on holiday programming. IHCA also currently working on budgets and the IHCA mobile app with Vicki from HC. Kim shared that she has heard great feedback on the holiday lights turned on early and it is much appreciated. Increase in reports of car break-ins, porch theft, yard theft. There has been talks of bringing back security on social media pages – discussion of including in annual survey.

#### **New Business:**

1. **Officer Appointment.** Nominate Kimberly Kapustein for President. Please refer to consent calendar below. Vice President position is open – will discuss and vote next meeting.
2. **2021 Meeting Cadence.** Proposal for board to meet more often – change to monthly meeting for one hour, first Tuesday of the month at 12pm, beginning in February 2021. Please refer to consent calendar below.

#### **Old Business/Committee Reports:**

1. **Shared Agreements.** A Highlands Council sub-committee of Larry, David, and Lisa has formed to meet with IHCA sub-committee. Sarah and Christy will meet to discuss initial thoughts on shared agreements documents, then will get input from both sub-committees. The two sub-committees will discuss and decide on schedule, scope, including if executive directors will be involved in this process.
2. **Branding.** Kimberly, Christy, and Zach have been having fun working on the baseline entity, honing in on words and things that make up IH, looking at other entities and comparing, and putting it all together in a main document that illustrates what IH is. Another Branding Committee meeting this week, will consider bringing in additional voices.
3. **Finance.** David shared that based on his review of financials as Treasurer, everything looks to be in order. Michele shared the exciting news that the PPP loan of \$91k has been forgiven. Harborstone has been a great partner. Financials currently above budget as of October, trending well for January. Expenses as expected, higher property insurance thank normal due to natural disasters, legal expenses higher, health insurance renewals, 2.5% increase.
4. **Transportation.** Christy has been working diligently, networking, and researching transportation solutions. HC is now in possession of the 7-passenger van that was donated by King County. Discussion around how we should move forward on this initiative in 2021. Next step on shuttle would be to research funding - county, state, federal and make the necessary connections/relationship development. Christy and committee will focus on grant research in the coming year.
5. **Diversity, Equity, and Inclusion.** Committee has been meeting every month. In 2021, they will switch to every other month for general meetings with off months being more

specific. Launched movie discussion nights, continuing into 2021. Now planning MLK Day of Service for January and discussing Lunar New Year celebration. Committee looking for more diversity, more voices to include, working on outreach and promotion.

**Consent Calendar:**

1. **Resolution: Nominate Kimberly Kapustein from Interim President to President.** Motion to approve – David Ngai. 2<sup>nd</sup> – Lisa Soboslai, Anna Preyapongpisan – approve, Phil Nored - approve, Jimmy Ochiltree – approve, Chris Beaudoin – approve, Zach Hall – approve, Larry Norton – approve, Ami Desai-Mehta – approve. Motion carried.
2. **Resolution: Increase from quarterly to monthly meetings of the Board of Trustees.** Motion to approve – David Ngai. 2<sup>nd</sup> – Jimmy Ochiltree Anna Preyapongpisan – approve, Phil Nored - approve, Zach Hall – approve, Larry Norton – approve, Ami Desai-Mehta – approve. Motion carried.

Board meeting adjourned at: 2:00 p.m.

Respectfully Submitted:                      Date: January 12, 2021  
Anna Preyapongpisan  
Secretary – Highlands Council Board of Trustees