



REGULAR MEETING OF THE BOARD OF DIRECTORS  
AGENDA  
CASCADE WATER ALLIANCE  
Held Via Zoom Meeting  
May 26, 2021  
3:30 PM

	<u>Page</u>
1. CALL TO ORDER	
2. ROLL CALL	
3. PUBLIC COMMENT	
4. EXECUTIVE SESSION	
5. APPROVAL OF AGENDA	
6. CHIEF EXECUTIVE OFFICER'S REPORT	<u>3</u>
7. CONSENT ITEMS	
a. Board Meeting Minutes from April 28, 2021.	<u>13</u>
b. Motion to authorize the Chief Executive Officer to execute an amendment to the existing contract with Parametrix Inc. to provide on-call civil, mechanical, and structural engineering services, increasing the total maximum contract amount by \$100,000.	<u>17</u>
c. Motion to authorize the Chief Executive Officer to execute a contract with the lowest responsible responsive bidder for the Fish Screen Crane project in an amount not to exceed \$240,000.	<u>19</u>
8. OTHER ACTION ITEMS	
9. STAFF PRESENTATIONS	
10. COMMITTEE REPORTS	
a. Executive Committee – <i>no meetings held.</i>	
b. Finance and Management Committee – <i>May 18, 2021.</i>	<u>21</u>
c. Public Affairs Committee – <i>May 5, 2021.</i>	<u>22</u>
d. Resource Management Committee – <i>May 13, 2021.</i>	<u>24</u>
11. NEW BUSINESS	
12. NEXT REGULAR MEETING – <i>June 30, 2021 – to be held at Cascade's Office or via Zoom meeting – 3:30 p.m.</i>	

13. ADJOURN

NOTE: AS ALLOWED BY STATE LAW, THE BOARD OF DIRECTORS MAY ADD AND TAKE ACTION ON ITEMS NOT LISTED ON THE AGENDA.



MEMORANDUM

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DATE: May 26, 2021

TO: John Stokes, Chair  
Board of Directors

FROM: Ray Hoffman, Chief Executive Officer

SUBJECT: Chief Executive Officer's Report

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**Administration, Finance, and Economics**

- The Government Finance Officers Association has awarded Cascade the Distinguished Budget Presentation Award for its 2021 - 2022 budget. The award is the highest form of recognition in governmental budgeting and represents a significant achievement by Cascade. This is the second time Cascade has achieved the award. Cascade's award-winning budget book can be found at the following link [https://cascadewater.org/wp-content/uploads/2020/12/2021-2022-Budget-Book-FINAL\\_12.04.20.pdf](https://cascadewater.org/wp-content/uploads/2020/12/2021-2022-Budget-Book-FINAL_12.04.20.pdf).
- Cascade is updating the Lake Tapps Reservoir phone system in June. The current system is no longer supported by the manufacturer. Cascade updated the Bellevue office phone system last year, the Lake Tapps Reservoir phone system has not been updated since 2012.
- TeamLogicIT, Cascade's IT consultant, investigated a few incidences of intermittent server outages and believes the issue was caused by a failed UPS device.
- Cascade will be re-cabling the powerhouse in June. The current cabling has been described by our consultants as a "rat's nest". The re-cabling will support the success of the other projects such as the SCADA upgrade and overall daily IT connectivity.
- At Cascade's June 2021 Finance and Management Committee meeting, Clark Nuber, Cascade's outside auditing firm, will present the results of the financial audit. The auditors examined Cascade's financial reports, internal controls, and compliance with policies and procedures. A separate accountability audit is underway by the State and the results will be presented later this year.
- There have been 408 net RCFC's reported through April 2021, with two Member reports missing. At this rate, Cascade would meet 2021 budget expectations.

**Capital Projects and Operations**

- The Lake Tapps Reservoir level is 542.80' as of May 14. Cascade plans to raise the lake level to 543' in May for one day as a reminder to lakefront homeowners that Cascade has the right to raise the lake to this elevation.
- Cascade, Veolia and GeoEngineers participated in the annual Dam Safety Emergency Action Plan training on May 5. Participants were trained on the substance of the Plan in an emergency dam breach situation, including protocols and emergency response procedures.

- Cascade staff is working diligently on the planning and design for the Outage project to happen this fall. Cascade is working on a contingency plan in the event Cascade needs a permit to perform the fish recovery work.
- Cascade awarded the SCADA and Security public works construction contract to Source Electric and the contract was executed on May 11. A preconstruction meeting will be scheduled within the next couple of weeks and a Notice to Proceed will be issued after the preconstruction meeting.
- Cascade has determined the crane at the fish screen needs major repair and is in the process of working on contract specifications and plans and anticipates bidding the work out next month.

### **Water Efficiency**

- Cascade completed its virtual Cascade Gardener classes on Saturdays during March and April. Total attendance for all seven classes was 1,405 and follow-up surveys showed a 99% positive rating. Cascade member areas were well represented, but there were attendees from around Washington and a few other states.
- Cascade is exploring the possibility of a summer series of gardening classes that would increase emphasis on water efficiency in landscaping.
- In May, Cascade provided 50 classroom presentations to 1,172 students, most of them remote.
- Cascade supported Drinking Water Week through its social media platforms as well as Arbor Day and other national events.
- On April 24, Cascade and Sustainability Ambassadors provided a curriculum design lab on the science, analysis, and issues surrounding snowpack in the Cascades.
- Cascade and Tilth Alliance are working on several drip irrigation and sustainable gardening projects at schools and parks in Cascade Member areas involving students and residents. Several eastside residents were chosen to be in the latest cohort of Soil and Water Stewardship training that is beginning this spring.

### **Intergovernmental and Communications**

- In April, the Board approved Cascade's request to the state Department of Ecology (DOE) to extend the Lake Tapps Reservoir water right permits development schedule. Factors that support a request for an extension include regional demand forecasts and the potential for additional water supply through contracts with Seattle and/or Tacoma. The request will be submitted to DOE in May.
- Cascade is working with Pierce County Parks staff on an easement agreement for the proposed flume trail. Maintenance and operating terms are near agreement. Compensation and benefits to Cascade are still being negotiated. Depending on progress, Board committee briefings are anticipated in summer.
- Cascade sent letters to all the homeowners around Printz Basin to remind them that they do not have any rights to trespass on Cascade's property, and if they currently have any docks or other items on Cascade's property, they need to take steps to promptly remove the items. There have been a few responses to Cascade's letter, including one homeowner who agreed to remove an old dock.
- On May 11, the Pierce County Council unanimously adopted a set of amendments to its comprehensive plan, including Cascade's proposed amendment that supports efforts to protect and improve water quality at the Lake Tapps Reservoir. This important action

provides the policy framework for future collaboration between Cascade and Pierce County on water quality issues.

- The Lake Tapps Community Meeting is scheduled for June 24. The meeting will be entirely virtual, and Lake Tapps Reservoir partner agencies confirmed to attend include East Pierce Fire and Rescue; Tacoma Pierce County Health Department; Pierce County Sheriff; Bonney Lake Police; and Pierce County Parks.

## **Planning**

- Staff are preparing for the Board's June 30 workshop regarding Cascade's future water supply. Summary information on Cascade's past and present will be sent to the Board, Alternates and members staff by late May or early June. This will be followed by offering Q&A sessions to anyone interested in discussing these materials.
- Staff continue to plan and prepare for the flowline outage project that is scheduled to start in September or October of this year. VNF is assisting Cascade in identifying and securing all the necessary permits and developing a procurement strategy for the many activities planned during the outage. Cascade has budgeted \$800,000 in 2021 and 2022 for this project, a significant portion of which is earmarked for sediment removal at Wolslegal Basin.
- Staff met with Bellevue and Sammamish Plateau Water to continue discussion of updating the BIP O&M agreements. The consensus is that the terms regarding day-to-day O&M work are fairly complete and need limited changes. However, the agreements lack clarity regarding emergency response and recovery. This will be a focus of updating the agreements in the coming months.
- Cascade attended a presentation on the Washington Water Regional Resiliency Assessment Project (RRAP) that is being led by the U.S. Department of Homeland Security. The RRAP team interviewed about 40 water utilities in Western Washington, including Bellevue, Issaquah, Redmond and Sammamish Plateau Water, to better understand availability of potable water following a Cascadia Subduction Zone (CSZ) event. The RRAP team shared the preliminary results of their interviews with Cascade. Once the RRAP report is finalized, Cascade will work with members to identify any follow-up we can do to better prepare ourselves for a CSZ event. This effort will build on past discussions with members on emergency preparedness.

## **Attachments**

1. Budget to Actual Expenditure Report through April 30, 2021.
2. Statement of Revenues and Expenditures through April 30, 2021.
3. Statement of Net Position as of April 30, 2021.
4. Contract Status Summary.
5. Monthly Warrants Listing.
6. Monthly Treasurer's Report as of April 30, 2021.

Cascade Water Alliance  
Budget to Actual Expenditure Report  
January 1- April 30, 2021  
33% of the year completed

Attachment 1

<b>Administration</b>		<b>Budget</b>		<b>Actual</b>		<b>Balance</b>	<b>% Expended</b>
Salaries	\$	964,231	\$	358,368		605,863	37.2%
Benefits		207,486		120,245		87,241	58.0%
Wellness program		5,000		26		4,975	0.5%
Prof. Fee (Technical)		61,400		26,317		35,083	42.9%
Prof. Fee (Legal)		835,000		276,887		558,113	33.2%
Prof. Fee (Audit)		98,600		37,500		61,100	38.0%
Prof. Fee (Other)		100,000		2,554		97,446	2.6%
Seismic Resiliency		190,000		59,094		130,906	31.1%
Meetings Expense		11,000		790		10,210	7.2%
Telephone/Internet		37,000		17,084		19,916	46.2%
Office Rent		235,288		112,734		122,554	47.9%
Office Supplies Admin.		20,000		2,996		17,004	15.0%
Equip. and Furniture		10,000		0		10,000	0.0%
Bank Fees		600		109		491	18.2%
Dues & Subscriptions		50,000		15,040		34,960	30.1%
Taxes/Licenses		16,000		8,070		7,930	50.4%
Travel		12,000		0		12,000	0.0%
Professional Dev.		10,000		890		9,110	8.9%
Computer Equipment		25,000		4,779		20,221	19.1%
Software Licenses		38,000		4,597		33,403	12.1%
Postage & Delivery		3,000		344		2,656	11.5%
Printing & Repro.		10,000		0		10,000	0.0%
Insurance		129,091		112,434		16,656	87.1%
Contingency		133,600		0		133,600	0.0%
Total	\$	3,202,295	\$	1,160,856	\$	2,041,439	36.3%

<b>Debt Service</b>		<b>Budget</b>		<b>Actual</b>		<b>Balance</b>	<b>% Expended</b>
Bond Debt Service		9,787,231		4,962,098		4,825,134	50.7%
Total	\$	9,787,231	\$	4,962,098	\$	4,825,134	50.7%

<b>Conservation</b>		<b>Budget</b>		<b>Actual</b>		<b>Balance</b>	<b>% Expended</b>
Salaries	\$	163,559	\$	33,029	\$	130,530	20.2%
Benefits		44,062		5,991		38,071	13.6%
Prof. Fee (Technical)		15,000		6,788		8,213	45.3%
Rebate Reimb. Com.		95,000		10,388		84,613	10.9%
Irrigation Audit		20,500		0		20,500	0.0%
Comm. and Public I		326,850		62,611		264,239	19.2%
Misc. Serv. and Sup.		84,400		3,986		80,414	4.7%
Total	\$	749,371	\$	122,792	\$	626,579	16.4%

<b>Com. and Intergovern</b>		<b>Budget</b>		<b>Actual</b>		<b>Balance</b>	<b>% Expended</b>
Salaries	\$	138,930	\$	42,350	\$	96,579	30.5%
Benefits		31,231		8,168		23,063	26.2%
Prof. Fee (Technical)		15,000		4,190		10,810	27.9%
Prof. Fee (Other)		152,750		56,115		96,635	36.7%
Sponsorships		30,000		2,500		27,500	8.3%
Comm. and Public I		280,000		80,264		199,736	28.7%
Total	\$	647,911	\$	193,587	\$	454,324	29.9%

Cascade Water Alliance  
Budget to Actual Expenditure Report  
January 1- April 30, 2021  
33% of the year completed

Attachment 1

<b>Operations-General</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>	<b>% Expended</b>
Wholesale Water	\$ 21,351,878	\$ 8,540,752	\$ 12,811,126	40.0%
Salaries	21,405	8,867	12,538	41.4%
Benefits	4,058	1,877	2,181	46.3%
BIP O&M	30,000	1,185	28,815	4.0%
Pipeline Prop. O&M	35,000	873	34,127	2.5%
PWTF Loan Debt	40,658	40,461	197	99.5%
<b>Total</b>	<b>\$ 21,482,998</b>	<b>\$ 8,594,015</b>	<b>\$ 12,888,984</b>	<b>40.0%</b>
<b>Operations-Lake Tapps</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>	<b>% Expended</b>
Salaries	\$ 494,465	\$ 122,922	\$ 371,543	24.9%
Benefits	97,447	25,634	71,814	26.3%
Prof. Fee (Technical)	708,600	75,074	633,526	10.6%
Prof. Fee (Other)	50,000	0	50,000	0.0%
Meetings Expense	4,000	303	3,697	7.6%
Telephone/Internet	1,500	231	1,269	15.4%
Office Supplies	18,600	3,900	14,700	21.0%
Equipment & Furn.	27,500	6,679	20,821	24.3%
Taxes/Licenses	7,000	6,046	954	86.4%
Travel	16,000	4,003	11,997	25.0%
Professional Dev.	2,000	0	2,000	0.0%
Software Licenses	15,000	1,756	13,244	11.7%
Permitting Costs	7,000	3,241	3,759	46.3%
Misc. Serv. and Sup.	44,500	9,814	34,686	22.1%
LT Operator	2,180,699	663,627	1,517,072	30.4%
Unplanned O&M	55,000	4,866	50,134	8.8%
Misc. Facility Repairs	40,000	1,673	38,327	4.2%
USGS Joint Fund	327,000	0	327,000	0.0%
Construction Management	100,000	0	100,000	0.0%
Outage	600,000	0	600,000	0.0%
Milfoil Control	165,000	1,501	163,499	0.9%
Vendor Services	35,000	4,073	30,927	11.6%
Water Quality Management	150,000	38,583	111,417	25.7%
Dike Repairs and Maintenance	20,000	1,016	18,984	5.1%
<b>Total</b>	<b>\$ 5,166,311</b>	<b>\$ 974,941</b>	<b>\$ 4,060,969</b>	<b>18.9%</b>
		\$ -		
<b>Total Operating Budget</b>	<b>\$ 41,036,118</b>	<b>\$ 16,008,289</b>	<b>\$ 24,897,427</b>	<b>39.0%</b>
	41,036,118			
<b>Capital Projects (multi-yr bdtg not shown)</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>	<b>% Expended</b>
Upper Conveyance Projects	\$ 1,094,000	96,498	997,502	8.8%
Meters	50,000	0	50,000	0.0%
Equipment	20,000	17,002	2,998	85.0%
Security and SCADA	1,500,000	38,833	1,461,167	2.6%
Tacoma Agreement	5,858,297	5,858,297	0	100.0%
Capital Risk	480,000	0	480,000	0.0%
IT Infrastructure	25,000	0	25,000	0.0%
<b>Total CIP Budget</b>	<b>\$ 9,027,297</b>	<b>\$ 6,010,629</b>	<b>\$ 3,016,668</b>	<b>66.6%</b>
<b>Total Overall Budget</b>	<b>\$ 50,063,415</b>	<b>\$ 22,018,918</b>	<b>28,044,496</b>	<b>44.0%</b>

Cascade Water Alliance  
Statement of Revenues and Expenditures  
From 1/1/2021 Through 4/30/2021

Attachment 2

Operating Revenue		
Water sales	\$	10,019,022
Administrative dues		3,382,456
Conservation program		191,649
Total Operating Revenue		<u>13,593,127</u>
Operating Expenses		
Cost of water sold		4,697,414
Salaries and benefits		762,709
Professional services		538,914
Conservation program		10,388
Depreciation and amortization		1,007,382
Communication and public information		109,813
Office expenses		168,263
Operations		695,581
Bank charges		109
Rent		75,156
Maintenance		49,119
Dues and subscriptions		25,062
Miscellaneous		7,462
Total Operating Expenses		<u>8,147,371</u>
Operating Income		5,445,756
Non-Operating Revenue (Expenses)		
Interest income		185,638
Other income		6,470
Interest expense, net of amount capitalized		(1,636,554)
Total Non-Operating Revenue (Expenses)		<u>(1,444,446)</u>
Capital Contributions		
Regional Capital Facilities Charges		2,508,380
Increase in Net Assets		6,509,689
Net Assets, Beginning of Year		107,818,205
Net Assets, End of Year	\$	114,327,895



Cascade Water Alliance  
Statement of Net Position  
As of 4/30/2021

Attachment 3

Assets

Current Assets

Cash and cash equivalents	\$ 19,499,343
Accounts receivable	10,517,952
Prepaid expenses	77,586
Total Current Assets	<u>30,094,880</u>

Capital Assets

Equipment and furniture	1,985,104
Seattle water contract	22,267,611
Bellevue Issaquah pipeline	22,276,944
Tacoma water contract	119,740,687
Less accumulated depreciation and amortization	(47,972,155)
Total Capital Assets	<u>118,298,191</u>

Projects in process and assets not yet in service

Lake Tapps	103,132,094
Tacoma Cascade pipeline	26,539,385
Total Projects in process and assets not yet in service	<u>129,671,479</u>

Restricted cash and cash equivalents

Restricted cash and cash equivalents	18,665,712
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Total Assets	<u><u>296,730,262</u></u>
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Liabilities

Current liabilities

Payables and accrued liabilities	783,880
Retroactive water credit	1,806,104
Accrued interest	749,745

Long-term debt current portion

Bonds Payable-Current Portion	6,625,000
Other	39,474

Total Long-term debt current portion	<u>6,664,474</u>
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Total Current liabilities	<u>10,004,202</u>
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Long-term Liabilities

Long-term debt	95,337,896
Tacoma contract	65,967,545
Seattle contract	5,000,000
Bond premium, net of amortization	6,086,589

Total Long-term Liabilities	<u>172,392,029</u>
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Total Liabilities	<u>182,396,232</u>
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Net Assets

Restricted for debt service	86,261,419
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Unrestricted	28,072,612
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Total Net Assets	<u>114,334,030</u>
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Total Liabilities & Net Assets	<u><u>\$ 296,730,262</u></u>
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# Consultant Contract Status Summary

Attachment 4

Open contracts											
Vendor	Contract number	Contract title	Cascade manager	Effective date	End date	Status date	Percent work completed	Contract amount, including	Amount invoiced	Percent invoiced	Contract balance
Clark Nuber	1	Financial Audit	C. Clarke	1/1/2021	N/A	5/14/2021	95%	\$ 63,500	\$ 33,000	52%	\$ 30,500
Colehour and Cohen	1	Staffing for classes and events	M. Brent	1/1/2021	12/31/2020	5/14/2021	10%	\$ 89,990	\$ 7,048	8%	\$ 82,942
David Evans	1	On-call Land Surveyor	H. Chen	1/1/2021	12/31/2021	5/14/2021	20%	\$ 75,000	\$ 15,258	20%	\$ 59,742
David McGrath	1	Irrigation Efficiency Assistance	M. Brent	1/1/2021	12/31/2021	5/14/2021	10%	\$ 20,500	\$ -	0%	\$ 20,500
Enrironmental Science Assoc (ESA)	1	Aquatic Plant Management	H. Chen	1/1/2021	12/31/2021	5/14/2021	10%	\$ 24,900	\$ 1,501	6%	\$ 23,399
GeoEngineers Inc.	1	Dam Engineering/Hydrology/Geotech	H. Chen	1/1/2021	12/31/2021	5/14/2021	12%	\$ 150,000	\$ 14,167	9%	\$ 135,833
Gordon Thomas Honeywell	1	State legislative outreach	A. Bennett	1/1/2021	12/31/2021	5/14/2021	12%	\$ 84,000	\$ 24,000	29%	\$ 60,000
Herrera Environmental	2	WQ Monitoring Program	H. Chen	8/19/2019	N/A	5/14/2021	75%	\$ 495,000	\$ 387,692	78%	\$ 107,308
HDR	5	Water Forum Consulting	R. Hoffman	3/10/2015	N/A	5/14/2021	90%	\$ 38,323	\$ 29,981	78%	\$ 8,342
HDR	6	MMD Fish Passage Design Review	H. Chen	12/1/2015	N/A	5/14/2021	95%	\$ 918,000	\$ 893,856	97%	\$ 24,144
Jenenergy	1	Website assistance	A. Bennett	1/1/2021	12/31/2021	5/14/2021	13%	\$ 15,000	\$ 4,190	28%	\$ 10,810
Johansen Excavating	1	Emergency Headgate Repair	H. Chen	5/5/2021	N/A	5/14/2021	10%	\$ 100,947	\$ -	0%	\$ 100,947
Langton Spieth	1	Community relations	A. Bennett	1/1/2021	12/31/2021	5/14/2021	12%	\$ 72,000	\$ 24,000	33%	\$ 48,000
Long Building Tech	1	Security Maintenance	H. Chen	8/12/2019	8/31/2021	5/14/2021	20%	\$ 55,000	\$ 48,350	88%	\$ 6,650
Nature Vision	1	Classroom Water Education	M. Brent	1/1/2021	12/31/2021	5/14/2021	12%	\$ 95,000	\$ 28,170	30%	\$ 66,830
Pacifica Law	1	Legal Assistance	H. Chen	1/1/2021	12/31/2021	5/14/2021	12%	\$ 25,000	\$ -	0%	\$ 25,000
Parametrix	1	On Call Civ/Mech/Structural Eng	H. Chen	1/1/2021	12/31/2021	5/14/2021	12%	\$ 100,000	\$ 1,403	1%	\$ 98,598
Production Post	1	WeNeedWater Video Production	A. Bennett	1/1/2021	12/31/2021	5/14/2021	12%	\$ 24,500	\$ 9,000	37%	\$ 15,500
Puget Sound Energy	1	Water Efficiency Rebates	M. Brent	1/1/2021	12/31/2021	5/14/2021	12%	\$ 95,000	\$ 10,388	11%	\$ 84,613
RH2	2	On-Call Electrical Engineering Svcs	H. Chen	1/1/2021	12/31/2021	5/14/2021	12%	\$ 100,000	\$ 11,338	11%	\$ 88,662
RH2	1	Security and SCADA	H. Chen	1/16/2020	N/A	5/14/2021	12%	\$ 347,000	\$ 214,059	62%	\$ 132,941
RH2	3	Wholesale Master Meter Eval	H. Chen	1/21/2020	3/31/2023	5/14/2021	12%	\$ 24,500	\$ -	0%	\$ 24,500
Robinson Noble	1	Water Audits	E. Cebon	10/3/2019	N/A	5/14/2021	12%	\$ 135,060	\$ 46,189	34%	\$ 88,871
Sazan	1	Solor Feasibility Study	M. Brent	8/3/2020	N/A	5/14/2021	12%	\$ 50,000	\$ 50,000	100%	\$ -
SC Words & Pictures Inc.	1	Design Services	A. Bennett	1/1/2021	12/31/2021	5/14/2021	12%	\$ 24,000	\$ 3,915	16%	\$ 20,085
Seattle Public Utilities	1	Garden Hotline	M. Brent	1/1/2021	12/31/2021	5/14/2021	12%	\$ 11,000	\$ 2,875	26%	\$ 8,125
SMC Consulting	1	Water Efficiency Consultant	M. Brent	1/1/2021	12/31/2021	5/14/2021	12%	\$ 24,500	\$ 6,788	28%	\$ 17,713
Source Electric LLC	1	SCADA Improvements Project	H. Chen	5/1/2021	2/1/2022	5/14/2021	0%	\$ 711,892	\$ -	0%	\$ 711,892
Sustainable Water	1	Teacher Fellows program	M. Brent	1/1/2021	12/31/2021	5/14/2021	12%	\$ 60,000	\$ 13,704	23%	\$ 46,296
Tacoma-Pierce County	1	LakeWise	A. Bennett	1/1/2021	12/31/2021	5/14/2021	12%	\$ 120,000	\$ 28,498	24%	\$ 91,502
TeamLogic IT	1	Info Technology Consulting	C. Paulucci	1/1/2021	12/31/2021	5/14/2021	12%	\$ 92,400	\$ 22,322	24%	\$ 70,078
TechniArt	1	Website Orders	M. Brent	1/1/2021	12/31/2021	5/14/2021	12%	\$ 15,900	\$ 1,422	9%	\$ 14,478
Tetra Tech	1	AWIA Risk and Resiliency	M. Thung	11/18/2019	12/31/2020	5/14/2021	12%	\$ 700,000	\$ 396,175	57%	\$ 303,825
Tilth Association	1	Garden Water Efficiency	M. Brent	1/1/2021	12/31/2021	5/14/2021	12%	\$ 24,500	\$ 3,714	15%	\$ 20,786
United Rentals	1	Scissor Lift Purchase	H. Chen	12/3/2021	N/A	5/14/2021	12%	\$ 17,000	\$ 17,000	100%	\$ -
USGS	1	Joint Funding Agre-Streamgaging	M. Gagliardo	1/1/2021	12/31/2021	5/14/2021	12%	\$ 327,000	\$ -	0%	\$ 327,000
Van Ness Feldman	1	General Counsel	C. Paulucci	1/1/2021	12/31/2021	5/14/2021	12%	\$ 800,000	\$ 276,887	35%	\$ 523,113
Vanir Construction Management	1	On-call Construction Management	J. Shimada	5/1/2021	12/31/2022	5/14/2021	0%	\$ 560,000	\$ -	0%	\$ 560,000
Veolia	1	White River-Lake Tapps Reservoir Project Operations and Maintenance Agreement \$1,966,709 Fixed, \$213,990 Var	J. Shimada	1/1/2021	12/31/2021	5/14/2021	12%	\$ 2,180,699	\$ 676,983	31%	\$ 1,503,716
Washington Crane and Hoist	1	Fish Screen Inspection	J. Shimada	2/1/2021	N/A	5/14/2021	95%	\$ 1,950	\$ -	0%	\$ 1,950
Winterbauer and Diamond	1	Legal Assistance	R. Hoffman	1/1/2021	12/31/2021	5/14/2021	12%	\$ 20,000	\$ -	0%	\$ 20,000
Closed Contracts											
Vendor	Closed contract number	Contract title	Cascade manager	Effective Date	End date	Status date	Percent work completed	Contract amount, including amendments	Amount invoiced	Percent invoiced	Contract balance
Lake Tapps Construction	1	Valve House Improvements	H. Chen	12/2/2020	N/A	5/14/2021	100%	\$ 30,978	\$ 30,978	100%	\$ -

# Payment Authorization Warrants and Wire Transfers 5/26/21

Attachment 5

## WHOLESALE WATER

WIRE	Seattle Contract Payment 5/21	\$1,281,113.00
		<u>\$1,281,113.00</u>

## CONSULTANTS

29123	TeamLogic IT of Bellevue, WA	\$10,344.15
29132	David Evans and Associates Inc.	\$5,250.36
29133	GeoEngineers	\$14,167.38
29134	Herrera	\$6,523.93
29136	Jennergy	\$1,000.00
29138	Pace Engineers, Inc.	\$3,720.25
29139	Parametrix	\$1,402.50
29141	SMC Consulting LLC	\$2,700.00
29142	Tacoma Pierce County Health Department	\$9,576.23
29143	City of Kirkland	\$2,138.60
29144	Clark Nuber P.S.	\$15,000.00
29157	Environmental Science Associates (ESA)	\$632.00
29158	Gordon Thomas Honeywell Govern. Affair:	\$7,000.00
29160	Langton/Spieth	\$6,000.00
29163	The Production Post	\$2,500.00
29164	Tacoma Pierce County Health Department	<u>\$11,806.16</u>
		\$99,761.56

## SALARY, BENEFITS AND EXPENSE REIMBURSEMENTS

	Payroll (April)	\$113,130.87
29117	AWC Employee Benefit Trust	\$18,248.70
29126	Vantagepoint 401 Plan	\$32,122.42
29127	Vantagepoint 457 Plan	\$19,616.06
29131	BenefitMall, Inc.	\$72.00
29135	HRA VEBA Trust	\$1,078.00
29146	Henry Chen	\$150.00
29147	Joseph Mickelson	<u>\$965.03</u>
		\$185,383.08

## CONSTRUCTION

29124	HDR	\$4,096.73
29125	RH2 Engineering, Inc.	\$2,627.73
29154	HDR	<u>\$8,508.34</u>
		\$15,232.80

## GENERAL

29118	Code Publishing Co.	\$425.00
29122	Sound Publishing Inc.	\$6,000.00
29128	AT&T FirstNet	\$405.94
29130	Code Publishing Co.	\$101.33
29145	Comcast	\$559.49
29149	JG 520 Building LLC	\$19,383.00
29155	CIT	\$2,249.10
29162	Pacific Office Automation	\$330.35
29166	U.S. BANK	\$7,477.95
29167	Utilities Underground Location Center	<u>\$25.80</u>
		\$36,957.96

## CONSERVATION

29119	Colehour and Cohen	\$3,940.00
29120	SC Words & Pictures, Inc.	\$1,530.00
29121	Lake Washington School District	\$208.86
29148	In Harmony	\$300.00
29150	Nature Vision, Inc.	\$11,987.50
29152	Puget Sound Energy	\$7,037.50
29156	City of Seattle	\$2,875.00
29159	Greg Rabourn	\$500.00
29161	Marianne Binetti	\$500.00
29165	Techniart C S D	<u>\$343.75</u>
		\$29,222.61

## COMPUTER EQUIPMENT AND SOFTWARE

29129	CN Software	<u>\$230.06</u>
		\$230.06

## LAKE TAPPS

29137	LONG Building Technologies, Inc.	\$20,072.34
29140	Praxair Distribution Inc.	\$3.03
29151	Pape Machinery Inc.	\$910.09
29153	Seattle Boat Co.	<u>\$2,449.66</u>
		\$23,435.12

## DESTROYED AND VOIDED CHECKS:

29039

Total Warrants	\$390,223.19
Total Wires	\$1,281,113.00
<b>Total warrants/wire transfers authorized for May 2021</b>	<b>\$1,671,336.19</b>

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Edward Cebon, Chief Economist/Treasurer

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Angela Birney, Secretary/Treasurer

**Cascade Water Alliance  
Monthly Treasurer's Report  
April 2021**

	Operating Fund	Construction Fund	Bond Fund	RCFC Fund	Rate Stabilization Fund	US Bank Payroll Account	All Funds
<b>Beginning Balances, April 1</b>	<b>\$ 12,932,851</b>	<b>\$ 6,700,179</b>	<b>\$ 10,661,311</b>	<b>\$ 1,678,856</b>	<b>\$ 2,125,640</b>	<b>\$ -</b>	<b>\$ 34,098,836</b>
<b>Additions:</b>							
Cash received	\$ 5,831,734	\$ 4,705	\$ 4,196	\$ 1,169	\$ 1,492	\$ -	\$ 5,843,295
Transfers from other Cascade funds	\$ -	\$ -	\$ 832,631	\$ 535,167	\$ -	\$ 113,131	\$ 1,480,929
<b>Total additions</b>	<b>\$ 5,831,734</b>	<b>\$ 4,705</b>	<b>\$ 836,827</b>	<b>\$ 536,336</b>	<b>\$ 1,492</b>	<b>\$ 113,131</b>	<b>\$ 7,324,224</b>
<b>Subtractions:</b>							
Bank fees, payroll, and bond payments	\$ 435	\$ 184	\$ 599	\$ 46	\$ 58	\$ 113,131	\$ 114,453
Warrants paid	\$ 743,449	\$ 33,138	\$ -	\$ -	\$ -	\$ -	\$ 776,587
Wire and other electronic payments	\$ 1,281,113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,281,113
King Co. Investment Pool impairment (realized)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
King Co. Investment Pool impairment (retained)	\$ (80)	\$ (164)	\$ (90)	\$ (114)	\$ (24)	\$ -	\$ (472)
Transfers to other Cascade funds	\$ 1,480,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,480,929
<b>Total subtractions</b>	<b>\$ 3,505,845</b>	<b>\$ 33,158</b>	<b>\$ 509</b>	<b>\$ (68)</b>	<b>\$ 34</b>	<b>\$ 113,131</b>	<b>\$ 3,652,610</b>
<b>Ending Balances, April 30, 2021</b>	<b>\$ 15,258,740</b>	<b>\$ 6,671,725</b>	<b>\$ 11,497,629</b>	<b>\$ 2,215,259</b>	<b>\$ 2,127,097</b>	<b>\$ -</b>	<b>\$ 37,770,450</b>



MEETING MINUTES OF THE  
BOARD OF DIRECTORS  
VIA ZOOM  
APRIL 28, 2021

**1. CALL TO ORDER**

At 3:32 p.m. Chair Stokes called the meeting to order. Board Members confirmed that they received the meeting materials and could hear the speakers clearly.

**2. ROLL CALL**

Board Members Present: the City of Bellevue (Stokes), the City of Kirkland (Sweet), the City of Redmond (Birney), the City of Tukwila (Ekberg), Sammamish Plateau Water & Sewer District (Warren), and Skyway Water and Sewer District (Ault) were present.

Board Member Absent: the City of Issaquah (Pauly)

Board Alternate Present: the City of Bellevue (Lee)

**3. PUBLIC COMMENT**

None.

**4. EXECUTIVE SESSION**

None.

**5. APPROVAL OF AGENDA**

**Motion by Ms. Birney and second by Mr. Warren to approve the meeting agenda as presented. Motion carried unanimously (6-0).**

**6. CHIEF EXECUTIVE OFFICER'S REPORT**

Ray Hoffman reviewed items from the Chief Executive Officer's Report that was included in the Board packet.

**7. CONSENT ACTION ITEM**

A. Board Meeting Minutes for March 24, 2021.

B. Motion to authorize the Chief Executive Officer to execute a contract with the lowest responsible responsive bidder for SCADA and Security Improvement project in an amount not to exceed \$900,000.

- C. Motion to authorize the Chief Executive Officer to execute a Master Consulting Agreement with the highest-rated firm to provide On-Call Construction Management Services in an amount not to exceed \$640,000.

Motion to adopt Resolution No. 2021-03 amending Chapter 5.50 of the Cascade Water Alliance Code and Resolutions 2010-09 and 2012-07.

**Motion by Ms. Sweet and second by Ms. Birney to approve Consent Action Items A-D as presented in the Board Packet. Motion carried unanimously (6-0).**

## **8. OTHER ACTION ITEMS**

- A. Motion to adopt Resolution No. 2021-04 authorizing the Chief Executive Officer to seek an extension of time on water right permits for the Lake Tapps Municipal Supply project.

Mr. Hoffman reminded Board Members that in June 2010, the Board adopted Resolution No. 2010-11 directing the Cascade Chief Executive Officer to request the Washington State Department of Ecology approve the applications to allow Cascade to operate the Lake Tapps Reservoir for municipal water supply.

Mr. Hoffman summarized the Lake Tapps Water Rights and Supply Project timeline. In order to maintain the most flexibility, the recommendation is to seek an extension of time on water right permits for the Lake Tapps municipal supply. Cascade's legal counsel concurs with this recommendation.

**Motion by Ms. Sweet and second by Mr. Warren to adopt Resolution No. 2021-04 authorizing the Chief Executive Officer to seek an extension of time on water right permits for the Lake Tapps municipal supply. Motion carried unanimously (6-0).**

- B. Motion to adopt Resolution No. 2021-06 establishing a policy regarding potential sales of Cascade Water Alliance's water rights.

Prompted by several opportunities that have arisen for potential sale of Cascade Water Alliance's water rights or water supply capacity in support of mitigation projects in the White River, Cascade staff authored Attachment 2 in the Board Packet, Staff Memorandum dated April 28, 2021, Analysis and Recommended Policy Regarding Potential Sales of Cascade's Water Rights, setting forth background, analysis and recommendations. Based on the Staff Memorandum, it is recommended to establish a policy that will guide staff work and Board consideration on these opportunities or other future proposed sales. Mr. Cebron summarized Staff Recommendations 1-4, which were described in the Board Packet.

Mr. Cebron responded to various questions from Board Members. Items discussed included lease options/pricing, time limits, water limits, etc. Mr. Hoffman clarified that any sale or recommendation will be presented to Board Members prior to the final decision.

A decision on Resolution No. 2021-06 was postponed until the July, 2021 Board meeting.

- C. Motion to adopt Resolution No. 2021-05 recognizing Drinking Water Week.

**Motion by Ms. Birney and second by Mr. Warren to adopt Resolution No. 2021-05 recognizing Drinking Water Week. Motion carried unanimously (6-0).**

## 9. BOARD DISCUSSION

### A. Solar Power Feasibility Project

*Staff provided a briefing paper discussing in more detail the results of the solar power feasibility study, including additional information on the payback period and anticipated energy production.*

Mr. Hoffman reminded Board Members that in 2020 the Board authorized staff to undertake a solar power feasibility study to determine the potential for solar power development at selected Cascade-owned properties at the Lake Tapps/White River Project. Staff chose Sazan Environmental Services as the project consultant, who analyzed potential power generation, solar photovoltaic array options, structural and environmental considerations, and financial and funding options at four locations:

- Powerhouse
- Existing Fish Screen
- Upper Conveyance Valvehouse
- Future Water Treatment Plant Site

The study was completed in December 2020. The findings determined that the Powerhouse was found to have the best potential for solar power development of the four locations studied.

The study's 23-year payback period estimate for the Powerhouse solar project is based on conservative assumptions. Authorize Cascade staff to execute a contract with Sazan Environmental Services for the following tasks:

- Assist Cascade in RFP development and Bid Procurement
- Assist Cascade in preparing grant application materials
- Contract Budget: \$10,000
- Timeframe: Begin asap to be eligible for upcoming grant cycles.
- Establish a payback period target of 15 years.
- Investigate similar regional solar power projects.
- Promulgate RFP for solar power installation.
- Report to the Board on responses to RFP, grants, and project viability.

Mr. Hoffman and Mr. Cebron responded to various questions from Board Members.

**Motion by Mr. Warren and second by Ms. Birney to amend the meeting agenda and take action on Agenda Item 9.A. Motion carried unanimously (6-0).**

**Motion by Ms. Birney and second by Mr. Warren to authorize Cascade staff to execute a contract with Sazan Environmental Services for the following tasks:**

- **Assist Cascade in RFP development and Bid Procurement**
- **Assist Cascade in preparing grant application materials**

**Contract Budget: \$10,000**

**Timeframe: Begin as soon as possible to be eligible for upcoming grant cycles.**

**At the question, motion carried unanimously (6-0).**

## **10. COMMITTEE REPORTS**

- A. Executive Committee – No meetings held.
- B. Finance & Management Committee – Meeting held April 20, 2021. The meeting recap was included in the Board packet.
- C. Public Affairs Committee – Meeting held April 7, 2021. The meeting recap was included in the Board packet.
- D. Resource and Management Committee – Meeting held April 8, 2021. The meeting recap was included in the Board packet.

## **11. NEW BUSINESS**

None.

## **12. NEXT REGULAR MEETING**

The next regular Board meeting will be held on May 26, 2021 at 3:30 p.m.

## **13. ADJOURN**

The meeting adjourned at 4:45 p.m.

APPROVED BY:

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John Stokes, Chair

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Penny Sweet, Vice-Chair



## AGENDA MEMORANDUM

### **SUBJECT**

Motion to authorize the Chief Executive Officer to execute an amendment to the existing contract with Parametrix Inc., to provide on-call civil, mechanical, and structural engineering services, increasing the total maximum contract amount by \$100,000.

### **BACKGROUND**

Parametrix provides on-call civil, mechanical, and structural engineering services to Cascade in support of the White River Lake Tapps Reservoir ("WRLTR") facilities, on Cascade-owned drinking water transmission mains, and Cascade-owned wholesale master meters. Services are assigned by task order and include: (1) Planning and Alternatives Analysis Support Services, (2) Design Support Services, and (3) Operations and Maintenance Support Services. The total contract compensation authorized for these services in 2021 is \$100,000.

Cascade's contract with Parametrix is a one-year contract with an option for two additional terms of up to one year with a budget of \$100,000 per year. The contract is currently in its second year. Since January 1, 2021, Cascade has allocated most of the budget under the current contract with Parametrix for the following assigned scopes of work:

Task Order 1	Administrative (for meetings, task order estimating, field investigations, etc.	\$10,000
Task Order 2	Six-Foot Valve Alternatives Analysis	\$25,779
Task Order 3	Thompson's Ditch Permitting Support	\$13,302
Task Order 4	Plunge Pool #1 Spray Mitigation Design	\$29,597
Task Order 5	Fish Screen Gantry Crane Design for Bid Proposal	\$20,418
	<b>TOTAL</b>	<b>\$99,096</b>

Cascade has identified additional civil, mechanical, and structural engineering services needed in 2021 that would best and most efficiently be performed by Parametrix. These include:

- Planning and Alternatives Analysis Support Services related to Cascade's Transmission and Supply Plan (TSP)
- Design Support Services in connection with the upper flowline outage planned for fall 2021. Duties may include, but not be limited to: inspections of facilities (twin pipelines, concrete flowlines, six-foot valve, pipeline intake, fish screen facility, etc.); perform non-destructive testing as necessary of various WRLTR facilities; look for corrosion protection opportunities; and procurement support should any repairs be necessary.

Of the tasks already assigned or planned to be assigned to Parametrix, approximately \$116,000 are in support of the TSP and the Flowline Outage project. The Gantry Crane needs to be repaired to clean and repair the fish screen facility during the flowline outage, and the six-foot valve analysis can only be conducted when Wolslegal Basin is dewatered. Both the TSP and Flowline Outage projects are major undertakings that occur every several years and require engineering services. The TSP is updated every 10 years and the flowline outage occurs every five-to-seven years. In 2022, Cascade expects that the budget of \$100,000 will be sufficient to address the suite of engineering services that Cascade needs in a typical year.

Additional budget in the amount of \$100,000 is necessary for Parametrix to perform the additional tasks, in addition to ensuring sufficient budget remains for any other unanticipated engineering services needed in 2021 within the original scope of work.

This item was presented to the Resource Management Committee on May 13, 2021. The committee recommended it go forward to the May Board meeting under Consent.

### **PROCUREMENT PROCESS**

In 2019, Cascade selected Parametrix to perform on-call civil, mechanical, and structural engineering services after issuing a Request for Qualifications ("RFQ") and conducting a competitive evaluation of multiple firms. The RFQ provides for a one-year contract term starting in 2020, with up to two renewal terms of one-year each. Parametrix is currently in its first one-year renewal term. This amendment would authorize additional budget to the contract that expires December 31, 2021.

### **FISCAL IMPACT**

The requested contract authorization is for an amendment increasing the total contract maximum by \$100,000 inclusive of Washington State sales tax.

Budget Line	2021 Budget	Spent and Committed to Date	Available 2021 Budget	This Action	2021 Remaining Balance
99-On-call Civil, Mechanical and Structural Engineering	\$200,000*	\$100,000	\$100,000	\$100,000	\$0

*\*Cascade transferred \$100,000 from three budget line items that are expected to be underspent in 2021.*

### **OPTIONS**

1. Authorize the Chief Executive Officer to execute an amendment to the existing contract with Parametrix Inc., to provide on-call civil, mechanical, and structural engineering services, increasing the total maximum contract amount by \$100,000.
2. Do not authorize the Chief Executive Officer to enter into a contract with Parametrix and provide alternate direction to staff.

### **RECOMMENDED ACTION**

Authorize the Chief Executive Officer to execute an amendment to the existing contract with Parametrix Inc., to provide on-call civil, mechanical, and structural engineering services, increasing the total maximum contract amount by \$100,000.

### **ATTACHMENTS**

None.

## **AGENDA MEMORANDUM**

### **SUBJECT**

Motion to authorize the Chief Executive Officer to execute a contract with the lowest responsible responsive bidder for the Fish Screen Crane project in an amount not to exceed \$240,000.

### **BACKGROUND**

Cascade's crane at the fish screen facility is a 10-ton double girder-powered gantry crane that was originally installed by Puget Sound Energy (PSE). Cascade uses the crane several times each month, particularly in the spring and fall, to maintain the fish screen facility. This includes working on the weir, lowering the work boat into the water to check and clean the screens and brushes, and removing debris from the trash rack. During this fall's Flowline Outage project, the crane will be used to raise and lower the screen and equipment to allow Cascade to inspect the fish screen facility more thoroughly, make repairs and clean out sediment.

Although the crane is used exclusively outdoors, the type of crane that PSE installed is intended for indoor use and is no longer functioning properly. Cascade conducted a full inspection of the crane earlier this year and found numerous deficiencies. Repairs to the crane will include the following:

- Replacing the control panel and wiring.
- Repairing/replacing the hoist assembly.
- Installing a motorized cable reel.
- Replacing the festoon.
- Replacing the trolley and gantry drive motors and associated equipment.

Cascade explored but rejected the option of replacing the crane because the manufacturing lead time for a new crane is a minimum of 14-16 weeks. Adding in the installation time, the project would not be completed in time for the Flowline Outage. Furthermore, according to the vendor who recently inspected the existing crane, the repairs that Cascade is planning to make should extend the life of the crane by 30 to 40 years.

Based on the results of the inspection and cost estimates performed by Cascade's on-call civil engineering firm, Cascade's request to the Resource Management Committee for this project is a not-to-exceed amount of \$240,000. This conservative amount includes a premium for expedited shipping on the replacement parts, an inflator for parts and materials costs that are on the rise nationwide, and a contingency.

This item was presented to the Resource Management Committee on May 13, 2021.

### **PROCUREMENT PROCESS**

Later in May, Cascade will advertise the project in the Daily Journal of Commerce and Tacoma News Tribune and bids will be due by early-June. Cascade intends to award the contract to the lowest responsible responsive bidder consistent with CWAC 5.60.060.

**FISCAL IMPACT**

Budget Line	2021 Budget	Spent and Committed to Date	Available 2021 Budget	This Action	2021 Remaining Balance
Upper Conveyance (CIP)	\$1,094,000	\$75,375	\$1,018,625	\$240,000	\$778,625

**OPTIONS**

1. Authorize the Chief Executive Officer to execute a contract with the lowest responsible responsive bidder for the Fish Screen Crane project in an amount not to exceed \$240,000.
2. Do not authorize the Chief Executive Officer to enter a contract with the lowest responsive bidder for the fish Screen Crane project and provide alternate direction to staff.

**RECOMMENDED ACTIONS**

Authorize the Chief Executive Officer the Chief Executive Officer to execute a contract with the lowest responsible responsive bidder for the Fish Screen Crane project in an amount not to exceed \$240,000.

**ATTACHMENTS**

None.



## FINANCE & MANAGEMENT COMMITTEE

Penny Sweet, Chair, City of Kirkland

John Stokes, City of Bellevue

Mary Lou Pauly, City of Issaquah

Jeralee Anderson, City of Redmond

Conrad Lee, City of Bellevue

### RECAP

Tuesday, May 18, 2021

1:30 PM – 3:00 PM

Held Via Zoom Meeting

#### Call to Order

1. Chair Comments.
2. Executive Session.
3. Items Recommended for Action at the May 26, 2021 Board Meeting.

- A. Water Supply Development Fund.** Motion to adopt Resolution No. 2021-\_\_ establishing the Water Supply Development Fund in the Cascade Water Alliance Code and amending Sections 5.10.020, 5.20.040 and 6.65.040 of the code.

*Recap: The committee discussed the need to inform Member boards/councils about Cascade's supply mission and strategy as context for the WSDF implementation. It was agreed to postpone action on the WSDF until after the June Board workshop, with the intent remaining to have the fund in place and active by year-end. This item will be removed from the May Board agenda.*

#### 4. Discussion Items.

- A. RCFC Structure – Affordability.** This is a discussion item only. Staff will not be seeking Board action this month on changes to the RCFC structure for affordability. Staff will update the committee on the proposal and review an example of how the RCFC adjustment could be addressed.

*Recap: There was discussion of the role of a Cascade program relative to various utility and general fund initiatives. There was general support for a Cascade program, especially as it is cost-based and reflects cost savings that Cascade can expect from reduced water demands. Staff will continue to develop a complete package for future committee and Board consideration.*

#### 5. Next Meeting Date and Location.

The next meeting will be held Tuesday, June 15, 2021, 1:30 p.m. at Cascade's office or via Zoom.



## PUBLIC AFFAIRS COMMITTEE

Angela Birney, Chair, City of Redmond  
John Stokes, City of Bellevue  
Allan Ekberg, City of Tukwila  
Conrad Lee, City of Bellevue  
Ryika Hooshangi, Sammamish Plateau Water

### RECAP Wednesday, May 5, 2021 9:00 AM – 10:00 AM

#### Call to Order

1. Chair Comments.
2. Executive Session.
3. Recommended for action at the May 26, 2021, Board Meeting.
4. Discussion Items.

**A. Legislative Update.** The state legislative session has come to a close, and staff will provide a final update on this session's bills.

***Recap:** The session concluded with the legislature passing a cap-and-trade bill along with a low carbon fuel standard bill. Neither can go into effect unless a transportation package is passed with a five-cent gas tax increase. Several bills that Cascade monitored passed the legislature and are awaiting the Governor's signature. The Local Government Fiscal Flexibility bill (E2SHB 1069) includes provisions to allow a city utility lien to be applied for charges due beyond four months when there has been an emergency declaration by the Governor. And the Lead in Drinking Water bill (E2SHB 1139) requires certain schools to sample and test their water supply. The moratorium that prohibits utility late charges and shut-offs is still in place but may be lifted in July.*

**B. RCFC Structure – Affordability.** Staff will update the Committee on guidance received from the Finance and Management Committee and the plan for continued development of the RCFC affordability proposal.

***Recap:** Staff shared the following feedback from the Finance and Management Committee:*

- *Develop a definition of qualified projects;*
- *Using number of fixtures as the basis of the charge, amend the RCFC methodology, identify administrative requirements and provide examples;*
- *Investigate offering an additional reduction based on conservation measures that go above and beyond regulatory requirements.*

*The Finance and Management Committee will continue to work on a proposal and will review with other committees before Board consideration for adoption in late summer or fall.*

**C. Water Supply Development Fund.** Staff will update the Committee on the proposal to develop and implement a Water Supply Development Fund.

***Recap:** Staff provided a status report on the development of the Water Supply Development Fund (WSDF). The proposal will move through the committees and Board in several resolutions. The first resolution will establish the actual fund and adopt a policy framework. Future resolutions would enable the transfer of funding, amend the budget and other actions to fully authorize the fund and its use. Depending on action by the Finance and Management Committee, the first resolution could be before the Board in May.*

**D. Printz Basin Encroachments/Summer Preparations.** Cascade has identified several encroachments, such as docks, on its property within Printz Basin to the east of the Lake Tapps Reservoir. Printz Basin is completely closed to the public and enforced as a no-trespassing area because it is part of the operating utility facilities. Attached is a report of the encroachments.

***Recap:** Staff presented information on encroachments at Printz Basin, including general trespassing and specific encroachments, such as installing docks on Cascade's property. A general letter was sent to about 40 adjacent property owners to inform them that Printz Basin is a restricted area. Staff described some of the responses that have been received from homeowners after they received the letter. Next steps include sending specific letters to property owners who have encroached on Cascade's property and have not contacted Cascade about removing the encroachments.*

## **5. Next Meeting Date and Location.**

***The Committee cancelled the June 2 meeting.***



**RESOURCE MANAGEMENT COMMITTEE**  
Lloyd Warren, Chair, Sammamish Plateau Water  
John Stokes, City of Bellevue  
Jon Ault, Skyway Water & Sewer District  
Ryika Hooshangi, Sammamish Plateau Water  
Zach Hall, City of Issaquah

**RECAP**  
**Thursday, May 13, 2021**  
**2:00 PM – 3:30 PM**  
**Held via Zoom**

**1. Chair Comments.**

**2. Executive Session.**

**3. Items Recommended for Action at the May 26, 2021, Board Meeting.**

- A. Parametrix Amendment.** Motion to authorize the Chief Executive Officer to execute an amendment to the On-Call Civil, Mechanical and Structural Engineering Services contract with Parametrix Inc., a Washington corporation, increasing the contract amount by \$100,000.

*Recap: Staff provided an overview of the requested contract amendment, and the committee recommended it go forward to the Board as a consent item.*

- B. Fish Screen Crane Project.** Motion to authorize the Chief Executive Officer to execute a contract with the lowest responsible responsive bidder for the Fish Screen Crane project in an amount not to exceed \$240,000.

*Recap: Staff provided an overview of the requested contract, and the committee recommended it go forward to the Board as a consent item.*

**4. Discussion Items.**

- A. Outage Update.** Cascade plans to dewater the flowline in September or October this year to perform inspection, cleaning, repairs and sediment removal in the Upper Conveyance system. Staff will share information with the Committee on the projects planned during the flowline outage.

*Recap: Staff presented information on the flowline outage project, including the various activities that Cascade plans to undertake during the outage. Staff will provide the committee with updates on the project and will return with any new contract requests over \$25,000.*

- B. Water Supply Development Fund.** Staff will update the Committee on the proposal to develop and implement a Water Supply Development Fund.

*Recap: The committee reviewed the proposed resolution and process, raising questions regarding timing and flexibility which were addressed by staff.*



- C. RCFC Structure - Affordability.** Staff will update the Committee on guidance received from the Finance and Management Committee and the plan for continued development of the RCFC affordability proposal.

***Recap:** The committee reviewed the cost-based RCFC affordability concept and raised questions regarding the use of fixture units, ensuring that the program results in the intended benefits, and the cost of the program.*

- D. Printz Basin Encroachments/Summer Prep.** Staff will update the Committee on the status of addressing encroachment in Printz Basin and steps we are taking to manage trespassing and recreational safety issues in and around Lake Tapps ahead of the summer season.

***Recap:** Staff shared responses to the educational letter sent to homeowners around Printz Basin and discussed next steps. Information was also shared about how Cascade is preparing for the summer, including signage, fencing, and patrolling.*

- E. Regular Report on Water Quality.** This item will update the Committee on various water quality items including a golden algae bloom in Lake Tapps Reservoir, the status of the proposed Pierce County comprehensive plan text amendment and flume trail negotiations.

***Recap:** Staff shared several water quality updates. The Pierce County Council adopted Cascade's proposed comprehensive plan text amendment, providing a much-needed policy framework for additional water quality collaboration between Cascade and Pierce County. An algae bloom earlier in the spring led to calls and questions from homeowners but was ultimately determined to be a non-toxic golden algae bloom that resolved on its own. Finally, flume trail negotiations are proceeding with most maintenance and operations issues resolved. Compensation and benefits to Cascade are still being discussed. Cascade is proposing that Pierce County commit over a period of time to pretreat its stormwater outfalls that discharge to Cascade's flow line and ultimately the Lake Tapps Reservoir.*

## **5. Next Meeting Date and Location.**

The next meeting will be Thursday, June 10, 2021, from 2:00 p.m. – 3:30 p.m. via Zoom or at Cascade's office.