

multi-visit, deeper dive into a specific water-related topic chosen by the teacher. As schools have returned to normal operations, these programs are in high demand.

- x Working with Skyway staff, Cascade is planning to soon visit several Skyway apartment complexes to distribute free toilet leak detection dye.
- x The Cascade Gardener Spring Series kicked off in March with more than 1,500 people pre-registered for the classes. The classes have been well attended and have received excellent reviews. The final class will be on April 30th. A summer series may be held.
- x In February, Cascade provided 113 rebates for high efficiency clothes washers in partnership with Puget Sound Energy (as of April 15, March program information from Puget Sound Energy has not been received).
- x The Sustainability Ambassadors have completed or initiated program alignment tables to align student action projects with all Cascade member climate action/sustainability plans, which include important elements of water conservation and protection.
- x Working with Redmond staff, Cascade will offer a Watershed Ecology field trip for adults and families at Farrel-McWhirter Farm Park on April 30.
- x Cascade is assisting Kirkland staff with supplies and new water sampling kits for residents who are interested in becoming a water monitor for Kirkland streams.
- x Cascade is working with Brilliant Marketing, a social media promotion company, to develop a strategic plan that will better promote Cascade programs and create additional engagement of Cascade's social media platforms with residents.

Intergovernmental and Communications

- x The state legislative session ended on March 10, and the final operating budget includes \$100 million for ratepayer assistance. The Department of Commerce is currently working on the details of what information water utilities will have to provide to access funding for impacted customers. Water utilities will need to opt into the program by May 27. Cascade staff will continue to provide program information via email to member staff and Board members as it becomes available.
- x Cascade staff continue to track how federal funding from the recently enacted Infrastructure Investment and Jobs Act (IIJA), such as PFAS project funding, will be distributed to the state and made available to water utilities. The state Department of Health has indicated that the first round of IIJA funding through the Drinking Water State Revolving Fund will open for applications in the fall. Several Cascade members are also seeking earmarks for local water projects from Washington's federal delegation. Cascade has provided letters of support for those projects.
- x The Cascade - Four Cities Meeting (Auburn, Buckley, Bonney Lake, and Sumner) will take place in-person on June 1 at Cascade's Lake Tapps office in Sumner. Mayor Angela Birney will attend as the Board's representative. The Lake Tapps Community Meeting is scheduled to be held on June 2 in the evening, also in-person, at North Tapps Middle School. Mayor Penny Sweet will attend as the Board's representative. Other Board members and alternates are invited to attend the meetings as well. Please let Cascade staff know if you are planning to attend.

Planning

No new updates this month.

Attachments

1. Budget to Actual Expenditure Report through March 31, 2022.
2. Statement of Revenues and Expenditures through March 31, 2022.
3. Statement of Net Position as of March 31, 2022.
4. Contract Status Summary.
5. Monthly Warrants Listing.
6. Monthly Treasurer's Report as of March 31, 2022.

Cascade Water Alliance
 Budget to Actual Expenditure Report
 January 1- March 31, 2022
 25% of the year completed

Administration	Budget	Actual	Balance	% Expended
Salaries	\$ 1,015,001	\$ 311,896	703,105	30.7%
Benefits	226,845	91,529	135,316	40.3%
Wellness program	5,000	45	4,955	0.9%
Prof. Fee (Technical)	232,000	15,486	216,514	6.7%
Prof. Fee (Legal)	885,000	252,329	632,672	28.5%
Prof. Fee (Audit)	100,900	10,776	90,124	10.7%
Prof. Fee (Other)	50,000	2,330	47,670	4.7%
Seismic Resiliency	100,000	1,287	98,713	1.3%
Meetings Expense	11,000	698	10,302	6.3%
Telephone/Internet	37,000	14,561	22,439	39.4%
Office Rent	241,749	100,252	141,497	41.5%
Office Supplies Admin.	20,000	1,407	18,593	7.0%
Equip. and Furniture	10,000	6,997	3,003	70.0%
Bank Fees	600	84	516	14.0%
Dues & Subscriptions	55,000	14,529	40,471	26.4%
Taxes/Licenses	16,000	9,628	6,372	60.2%
Travel	12,000	2,397	9,603	20.0%
Professional Dev.	22,000	17,130	4,870	77.9%
Computer Equipment	25,000	5,985	19,015	23.9%
Software Licenses	38,000	2,901	35,099	7.6%
Postage & Delivery	3,000	380	2,620	12.7%
Printing & Repro.	10,000	0	10,000	0.0%
Insurance	132,963	122,088	10,876	91.8%
Contingency	391,798	0	391,798	0.0%
Total	\$ 3,640,856	\$ 984,714	\$ 2,656,142	27.0%

Debt Service	Budget	Actual	Balance	% Expended
Bond Debt Service	9,779,981	5,151,171	4,628,811	52.7%
Total	\$ 9,779,981	\$ 5,151,171	\$ 4,628,811	52.7%

Conservation	Budget	Actual	Balance	% Expended
Salaries	\$ 168,466	\$ 29,129	\$ 139,336	17.3%
Benefits	46,908	7,360	39,548	15.7%
Prof. Fee (Technical)	35,000	10,729	24,271	30.7%
Rebate Reimb. Com.	75,000	14,954	60,047	19.9%
Irrigation Audit	25,000	0	25,000	0.0%
Comm. and Public I	312,500	118,415	194,085	37.9%
Misc. Serv. and Sup.	82,000	8,463	73,537	10.3%
Total	\$ 744,874	\$ 189,050	\$ 555,824	25.4%

Com. and Intergovern	Budget	Actual	Balance	% Expended
Salaries	\$ 118,571	\$ 33,575	\$ 84,996	28.3%
Benefits	26,410	8,015	18,395	30.3%
Prof. Fee (Technical)	15,000	4,600	10,400	30.7%
Prof. Fee (Other)	165,000	41,545	123,455	25.2%
Sponsorships	30,000	6,000	24,000	20.0%
Comm. and Public I	280,000	17,525	262,475	6.3%
Total	\$ 634,981	\$ 111,259	\$ 523,721	17.5%

Operations-General	Budget	Actual	Balance	% Expended
Wholesale Water	\$ 22,730,886	\$ 5,707,421	\$ 17,023,465	25.1%
Salaries	26,043	3,705	22,338	14.2%
Benefits	15,265	893	14,372	5.8%
BIP O&M	30,000	674	29,326	2.2%
Pipeline Prop. O&M	15,000	543	14,457	3.6%
PWTF Loan Debt	40,461	0	40,461	0.0%
Total	\$ 22,857,654	\$ 5,713,236	\$ 17,144,418	25.0%

Cascade Water Alliance
 Budget to Actual Expenditure Report
 January 1- March 31, 2022
 25% of the year completed

Operations-Lake Tapps	Budget	Actual	Balance	% Expended
Salaries	\$ 471,830	\$ 97,843	\$ 373,987	20.7%
Benefits	91,667	24,019	67,648	26.2%
Prof. Fee (Technical)	795,600	99,582	696,018	12.5%
Prof. Fee (Other)	15,000	0	15,000	0.0%
Meetings Expense	4,000	676	3,324	16.9%
Telephone/Internet	1,500	177	1,323	11.8%
Office Supplies	19,700	2,365	17,335	12.0%
Equipment & Furn.	29,000	13,284	15,716	45.8%
Taxes/Licenses	13,500	13,044	456	96.6%
Travel	17,000	3,714	13,286	21.8%
Professional Dev.	2,500	585	1,915	23.4%
Software Licenses	15,000	10,878	4,122	72.5%
Permitting Costs	8,000	3,241	4,759	40.5%
Misc. Serv. and Sup.	34,000	3,723	30,277	11.0%
LT Operator	2,296,120	338,449	1,957,671	14.7%
Unplanned O&M	285,500	262,543	22,957	92.0%
Misc. Facility Repairs	102,000	3,137	98,863	3.1%
USGS Joint Fund	337,500	78,400	259,101	23.2%
Construction Management	100,000	0	100,000	0.0%
Outage	200,000	0	200,000	0.0%
Milfoil Control	175,000	3,123	171,877	1.8%
Vendor Services	36,000	3,364	32,636	9.3%
Water Quality Management	150,000	28,588	121,412	19.1%
Dike and Roads Maintenance	33,000	26,068	6,932	79.0%
Total	\$ 5,233,417	\$ 1,016,802	\$ 4,088,272	19.4%
Total Operating Budget	\$ 42,891,763	\$ 13,166,232	\$ 29,597,187	30.7%
Capital Projects (multi-yr bdgt not shown)	Budget	Actual	Balance	% Expended
Upper Conveyance Projects	\$ 2,075,000	26,119	2,048,881	1.3%
Meters	50,000	0	50,000	0.0%
Equipment	50,000	12,593	37,407	25.2%
Security and SCADA	400,000	247,065	152,935	61.8%
Tacoma Agreement	5,975,463	5,975,463	0	100.0%
Capital Risk	550,000	0	550,000	0.0%
IT Infrastructure	35,000	0	35,000	0.0%
Total CIP Budget	\$ 9,135,463	\$ 6,261,241	\$ 2,874,222	68.5%
Total Overall Budget	\$ 52,027,226	\$ 19,427,473	32,599,753	37.3%

Cascade Water Alliance
Statement of Revenues and Expenditures
From 1/1/2022 Through 3/31/2022

Attachment 2

Operating Revenue	
Water sales	\$ 7,430,225
Administrative dues	3,741,337.00
Conservation program	141,526.00
Total Operating Revenue	11,313,088.00
Operating Expenses	
Cost of water sold	3,261,383.00
Salaries and benefits	644,131.49
Professional services	430,421.10
Conservation program	14,953.50
Depreciation and amortization	787,088.41
Communication and public information	133,153.35
Office expenses	201,892.07
Operations	425,314.18
Bank charges	83.83
Rent	59,764.26
Maintenance	307,491.92
Dues and subscriptions	17,974.00
Miscellaneous	8,278.65
Total Operating Expenses	6,291,929.76
Operating Income	5,021,158.24
Non-Operating Revenue (Expenses)	
Interest income	123,924.01
Other income	12,272.69
Interest expense, net of amount capitalized	(1,239,844.42)
Total Non-Operating Revenue (Expenses)	(1,103,647.72)
Increase in Net Assets	3,917,510.52
Net Assets, Beginning of Year	122,351,351.82
Net Assets, End of Year	\$ 126,268,862

Cascade Water Alliance
Statement of Net Position
As of 3/31/2022

Attachment 3

Assets	
Current Assets	
Cash and cash equivalents	\$ 20,969,097
Accounts receivable	6,716,791
Prepaid expenses	80,499
Total Current Assets	<u>27,766,387</u>
Capital Assets	
Equipment and furniture	2,044,247
Seattle water contract	22,267,611
Bellevue Issaquah pipeline	22,276,944
Tacoma water contract	119,740,687
Less accumulated depreciation and amortization	(53,006,462)
Total Capital Assets	<u>113,323,027</u>
Projects in process and assets not yet in service	
Lake Tapps	104,220,684
Tacoma Cascade pipeline	26,539,385
Total Projects in process and assets not yet in service	<u>130,760,069</u>
Restricted cash and cash equivalents	21,168,776
Total Assets	<u><u>293,018,259</u></u>
Liabilities	
Current liabilities	
Payables and accrued liabilities	987,681
Accrued interest	410,611
Long-term debt current portion	
Bonds Payable-Current Portion	6,760,000
Other	39,474
Total Long-term debt current portion	<u>6,799,474</u>
Total Current liabilities	<u>8,197,766</u>
Long-term Liabilities	
Long-term debt	88,538,422
Tacoma contract	59,992,082
Seattle contract	5,000,000
Bond premium, net of amortization	4,942,724
Total Long-term Liabilities	<u>158,473,228</u>
Total Liabilities	166,670,994
Net Assets	
Restricted for debt service	102,288,447
Unrestricted	24,058,817
Total Net Assets	<u>126,347,265</u>
Total Liabilities & Net Assets	<u><u>\$ 293,018,259</u></u>

Consultant and Other Vendor 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
Artisan Electric	1	Powerhouse Solar Energy Project	M. Brent	10/1/2021	12/31/2022	4/19/2022	10%	\$ 273,000	\$ 72,104	26%	\$ 200,896
Aspect	1	Water Supply Modeling	R. Hoffman	5/6/2020	N/A	4/19/2022	15%	\$ 24,900	\$ 6,425	26%	\$ 18,475
Aspect	2	Water Resources Services	R. Hoffman	8/17/2018	N/A	4/19/2022	98%	\$ 60,000	\$ 58,251	97%	\$ 1,749
Brilliant Marketing	1	We Need Water Strategy Planning	M. Brent	3/16/2022	12/31/2022	4/19/2022	10%	\$ 22,500	\$ 1,275	6%	\$ 21,225
Clark Nuber	1	Annual Financial Audit and Quarterly AUPs	R. Hoffman	1/1/2022	N/A	4/19/2022	20%	\$ 70,500	\$ 9,034	13%	\$ 61,466
Colehour and Cohen	1	Staffing for classes and events	M. Brent	1/1/2022	12/31/2022	4/19/2022	8%	\$ 89,990	\$ 42,567	47%	\$ 47,423
David Evans	1	On-call Land Surveyor	H. Chen	1/1/2022	12/31/2022	4/19/2022	8%	\$ 75,000	\$ 3,746	5%	\$ 71,254
David McGrath	1	Irrigation Efficiency Assistance	M. Brent	1/1/2022	12/31/2022	4/19/2022	20%	\$ 20,500	\$ -	0%	\$ 20,500
Environmental Science Assoc (ESA)	1	Aquatic Plant Management	H. Chen	1/1/2022	12/31/2022	4/19/2022	8%	\$ 24,900	\$ 3,123	13%	\$ 21,777
GeoEngineers Inc.	1	Dam Engineering/Hydrology/Geotech	H. Chen	1/1/2022	12/31/2022	4/19/2022	8%	\$ 160,000	\$ 54,284	34%	\$ 105,716
Gordon Thomas Honeywell	1	State legislative outreach	A. Bennett	1/1/2022	12/31/2022	4/19/2022	8%	\$ 84,000	\$ 21,000	25%	\$ 63,000
Herrera Environmental	2	WQ Monitoring Program	H. Chen	8/19/2019	N/A	4/19/2022	95%	\$ 495,000	\$ 493,438	100%	\$ 1,562
Holocene	1	Plunge Pool Timber Wall Drilling	J. Shimada	1/22/2022	N/A	4/19/2022	98%	\$ 5,092	\$ 6,772	133%	\$ (1,680)
HDR	1	MMD Fish Passage Design Review	H. Chen	12/1/2015	N/A	4/19/2022	95%	\$ 1,041,100	\$ 950,972	91%	\$ 90,129
HDR	2	Conservation Plan Potential Assessment	M. Brent	5/21/2021	N/A	4/19/2022	50%	\$ 18,900	\$ 18,870	100%	\$ 30
Jacobs Engineering Group	1	Demand Forecast Model Support Services	M. Thung	8/20/2021	12/31/2022	4/19/2022	5%	\$ 5,000	\$ -	0%	\$ 5,000
Jennergy	1	Website assistance	A. Bennett	1/1/2022	12/31/2022	4/19/2022	8%	\$ 15,000	\$ 4,600	31%	\$ 10,400
Johansen Excavating	1	Emergency Headgate Repair	H. Chen	5/5/2021	N/A	4/19/2022	10%	\$ 100,947	\$ -	0%	\$ 100,947
Johansen Excavating	2	Flowline Outage Maintenance	J. Shimada	8/12/2021	N/A	4/19/2022	75%	\$ 540,000	\$ 372,166	69%	\$ 167,834
Johansen Excavating	3	Emergency Landslide Remediation	J. Shimada	1/18/2022	3/31/2022	4/19/2022	50%	\$ 200,000	\$ 162,795	81%	\$ 37,205
Langton Spieth	1	Community relations	A. Bennett	1/1/2022	12/31/2022	4/19/2022	75%	\$ 72,000	\$ 18,000	25%	\$ 54,000
Lake Tapps Construction	1	Valve House Improvements	J. Shimada	12/2/2020	N/A	4/19/2022	5%	\$ 28,710	\$ -	0%	\$ 28,710
Long Building Tech	1	Security Maintenance	H. Chen	8/12/2019	10/31/2022	4/19/2022	80%	\$ 55,000	\$ 41,843	76%	\$ 13,157
Media for International Development	1	WeNeedWater Video Production	A. Bennett	1/1/2022	12/31/2022	4/19/2022	5%	\$ 24,500	\$ -	0%	\$ 24,500
Nature Vision	1	Classroom Water Education	M. Brent	1/1/2022	12/31/2022	4/19/2022	8%	\$ 95,000	\$ 34,211	36%	\$ 60,789
Pacifica Law	1	Legal Assistance	H. Chen	1/1/2022	12/31/2022	4/19/2022	8%	\$ 25,000	\$ -	0%	\$ 25,000
Parametrix	1	On Call Civ/Mech/Structural Eng	H. Chen	1/1/2022	12/31/2022	4/19/2022	8%	\$ 250,000	\$ 17,992	7%	\$ 232,008
Performance Dimensions	1	Executive Coaching Services	M. Thung	6/21/2021	12/31/2022	4/19/2022	65%	\$ 24,500	\$ 19,250	79%	\$ 5,250
Puget Sound Energy	1	Water Efficiency Rebates	M. Brent	1/1/2022	12/31/2022	4/19/2022	8%	\$ 72,000	\$ 15,119	21%	\$ 56,882
RH2	2	On-Call Electrical Engineering Svcs	H. Chen	1/1/2022	12/31/2022	4/19/2022	8%	\$ 100,000	\$ 17,421	17%	\$ 82,579
RH2	1	Security and SCADA	H. Chen	1/16/2020	N/A	4/19/2022	80%	\$ 347,000	\$ 323,921	93%	\$ 23,079
RH2	3	Wholesale Master Meter Eval	H. Chen	1/21/2020	3/31/2023	4/19/2022	8%	\$ 24,500	\$ 1,342	5%	\$ 23,158
Robinson Noble	1	Water Audits	E. Cebron	10/3/2019	N/A	4/19/2022	60%	\$ 135,060	\$ 99,419	74%	\$ 35,641
Sazan	2	Solar Power Project	M. Brent	5/25/2021	N/A	4/19/2022	8%	\$ 10,000	\$ -	0%	\$ 10,000
SC Words & Pictures Inc.	1	Design Services	A. Bennett	1/1/2022	12/31/2022	4/19/2022	8%	\$ 24,000	\$ 2,545	11%	\$ 21,455
Seattle Public Utilities	1	Garden Hotline	M. Brent	1/1/2022	12/31/2022	4/19/2022	8%	\$ 12,000	\$ -	0%	\$ 12,000
SMC Consulting	1	Water Efficiency Consultant	M. Brent	1/1/2022	12/31/2022	4/19/2022	8%	\$ 24,500	\$ 5,060	21%	\$ 19,440
Source Electric LLC	1	SCADA Improvements Project	H. Chen	5/1/2021	2/1/2022	4/19/2022	8%	\$ 711,892	\$ 540,987	76%	\$ 170,904
Sustainable Water	1	Teacher Fellows program	M. Brent	1/1/2022	12/31/2022	4/19/2022	8%	\$ 60,000	\$ 19,028	32%	\$ 40,972
Tacoma-Pierce County	1	LakeWise	A. Bennett	1/1/2022	12/31/2022	4/19/2022	8%	\$ 120,000	\$ 14,340	12%	\$ 105,660
TeamLogic IT	1	Info Technology Consulting	C. Paulucci	1/1/2022	12/31/2022	4/19/2022	8%	\$ 104,000	\$ 12,660	12%	\$ 91,340
TechniArt	1	Website Orders	M. Brent	1/1/2022	12/31/2022	4/19/2022	8%	\$ 15,900	\$ 1,227	8%	\$ 14,673
Tetra Tech	1	AWIA Risk and Resiliency	M. Thung	11/18/2019	12/31/2022	4/19/2022	75%	\$ 700,000	\$ 498,982	71%	\$ 201,018
Tilth Association	1	Garden Water Efficiency	M. Brent	1/1/2022	12/31/2022	4/19/2022	10%	\$ 24,500	\$ 5,226	21%	\$ 19,274

USGS	1	Joint Funding Agre-Streamgaging	H. Chen	1/1/2022	12/31/2022	4/19/2022	0%	\$ 327,000		0%	\$ 327,000
Transpo Group	1	GIS Program Technical Support	J. Shimada	2/3/2022	7/31/2023	4/19/2022	5%	\$ 24,000	\$ 3,420	14%	\$ 20,580
USGS	1	Joint Funding Agre-Streamgaging	H. Chen	1/1/2022	12/31/2022	4/19/2022	10%	\$ 327,380	\$ 78,400	24%	\$ 248,981
Vanir Construction Management, Inc.	1	On-call Construction Management	J. Shimada	5/1/2021	12/31/2022	4/19/2022	10%	\$ 560,000	\$ 47,624	9%	\$ 512,376
VanNess Feldman	1	General Counsel	R. Hoffman	1/1/2022	12/31/2022	4/19/2022	15%	\$ 850,000	\$ 252,329	30%	\$ 597,672
Veolia	1	White River-Lake Tapps Reservoir Project Operations and Maintenance Agreement \$2,027,110 Fixed, \$253,926 Var	J. Shimada	1/1/2022	12/31/2022	4/19/2022	8%	\$ 2,281,036	\$ 400,069	18%	\$ 1,880,967
Washington Crane and Hoist Co	1	Fish Screen Gantry Crane Inspection	J. Shimada	2/9/2022	N/A	4/19/2022	10%	\$ 1,950	\$ -	0%	\$ 1,950
Winterbauer and Diamond	1	Legal Assistance	R. Hoffman	1/1/2022	12/31/2022	4/19/2022	10%	\$ 20,000	\$ -	0%	\$ 20,000

Payment Authorization Warrants and Wire Transfers 4/27/22

Attachment 5

WHOLESALE WATER

WIRE	Seattle Contract Payment 4/22	\$1,223,019.00
		<u>\$1,223,019.00</u>

CONSULTANTS

29843	Aspect Consulting	\$3,358.50
29853	Environmental Science Associates (ESA)	\$2,039.50
29854	Herrera	\$9,984.04
29859	LONG Building Technologies, Inc.	\$20,674.51
29862	Parametrix	\$9,815.94
29864	RH2 Engineering, Inc.	\$11,568.17
29865	Robinson Noble	\$2,477.50
29867	Tacoma Pierce County Health Department	\$6,583.08
29868	TeamLogic IT of Bellevue, WA	\$6,146.94
29870	Van Ness Feldman, LLP	\$86,096.50
29879	Jennergy	\$1,150.00
29904	GeoEngineers	\$36,381.00
29905	Gordon Thomas Honeywell Govern. Affair	\$7,000.00
29906	HDR	\$1,343.82
29907	Herrera	\$11,915.36
29910	Jennergy	\$1,150.00
29911	Langton/Spieth	\$6,000.00
29913	Pace Engineers, Inc.	\$337.81
29917	RH2 Engineering, Inc.	\$3,671.69
29920	Tacoma Pierce County Health Department	\$7,757.32
29921	Transpo Group	\$3,420.00
29923	Van Ness Feldman, LLP	\$79,205.50
		<u>\$318,077.18</u>

SALARY, BENEFITS AND EXPENSE REIMBURSEMENTS

	Payroll (March)	\$124,641.44
29840	Vantagepoint 401 Plan	\$35,251.67
29841	Vantagepoint 457 Plan	\$21,053.61
29844	AWC Employee Benefit Trust	\$18,943.13
29850	Jay Evans	\$273.00
29851	Paula Anderson	\$14.86
29852	Christopher N. Paulucci	\$60.84
29856	HRA VEBA Trust	\$1,078.00
29877	Joseph Mickelson	\$1,224.38
29878	Melina Thung	\$194.22
		<u>\$202,735.15</u>

LAKE TAPPS

29847	Char Farman	\$450.00
29855	Honey Bucket	\$163.85
29858	Linde Gas & Equipment Inc.	\$2.74
29871	Veolia Water North America	\$168,925.83
29881	Johansen Construction Company, Inc.	\$17,342.63
29884	Pierce County Budget & Finance	\$7,172.33
29908	Holocene Drilling Inc.	\$1,780.21
29909	Honey Bucket	\$163.85
29912	Linde Gas & Equipment Inc.	\$280.01
		<u>\$196,281.45</u>

CONSTRUCTION

29837	Parametrix	\$8,176.25
29838	RH2 Engineering, Inc.	\$14,170.13
29839	Vanir Construction Management Inc.	\$3,280.50
29892	GeoEngineers	\$17,902.65
29893	RH2 Engineering, Inc.	\$10,116.50
29894	Source Electric	\$199,211.05
29895	Vanir Construction Management Inc.	\$6,509.73
		<u>\$259,366.81</u>

Total Warrants	\$1,090,918.22
Total Wires	\$1,223,019.00
Total warrants/wire transfers authorized for April 2022	<u>\$2,313,937.22</u>

GENERAL

29845	AT&T FirstNet	\$406.12
29846	The Chamber Collective	\$325.00
29848	CIT	\$1,947.17
29849	Comcast	\$549.11
29857	Lakemont Business Services Inc.	\$214.00
29861	Pacific Office Automation	\$262.85
29874	Code Publishing Co.	\$350.00
29875	Comcast	\$555.84
29876	Covington Water District	\$46.50
29880	JG 520 Building LLC	\$20,566.07
29882	King County Treasury	\$4,564.50
29885	City of Redmond	\$2,500.00
29888	spot-on print & design	\$158.31
29889	Utilities Underground Location Center	\$32.25
29890	Verizon Wireless	\$225.05
29891	Washington State Department of Rev	\$1,523.31
29896	CIT	\$2,064.00
29897	City of Sammamish	\$1,000.00
29899	Comcast	\$548.89
29900	Comcast	\$1,652.40
29902	DIRECTV	\$100.24
29914	Pacific Office Automation	\$250.33
29922	U.S. BANK	\$4,377.17
		<u>\$44,219.11</u>

COMPUTER EQUIPMENT AND SOFTWARE

29842	Access Telephone Solutions, Inc.	\$213.14
29872	Access Telephone Solutions, Inc.	\$289.59
29903	Environmental Science Associates (E	\$1,083.75
29919	SYBIS LLC	\$3,137.05
		<u>\$4,723.53</u>

CONSERVATION

29860	Makarios Communications	\$500.00
29863	Puget Sound Energy	\$5,047.50
29866	Sustainability Ambassadors	\$6,409.00
29869	Techniart C S D	\$781.00
29873	BRILLIANT MARKETING LLC	\$1,275.00
29883	Nature Vision, Inc.	\$15,361.88
29886	Tilth Alliance	\$5,225.63
29887	SMC Consulting LLC	\$2,740.00
29898	Colehour and Cohen	\$12,553.89
29901	SC Words & Pictures, Inc.	\$2,545.00
29915	PromoShop WA, LLC	\$790.59
29916	Puget Sound Energy	\$5,036.00
29918	Sustainable Seattle	\$7,249.50
		<u>\$65,514.99</u>

DESTROYED AND VOIDED CHECKS:

Approved: _____ Date: _____
Edward Cebon, Chief Economist/Treasurer

Approved: _____ Date: _____
Allan Ekberg, Secretary/Treasurer

**Cascade Water Alliance
Monthly Treasurer's Report
March 2022**

	Operating Fund	Construction Fund	Bond Fund	RCFC Fund	Water Supply Development Fund	Rate Stabilization Fund	US Bank Payroll Account	All Funds
Beginning Balances, March 1	\$ 14,161,035	\$ 11,073,350	\$ 10,403,699	\$ 130	\$ 5,002,103	\$ 2,137,562	\$ -	\$ 42,777,879
Additions:								
Cash received	\$ 3,327,703	\$ 4,348	\$ 3,490	\$ -	\$ 1,957	\$ 836	\$ -	\$ 3,338,335
Transfers from other Cascade funds	\$ 130	\$ -	\$ 819,858	\$ -	\$ -	\$ -	\$ 124,641	\$ 944,630
Total additions	\$ 3,327,833	\$ 4,348	\$ 823,348	\$ -	\$ 1,957	\$ 836	\$ 124,641	\$ 4,282,965
Subtractions:								
Bank fees, payroll, and bond payments	\$ 276	\$ 236	\$ 1,100,814	\$ -	\$ 106	\$ 45	\$ 124,641	\$ 1,226,118
Warrants paid	\$ 884,591	\$ 21,849	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 906,440
Wire and other electronic payments	\$ 1,223,019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,223,019
King Co. Investment Pool impairment (realized)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
King Co. Investment Pool impairment (retained)	\$ (102)	\$ (86)	\$ (47)	\$ -	\$ -	\$ (13)	\$ -	\$ (248)
Transfers to other Cascade funds	\$ 944,499	\$ -	\$ -	\$ 130	\$ -	\$ -	\$ -	\$ 944,630
Total subtractions	\$ 3,052,283	\$ 21,999	\$ 1,100,767	\$ 130	\$ 106	\$ 33	\$ 124,641	\$ 4,299,959
Ending Balances, March 31, 2022	\$ 14,436,585	\$ 11,055,700	\$ 10,126,281	\$ -	\$ 5,003,954	\$ 2,138,365	\$ -	\$ 42,760,885

Clark Nuber ^{PS}

**Presentation to the Finance &
Management Committee of**



April 19, 2022

Mitch Hansen, CPA, CMA, CFE, CIA
Shareholder
mhansen@clarknuber.com
425.709.6697

Lauren Hausner, CPA
Senior
lhausner@clarknuber.com
425.709.4818

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Service Scope & Deliverables for the Year Ended December 31, 2021

Financial Statement Audit for
the Year Ended December 31,
2021

GAO Yellow Book report

Letter of Comments to Those
Charged with Governance

Agreed-upon procedure engagements

- Quarterly “reconciliation” AUP’s

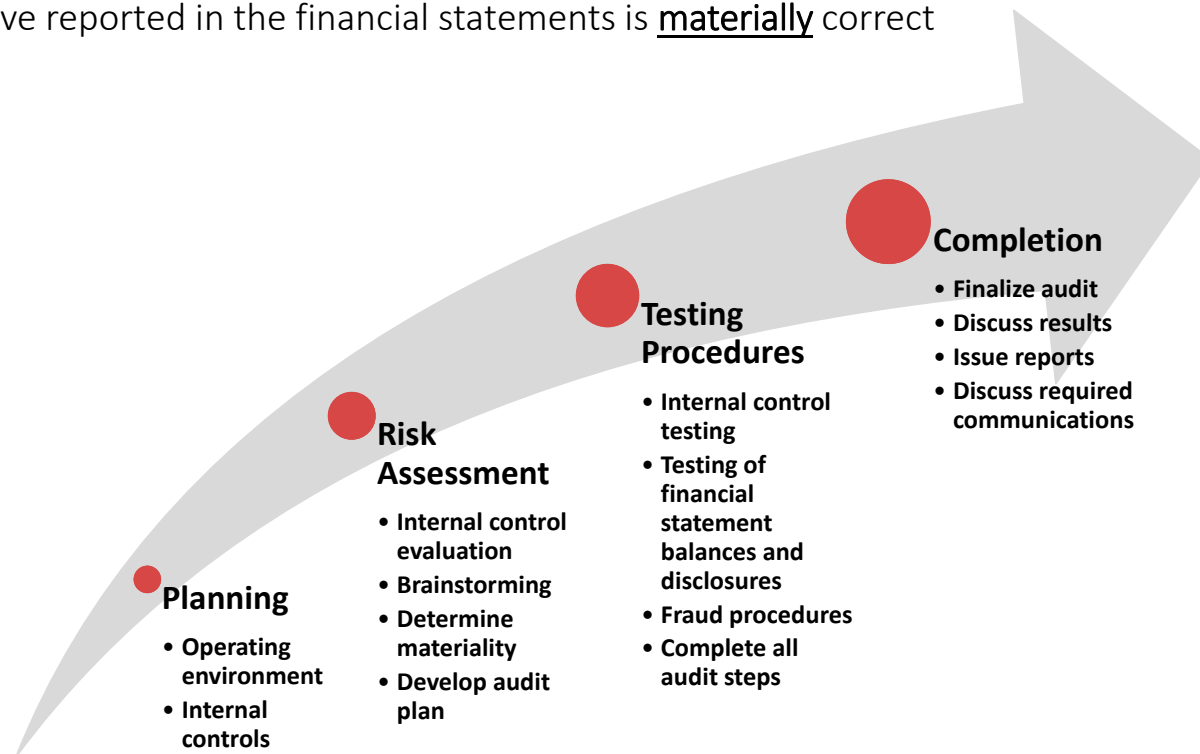
Other Services

- Preparation of draft financial statements in conjunction with the audit
- Routine management advice, as requested
- RCFC AUP’s, as requested

Financial Statement Audit

Purpose

- Issue an opinion (“*audit report*”) that accompanies your annual financial statements
- Gives assurance to users of the financial statements (*lenders, funders, Board of Directors, etc.*) that the information you have reported in the financial statements is materially correct





MEETING MINUTES OF THE
BOARD OF DIRECTORS
VIA ZOOM
MARCH 23, 2022

1. CALL TO ORDER

At 3:34 p.m. Chair Sweet 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 Issaquah (Pauly), the City of Kirkland (Sweet), the City of Redmond (Birney¹), Sammamish Plateau Water & Sewer District (Warren), and Skyway Water and Sewer District (Ault), City of Tukwila (Ekberg)

Board Member Absent: the City of Bellevue (Barksdale)

Board Alternates Present: the City of Bellevue (Stokes), City of Redmond (Anderson), Sammamish Plateau Water & Sewer (Hooshangi)

3. PUBLIC COMMENT

None.

4. EXECUTIVE SESSION

None.

5. APPROVAL OF AGENDA

Motion by Mr. Ault and second by Mr. Warren to approve the meeting agenda with the change to switch Action Items as Item 7. Motion carried unanimously (6-0).

6. CONSENT ITEMS

A. Board Meeting Minutes for February 23, 2022

Motion by Mr. Warren and second by Ms. Birney to approve Consent Action Item A as presented in the Board packet. Motion carried unanimously (6-0).

¹ Departed meeting at 3:50 p.m.

7. ACTION ITEMS

- A. Motion to adopt Resolution No. 2022-04 authorizing the Board Chair to take such actions as are necessary to increase to the CEO's annual salary by 10.67% (5% plus 5.67% COLA), effective with back pay from January 1, 2022.

Motion by Mr. Stokes and second by Mr. Warren to adopt Resolution No. 2022-04 authorizing the Board Chair to take such actions as are necessary to increase to the CEO's annual salary by 10.67% (5% plus 5.67% COLA), effective with back pay from January 1, 2022. Motion carried unanimously (6-0).

- B. Motion to adopt Resolution No. 2022-07 adopting a policy regarding the potential sales of Cascade Water Alliance's Water Rights to Non-Members

Mr. Hoffman said that Cascade Water Alliance (Cascade) has been requested to consider sales of a portion of Cascade water rights or water supply capacity. Cascade's purposes, as stated in the 2012 Joint Municipal Utilities Agreement (Joint Agreement) include:

a. provide water supply to meet the current and projected demands of Cascade Members serving the region's urban growth area, and for certain other non-Member agencies as determined by Cascade, and to carry out this task in a coordinated, cost-effective, and environmentally sensitive manner;

h. coordinate and plan cooperatively with other regional water providers and local non-Member water utilities to maximize supply availability and to minimize system costs;

Mr. Hoffman noted that Cascade's powers under the Joint Agreement authorize it to "[a]cquire, construct, receive, own, manage, lease, and sell real property, personal property, intangible property and other Water Supply Assets," which are defined to include water rights.

Mr. Hoffman called attention to the staff memos included in the Board packet, entitled Potential Sales Related to Cascade Municipal Water Rights, and Potential Water Rights Sales Policy to Non-Members, both dated March 23, 2022. He added that these provide analysis and staff recommendations for the Board's consideration.

Resolution No. 2022-07 includes the Policy Regarding the Potential Sales of Cascade Water Alliance's Water Rights, based upon the Staff memos. Mr. Hoffman said that any Board decision to sell part of a water right is always subject to Cascade's existing agreements and water rights conditions.

Motion by Mr. Ekberg and second by Mr. Ault to adopt Resolution No. 2022-07 adopting a policy regarding the potential sales of Cascade Water Alliance's Water Rights to Non-Members. Motion carried unanimously (6-0).

8. CHIEF EXECUTIVE OFFICER'S REPORT

Ray Hoffman, Cascade CEO, reviewed the Chief Executive Officer's Report that was included in the Board packet.

9. STAFF PRESENTATIONS

A. Supply Chain Issues

Henry Chen, Cascade's Engineering and Capital Projects Director, discussed the industry-wide supply chain disruption factors and effects. Mr. Chen summarized some of the impacts from these disruptions to Cascade's projects and programs.

Mr. Chen summarized the action steps that Cascade is taking to adjust to the supply chain issues.

B. Transmission Easement

Mr. Hoffman provided an overview of the Puget Sound Energy substation and called attention to the future site of Cascade's drinking water. He said that there is a potential revenue opportunity of leasing a Cascade parcel to a battery power storage provider. Cascade issued a Request for Proposal in January to two companies that contacted Cascade with similar projects. After internal reviews of the proposals and with the assistance of an on-call engineer and attorneys, Cascade was able to eliminate one of the companies and any proposal that includes having the batteries placed on Cascade's parcel. BrightNight, one of the interested parties, had an additional proposal to run a transmission line over Cascade's property and requested an easement. Mr. Hoffman said that Cascade staff and BrightNight will visit the site this month and review their proposed easement and compensation. If an agreement can be reached that makes sense for both parties, staff may propose a Board action in April or May.

C. Board Discussion: In-person Board and Committee Meetings

Mr. Hoffman discussed the various options for in-person and/or remote committee and Board meetings. Board Members discussed their preference for meeting participation. Overall, Board Members would like committee meetings to continue with the virtual format, and Board meetings to be in person, with a virtual option. The Board hybrid model will begin in May 2022.

10. COMMITTEE REPORTS

- A. Executive Committee – no meetings held.
- B. Finance & Management Committee – Meeting held March 15, 2022.
- C. Public Affairs Committee – Meeting held March 2, 2022.
- D. Resource & Management Committee – Meeting held March 10, 2022.

11. NEW BUSINESS

None.

12. NEXT REGULAR MEETING

The next regular Board meeting will be held on April 27, 2022, at 3:30 p.m.

13. ADJOURN

The meeting adjourned at 4:34 p.m.

APPROVED BY:

Penny Sweet, Chair

Angela Birney, Vice-Chair

AGENDA MEMORANDUM

SUBJECT

Motion to adopt Resolution No. 2022-08 to approve a permanent General Counsel position and amend Cascade's Amended 2021 - 2022 Budget to add the new General Counsel position.

BACKGROUND

Cascade is proposing to move some legal services in-house by adding a new General Counsel position. Resolution 2020-10 adopted Cascade's 2021 - 2022 Budget and established its staffing level at 11 positions. This requested action would increase Cascade's staffing level to 12 positions for the 2022 Budget.

Cascade plans to hire a General Counsel between half-time and 60 percent, rather than full-time. In the future, the Board will have opportunities to determine if the General Counsel position should be full-time, or conversely, to return to contracting out all legal services.

PROCUREMENT PROCESS

N/A

FISCAL IMPACT

The salary for an additional General Counsel position will be subject to negotiation; therefore the exact fiscal impact is unknown at this time. One result of hiring its own General Counsel is a cost reduction in Cascade's contract with Van Ness Feldman (VNF) for legal services. VNF's 2022 Board-approved contract budget is \$850,000. While Cascade will continue to contract with VNF, having its own in-house General Counsel is expected to yield a net savings. The range of estimated savings for 2022 and 2023 are as follows:

Expense Item	2022	2023
VNF Projected Costs	\$675K - \$750K	\$475K - \$625K
General Counsel Projected Salary/Benefits	\$60K - \$75K	\$125K - \$160K
Estimated Total Costs	\$735K - \$825K	\$600K - \$785K
Net Savings (compared to 2022 VNF \$850K contract)	\$25K - \$115K	\$65K - \$250K

**The figures above assume a start date of July 1, 2022 for the General Counsel position.*

OPTIONS

1. Motion to adopt Resolution No. 2022-08 to approve a permanent General Counsel position and amend Cascade's Amended 2021 - 2022 Budget to add the new General Counsel position.
2. Do not adopt Resolution No. 2022-08 to approve a permanent General Counsel position and amendment to Cascade's Amended 2021 - 2022 Budget, and provide alternate direction to staff.

RECOMMENDED ACTION

Adopt Resolution No. 2022-08 to approve a permanent General Counsel position and amend Cascade's Amended 2021 - 2022 Budget to add the new General Counsel position.

ATTACHMENTS

1. Resolution 2022-08.
2. General Counsel Job Description



A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CASCADE WATER ALLIANCE,
A WASHINGTON MUNICIPAL CORPORATION,
AMENDING THE AMENDED 2021-2022 BUDGET TO
ADD A NEW POSITION

WHEREAS, the Cascade Water Alliance (“Cascade”) is a Washington municipal corporation formed under authority of the Joint Municipal Utilities Authority Act (Chapter 39.106 RCW) to provide water supply to its Members;

WHEREAS, the Cascade Water Alliance Board of Directors (“Board”) by Resolution 2020-10 adopted the 2021-2022 Budget and established Cascade’s staffing for 2021 and 2022;

WHEREAS, by Resolution 2021-09 the Board amended the Adopted 2021-2022 Budget;

WHEREAS, by Resolution 2021-13 the Board amended the Amended 2021-2022 Budget; and

WHEREAS, the Board now desires to amend the Amended 2021-2022 Budget to add a new General Counsel position to Cascade’s staffing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CASCADE WATER ALLIANCE as follows:

Section 1. Section 2.B. of Resolution 2020-10 is amended as follows:

B. Staffing. 2022 staffing of the Cascade Water Alliance is hereby established as follows:

1. Chief Executive Officer	7. Intergovernmental & Communications Director
2. Land Use Administrator	8. Management Assistant
3. Operations Manager	9. Finance and Administration Manager
4. Chief of Staff	10. Water Resources Manager
5. Contracts Administrator	11. Engineering & Capital Projects Director
6. Chief Economist/Treasurer	<u>12. General Counsel</u>

Section 2. Section 2.C. of Resolution 2020-10 is amended to append the following:

The Chief Executive Officer and the Finance and Administration Manager are hereby directed to amend the final 2022 budget document, as appropriate, to address amendments to 2022 staffing.

Section 3. Effect. This Resolution shall be in full force and effect on the date of its adoption.

ADOPTED AND APPROVED by the Board of Directors of the Cascade Water Alliance at a regular meeting thereof, held the 27th day of April 2022.

CASCADE WATER ALLIANCE

Penny Sweet, Chair

Attest – Ray Hoffman, Chief Executive Officer

Angela Birney, Vice Chair

Members

Yes _____

No _____

Demand Share

Yes _____ %

No _____ %

Allan Ekberg, Secretary/Treasurer

Include in CWAC?

Yes

No



POSITION: General Counsel

GENERAL DESCRIPTION:

Under the general direction of the Chief Executive Officer (CEO), the General Counsel is responsible for providing expert legal counsel to the Cascade Board of Directors, the CEO and Cascade staff, handling various legal matters of the organization, maintaining Cascade's legal compliance, and coordinating with Cascade's external legal services.

ESSENTIAL FUNCTIONS:

- **Oversight** – Provide oversight of all legal issues for Cascade. Determine which matters can be handled internally and which require assistance from external legal counsel. Serve as the liaison, communicate, and coordinate with external counsel in performance of the following functions.
- **Compliance** – Assist Cascade in understanding, adapting, and adhering to applicable laws, statutes, regulations, permits, policies, and rules at the national, state, and local levels.
- **Risk Mitigation and Management** – Evaluate risks that Cascade faces, conduct research, create strategies to mitigate risks, and advise the Board, CEO and staff,
- **Business Performance** – Research, evaluate, create strategies and policies, and provide advice on matters that impact business performance, including but not limited to:
 - Contract negotiations and management
 - Tribal relations
 - Water rights
 - Procurement
 - Permitting
 - Real estate
 - Finance
- **Representation** – Provide Cascade with legal representation when needed. Craft and review legal strategy in response to any litigation.
- **Record Management** – Assist Cascade in maintaining all legal documents and proceedings for Cascade.

DESIRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience providing legal counsel to government agencies, including public water utilities
- Knowledge of statutes, rules and regulations pertaining to government agencies and utilities
- Ability to anticipate and effectively advise on response to legal issues or risks
- Experience working with Tribes
- Ability to develop and implement legal strategy and objectives
- Excellent judgement, analytical, and critical thinking skills
- Strong interpersonal and communication skills, both verbal and written
- Demonstrated ability to lead and manage teams

\

MINIMUM QUALIFICATIONS:

- Juris Doctor degree from an accredited law school
- Member of Washington State Bar
- 10 years of practice with an established law firm or with a government agency

COMPLEXITY OF DUTIES:

Leads all legal matters for Cascade; develops and implements legal strategies; advises the CEO and Board on legal matters; develops policies and procedures; and provides legal representation.

SUPERVISION RECEIVED:

Most work is performed independently under the general direction of the CEO.

SUPERVISORY RESPONSIBILITY:

Oversees consultants and project teams.

CONFIDENTIALITY:

Works routinely with confidential legal and personnel information. Must maintain strict confidentiality in relation to all proceedings.

ACKNOWLEDGEMENT:

This job description has been reviewed with me by the Chief Executive Officer:

Employee

Date

APPROVAL:

CEO

Date



FINANCE & MANAGEMENT COMMITTEE

Jeralee Anderson, Chair, City of Redmond
Jeremy Barksdale, City of Bellevue
Penny Sweet, City of Kirkland
John Stokes, City of Bellevue
Russell Joe, City of Issaquah

Meeting Recap
Tuesday, April 19, 2022
1:30 PM – 3:00 PM
Via Zoom Meeting

Call to Order

1. Chair Comments.
2. Executive Session.
3. Discussion Item.

- A. 2021 Financial Audit.** Clark Nuber will present Cascade's 2021 audited financial statements. The State Auditor's Office has been invited and will be in attendance.

Recap: Clark Nuber auditors presented Cascade's 2021 audited financial statements to the committee. The auditors issued an unmodified audit opinion with no findings, audit adjustments or other recommendations. The State Auditor was also able to attend the presentation.

4. Items Recommended for Action at the April 27, 2022, Board Meeting

- A. General Counsel Position.** This item would move some legal services in-house by adding a new General Counsel position. The requested action would increase Cascade's staffing level from 11 to 12 positions for the 2022 budget. Cascade's initial plans are to hire the position at between half-time and 60 percent, rather than full-time. In the future, the Board would have opportunities to determine if the position should be full-time or return to contracting out all legal services.

Recap: The committee recommended this item be discussed at the April Board meeting and for staff to provide additional cost savings information to the Board on its proposal to add a General Counsel position.

5. Additional Discussion Items.

- A. Growth Assumptions Discussion.** One component in the development of the rates for the 2023 - 2024 budget is a forecast of the RCFC growth of members. Cascade staff will discuss with the committee what growth assumptions are currently included in the model and will ask members for feedback.

Recap: The committee had a discussion regarding the growth assumptions included in the rate model. In the 2021-2022 budget Cascade budgeted 1,000 RCFCs per year. Pre-COVID

Cascade was forecasting 1,400 RCFCs per year. Cascade has proposed budgeting 1,300 for the 2023-2024 budget and requested committee feedback. The committee discussed the increased importance of trying to accurately forecast the RCFC totals. With the adoption of the Water Supply Development Fund, RCFCs over budget result in a transfer to the fund. At the committee's direction, Cascade staff will provide the committee with additional information regarding how closely RCFCs actuals have been to forecast in the past.

- B. Budget/Rates Overview.** A preliminary budget has been developed and staff will give the committee a brief, high-level overview of variances from the last budget. Seattle block water, the largest line item in the budget, is not yet known for 2023. The committee will be receiving monthly updates and changes can be made to the budget until its anticipated adoption in September.

***Recap:** The committee was updated and had a good discussion on the status of the 2023 - 2024 budget process. An initial draft of the budget has been completed. The committee was given a high-level overview of variances from the current budget. The budget is being refined and will be presented to the committee in greater detail next month. The rates are on track to remain on the same rate path as discussed with the Board, but the budget will not be complete until the Seattle water cost is known, likely in June.*

6. Next Meeting Date and Location.

The next meeting will be held Tuesday, May 17, 2022, 1:30 p.m. at Cascade's office or via Zoom meeting.

Attachments:

General Counsel Agenda Memo
General Counsel Resolution
2023 – 2024 Budget and Rates Presentation

Please Note: Instructions for the Zoom meeting are found in the email forwarding the agenda and attachments.



PUBLIC AFFAIRS COMMITTEE

Angela Birney, Chair, City of Redmond
Penny Sweet, City of Kirkland
John Stokes, City of Bellevue
Ryika Hooshangi, Sammamish Plateau Water

Meeting Recap
Wednesday, April 6, 2022
9:00 AM – 10:00 AM
Held via Zoom

1. **Chair Comments.**
2. **Executive Session.**
3. **Items Recommended for Action at the April 27, 2022, Board Meeting.**
4. **Discussion Items.**

- A. **Legislative Update.** The state legislative session ended on March 10, and staff will provide a final update on this session's bills.

Recap: Diana Carlen, Gordon Thomas Honeywell, updated the committee on the end of the legislative session. The most direct impact to water utilities was the inclusion of \$100 million in the budget for ratepayer assistance. The Department of Commerce is currently working on the details of what information water utilities will have to provide to access funding for impacted customers. Water utilities will need to opt into the program by May 27. Cascade staff will provide program information via email to member staff and Board members as it becomes available.

- B. **Social Media Strategy Development and Planning.** Cascade has hired Brilliant Marketing to assist in the development of a strategic plan for the We Need Water social media platform(s). The effort will be completed by summer, and the outcome will be more robust and impactful social media presence to support Cascade's water preservation and conservation efforts. We Need Water supports Cascade's water efficiency program and events and promotes the value of water.

Recap: Cascade has operated a social media platform for two years with some successes, but limited engagement. Staff will work with Brilliant Marketing to develop a strategic plan in concert with member staff with the objective of increasing the numbers of people who engage with Cascade via its social media platforms.

- C. **Four Cities Meeting and Lake Tapps Community Meeting.** Staff will update the committee on the status of planning the annual Four Cities Meeting and well as the Lake Tapps Community Meeting.

Recap: *The Cascade Four Cities Meeting (Auburn, Buckley, Bonney Lake and Sumner) will take place in-person on June 1. Mayor Angela Birney will attend as the Board's representative. The Lake Tapps Community Meeting is scheduled to be held on June 2 in the evening, also in-person.*

D. Other issues.

Recap: *Mayor Sweet requested and the committee supported a review of Cascade's code/by-laws to clarify the role of alternates and participation in meetings.*

5. Next Meeting Date and Location.

The May meeting is cancelled. The next meeting will be Wednesday, June 1, 2022, from 9:00 a.m. – 10:00 a.m. at Cascade's office or via Zoom meeting.