



REGULAR MEETING OF THE BOARD OF DIRECTORS
AGENDA
CASCADE WATER ALLIANCE
Held at Cascade's Office and Via Zoom
March 26, 2025
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 for February 26, 2025.	<u>15</u>
b. Motion to authorize the Chief Executive Officer to enter into a contract with Parametrix Inc. to provide 2025-2027 on-call electrical engineering, controls, and integration services in an amount not to exceed \$600,000 (\$200,000 per year in 2025, 2026, and 2027) with an option to extend two additional years with future Board approval.	<u>18</u>
c. Motion to authorize the Chief Executive Officer to amend the Consulting Agreement with HDR Engineering, Inc., to increase the maximum compensation amount by up to \$200,000, for a total amount not to exceed \$1,518,000.	<u>21</u>
d. Motion to authorize the Chief Executive Officer to enter into a contract with Long Building Technologies Inc. to perform routine security equipment maintenance and related services at the White River – Lake Tapps Reservoir project in an amount not-to-exceed \$81,058.	<u>25</u>
e. Motion to adopt Resolution No. 2025-06 authorizing the transfer of \$1,769,843 to the Cascade Water Supply Development Fund for 2025	<u>27</u>
f. Motion to approve a Cascade Board letter to Seattle Mayor Bruce Harrell.	<u>31</u>

8.	OTHER ACTION ITEMS	
	a. Motion to adopt Resolution No. 2025-07 Authorizing the Turf Out Rebate Program.	<u>34</u>
	b. Motion to adopt Resolution No. 2025-08 Authorizing Formation of a CEO Search Committee.	<u>41</u>
	c. Motion to set an annual salary range of \$260,000 to \$380,000 for the CEO job posting.	<u>47</u>
9.	STAFF PRESENTATIONS	
10.	COMMITTEE REPORTS	
	a. Executive Committee – <i>no meeting held.</i>	
	b. Finance and Management Committee – <i>March 18, 2025.</i>	<u>49</u>
	c. Public Affairs Committee – <i>March 5, 2025.</i>	<u>50</u>
	d. Resource Management Committee – <i>March 13, 2025.</i>	<u>52</u>
11.	NEW BUSINESS	
12.	NEXT REGULAR MEETING – <i>April 23, 2025 – Cascade’s Office or Via Zoom – 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

DATE: March 26, 2025

TO: Penny Sweet, Chair
Board of Directors

FROM: Ray Hoffman, Chief Executive Officer

SUBJECT: Chief Executive Officer's Report

Administration, Finance, and Economics

- The Government Finance Officers Association has awarded Cascade the Distinguished Budget Presentation Award for its 2025 - 2026 budget. The award is the highest form of recognition in governmental budgeting and represents a significant achievement by Cascade. This is the fourth time Cascade has achieved the award. Cascade's award-winning budget book can be found at the following link:
<https://cascadewater.org/about/finance/budget/>.
- The fieldwork portion of the annual financial audit conducted by Clark Nuber began during the week of March 17. The auditors are examining Cascade's financial reports, internal controls, and compliance with policies and procedures. The auditors are tentatively scheduled to present the results of the audit at the June Finance and Management Committee meeting. The State Auditor's Office will conduct a separate audit later this year.
- Cascade earned the WellCity Award from the Association of Washington Cities Employee Benefits Trust. Cascade has achieved the award for its wellness program since 2018. With the WellCity designation, Cascade saves 2% on health insurance costs. Cascade staff attended AWC's annual healthy workplace summit in March, where ideas on how to improve the plan and participation were presented.
- Regional Capital Facilities Charges (RCFCs) connections through February are 118.5. Cascade would not meet budget expectations of 1,150 at this pace but one member report has not been received.
- The Washington State Department of Revenue completed an audit of Cascade's leasehold excise tax withholding reporting for the period January 1, 2021 through September 30, 2024, with no adjustments being made. During their review they noted the BrightNight easement payment that is due upon commencement and instructed Cascade to calculate, collect, and remit the leasehold tax due when the payment is received.

Capital Projects and Operations

- The Lake Tapps Reservoir elevation was 538.85 feet on March 14 (Normal Full Pool is 541.5 starting on April 15, with summer operations typically near 542.5).
- The contractor has made good progress on the Phase 3 construction project over the last four weeks. Although they are still behind schedule, the cofferdam removal is scheduled to begin March 16. This is the last major milestone before water can be diverted to Cascade's flowline for refilling the reservoir. Staff anticipate refill will begin during the week of March 24. Pending favorable weather and run-off conditions, Cascade should achieve summer recreation levels by Memorial Day.
- Since the February Board meeting, the Dike 11 Toe Repair Project reached substantial completion (850 feet of two and three block wall construction). This project marks the final phase of multiple years of work on the dike. Armoring Dikes 2A and 2B is in progress and scheduled for completion the week of March 17 in advance of spring refill activities. All upper conveyance critical infrastructure was operated and tested the week of March 10 and is ready to be placed into normal operations.

DIKE 11 TOE REPAIR IN PROGRESS:



- Lewis Creek Culvert Replacement / Bellevue Issaquah Pipeline (BIP) Relocation Project: Staff have initiated the Request for Qualifications Process (RFQ) for Professional Services (permitting, design, construction support services) in support of the BIP relocation project and anticipate returning to the Board for approval at the May Board meeting.
- Emergency contract for Supervisory Control and Data Acquisition (SCADA) system repairs: On February 27, 2025, Cascade declared an emergency for procuring engineering support services to address a SCADA system failure at the WRLTs Project. The SCADA system

allows Cascade to monitor and operate the Project, which is critical for accurate and timely monitoring of all Cascade infrastructure used to fill and drain the reservoir from the diversion at the White River in Buckley to the Powerhouse and Tailrace in Sumner. In December 2024, the SCADA system failed necessitating immediate action. These unforeseen circumstances occurred while Cascade was in the process of advertising for the 2025-2028 On-call Electrical Engineering services. In accordance with RCW 39.80.060 and CWAC 5.60.040, Cascade determined the circumstance constituted an emergency that required immediate engineering services to stabilize the system, avoid damage to Cascade infrastructure, and ensure proper performance of essential functions of the system. Cascade does not currently have an on-call electrical engineer under contract to perform this work, which could not wait until Cascade completed the On-call Electrical Engineering, Controls, and Field Integration procurement process for Board approval. On February 27, 2025, Cascade amended an existing contract with its on-call civil and mechanical engineering firm, Parametrix, to perform the emergency services to stabilize the SCADA system.

Water Efficiency

- Cascade was able to connect with 3,500 attendees at the Northwest Flower and Garden Festival.
- Cascade had several activities planned for Fix-A-Leak Week (March 17-23), including a social media competition and outreach to organizations with offers of free leak detection dye and irrigation assessments.
- Cascade is partnering with King County Housing Authority and provided training to property managers on water-efficient landscaping, maintenance practices, irrigation, and more on March 19.
- Cascade Gardener's spring series will include Zoom and in-person classes, as well as garden walking tours.
- Cascade has a full summer of community events planned and also plans to participate in member sustainability fairs in spring.
- Cascade released the first episode of the third season of the *We Need Water* podcast, and more episodes are in progress.

Intergovernmental and Communications

- The Tacoma ordinance adopting the Cascade wholesale water agreements had its first reading at the March 4 Tacoma City Council meeting. The ordinance had its final reading and was approved by the Council on March 18. A joint Tacoma - Cascade press release was issued on March 19 announcing the agreement and recognizing the local and regional benefits.
- A two-week public comment period began on March 17 for Cascade's State Environmental Policy Act (SEPA) Determination of Nonsignificance (DNS) for the Cascade 2025 Water System Plan (WSP). In addition, the draft WSP has been released for public comment, and a public hearing is set for April 2 at 1 pm at Cascade's office.

- This year's Lake Tapps Reservoir Community Meeting has been scheduled for Thursday, May 29 from 6-8 pm at North Tapps Middle School. Board Chair Penny Sweet will attend as the Board's representative. Other Board members and alternates are invited to attend as well. Please let Cascade staff know if you are planning to attend.

Attachments

1. Budget to Actual Expenditure Report through February 28, 2025.
2. Statement of Revenues and Expenditures through February 28, 2025.
3. Statement of Net Position as of February 28, 2025.
4. Contract Status Summary.
5. Monthly Warrants Listing.
6. Monthly Treasurer's Report as of February 28, 2025.

Cascade Water Alliance
 Budget to Actual Expenditure Report
 January 1- February 28, 2025
 17% of the year completed

Administration		Budget		Actual		Balance		% Expended
Salaries	\$	1,314,035	\$	376,133		937,902		28.6%
Benefits		334,195		157,561		176,634		47.1%
Wellness program		1,000		0		1,000		0.0%
Prof. Fee (Technical)		195,000		8,700		186,300		4.5%
Prof. Fee (Legal)		855,000		68,510		786,490		8.0%
Prof. Fee (Audit)		104,000		9,975		94,025		9.6%
Prof. Fee (Other)		55,000		0		55,000		0.0%
Seismic Resillency		250,000		0		250,000		0.0%
Meetings Expense		12,000		4,299		7,701		35.8%
Telephone/Internet		45,000		7,142		37,858		15.9%
Office Rent		403,478		48,757		354,721		12.1%
Office Supplies Admin.		15,000		4,599		10,401		30.7%
Equip. and Furniture		10,000		99		9,901		1.0%
Bank Fees		500		24		476		4.7%
Dues & Subscriptions		25,000		23,643		1,357		94.6%
Taxes/Licenses		15,000		8,177		6,823		54.5%
Travel		10,000		2,299		7,701		23.0%
Professional Dev.		10,000		1,339		8,661		13.4%
Computer Equipment		20,000		0		20,000		0.0%
Software Licenses		70,000		8,088		61,912		11.6%
Postage & Delivery		1,000		108		892		10.8%
Printing & Repro.		3,000		215		2,785		7.2%
Insurance		228,908		140,583		88,324		61.4%
Contingency		300,000		0		300,000		0.0%
Total	\$	4,277,116	\$	870,252	\$	3,406,864		20.3%

Debt Service		Budget		Actual		Balance		% Expended
Bond Debt Service	\$	9,225,591		2,729,425		6,496,166		29.6%
Total	\$	9,225,591	\$	2,729,425	\$	6,496,166		29.6%

Conservation		Budget		Actual		Balance		% Expended
Salaries	\$	158,149	\$	13,864	\$	144,285		8.8%
Benefits		42,238		269		41,969		0.6%
Prof. Fee (Technical)		25,000		5,325		19,675		21.3%
Prof. Fee (Legal)		1,000		0		1,000		0.0%
Dues & Subscriptions		5,500		709		4,791		12.9%
Rebate Reimb. Com.		115,000		0		115,000		0.0%
Irrigation Audit		15,000		480		14,520		3.2%
Turf Removal Rebates		50,000		0		50,000		0.0%
Comm. and Public I		375,000		81,593		293,407		21.8%
Misc. Serv. and Sup.		38,000		4,516		33,484		11.9%
Total	\$	824,887	\$	106,755	\$	718,132		12.9%

Com. and Intergovern		Budget		Actual		Balance		% Expended
Salaries	\$	124,465	\$	30,619	\$	93,846		24.6%
Benefits	\$	37,839		561		37,277		1.5%
Special Events		10,000		0		10,000		0.0%
Prof. Fee (Other)		165,000		31,575		133,425		19.1%
Sponsorships		30,000		7,000		23,000		23.3%
Comm. and Public I		280,000		4,187		275,813		1.5%
Total	\$	647,303	\$	73,942	\$	573,361		11.4%

Cascade Water Alliance
 Budget to Actual Expenditure Report
 January 1- February 28, 2025
 17% of the year completed

Operations-General	Budget	Actual	Balance	% Expended
Wholesale Water	\$ 24,584,741	\$ 2,455,644	\$ 22,129,097	10.0%
Salaries	74,578	3,642	70,936	4.9%
Benefits	15,998	67	15,930	0.4%
BIP O&M	75,000	21,261	53,739	28.3%
Pipeline Prop. O&M	85,000	0	85,000	0.0%
PWTF Loan Debt	39,671	0	39,671	0.0%
Total	\$ 24,874,987	\$ 2,480,614	\$ 22,394,374	10.0%

Operations-Lake Tapps	Budget	Actual	Balance	% Expended
Salaries	\$ 898,952	\$ 72,117	\$ 826,835	8.0%
Benefits	\$ 201,190	1,607	199,583	0.8%
Prof. Fee (Technical)	785,750	59,080	726,670	7.5%
Prof. Fee (Other)	56,000	0	56,000	0.0%
Meetings Expense	3,500	0	3,500	0.0%
Telephone/Internet	2,500	1,819	681	72.8%
Office Supplies	5,000	425	4,575	8.5%
Equipment & Furn.	50,000	6,494	43,506	13.0%
Taxes/Licenses	16,000	100	15,900	0.6%
Travel	2,500	1,972	528	78.9%
Professional Dev.	2,500	0	2,500	0.0%
Software Licenses	36,000	0	36,000	0.0%
Permitting Costs	9,000	0	9,000	0.0%
Misc. Serv. and Sup.	119,000	2,692	116,308	2.3%
LT Operator	2,904,178	194,867	2,709,312	6.7%
Unplanned O&M	100,000	2,809	97,191	2.8%
Misc. Facility Repairs	130,000	9,233	120,767	7.1%
USGS Joint Fund	400,000	0	400,000	0.0%
Outage	80,000	0	80,000	0.0%
Milfoil Control	210,000	693	209,307	0.3%
Vendor Services	110,000	7,047	102,953	6.4%
Water Quality	100,000	7,788	92,212	7.8%
Dike and Roads	80,000	0	80,000	0.0%
Total	\$ 6,302,070	\$ 368,742	\$ 5,933,328	5.9%

Tacoma Cascade Pipeline	Budget	Actual	Balance	% Expended
Salaries	\$ 690,000	0	690,000	0.0%
TCP Consultants	2,175,000	0	2,175,000	0.0%
TCP Contingency	286,000	0	286,000	0.0%
Total CIP Budget	\$ 3,151,000	\$ -	\$ 3,151,000	0.0%

Total Operating Budget \$ **49,302,954** \$ **6,629,730** \$ **42,673,224** **13.4%**

Capital Projects (multi-yr bdgt not shown)	Budget	Actual	Balance	% Expended
Upper Conveyance	\$ 2,350,000	1,845,529	504,471	78.5%
Lower Conveyance	500,000	0	500,000	0.0%
Equipment	75,000	0	75,000	0.0%
Facilities	100,000	0	100,000	0.0%
Bellevue-issaquah	800,000	0	800,000	0.0%
Tacoma Agreement	6,341,209	6,341,209	0	100.0%
Capital Risk	0	0	0	#DIV/0!
IT Infrastructure	25,000	0	25,000	0.0%
Total CIP Budget	\$ 10,191,209	\$ 8,186,738	\$ 2,004,471	80.3%

Total Overall Budget \$ **59,494,163** \$ **14,816,468** **44,677,696** **24.9%**

Cascade Water Alliance
Statement of Revenues and Expenditures
From 1/1/2025 Through 2/28/2025

Attachment 2

Operating Revenue	
Water sales	\$ 5,046,936
Administrative dues	4,241,294
Conservation program	99,171
Total Operating Revenue	9,387,401
Operating Expenses	
Cost of water sold	2,455,644
Salaries and benefits	658,024
Professional services	202,767
Conservation program	480
Depreciation and amortization	668,512
Communication and public information	62,336
Office expenses	195,525
Operations	209,443
Bank charges	24
Rent	16,581
Maintenance	10,995
Dues and subscriptions	23,431
Miscellaneous	5,354
Total Operating Expenses	4,509,117
Operating Income	4,878,284
Non-Operating Revenue (Expenses)	
Interest income	191,580
Other income	3,444
Interest expense, net of amount capitalized	(376,940)
Total Non-Operating Revenue (Expenses)	(181,915)
Increase in Net Assets	4,696,369
Net Assets, Beginning of Year	167,192,352
Net Assets, End of Year	\$ 171,888,721

Cascade Water Alliance
Statement of Net Position
As of 2/28/2025

Attachment 3

Assets

Current Assets

Cash and cash equivalents	\$	39,767,559
Accounts receivable		3,982,790
Prepaid expenses		142,959
Total Current Assets		43,893,307

Capital Assets

Equipment and furniture		2,386,409
Seattle water contract		22,267,611
Bellevue Issaquah pipeline		22,276,944
Tacoma water contract		119,740,687
Capital Leases		2,491,486

Less accumulated depreciation and amortization

Software depreciation		(7,681)
Other		(69,308,567)

Total Less accumulated depreciation and amortization		(69,316,248)
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Total Capital Assets		99,846,889
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Projects in process and assets not yet in service

Lake Tapps		110,280,333
Tacoma Cascade pipeline		26,539,385

Total Projects in process and assets not yet in service		136,819,719
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Restricted cash and cash equivalents

		14,050,567
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Total Assets		294,610,481
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Liabilities

Current liabilities

Payables and accrued liabilities		3,196,305
Accrued interest		963,119

Long-term debt current portion

Bonds Payable-Current Portion		7,075,000
Other		39,474

Total Long-term debt current portion		7,114,474
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Total Current liabilities		11,273,898
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Long-term Liabilities

Long-term debt		68,060,000
Tacoma contract		41,339,029
Bond premium, net of amortization		1,980,536

Total Long-term Liabilities		111,379,566
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Total Liabilities		122,653,464
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Net Assets

Restricted for debt service		109,948,215
Unrestricted		62,008,803

Total Net Assets		171,957,017
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Total Liabilities & Net Assets	\$	294,610,481
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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
Aquatechnex	1	2025 Lake Tapps Aquatic Plant Maintenance Program	P. Anderson	1/1/2025	12/31/2025	3/13/2025	0%	\$ 160,000	\$ -	0%	\$ 160,000
Aspect	1	Water Supply Modeling	R. Hoffman	5/6/2020	N/A	3/13/2025	65%	\$ 24,900	\$ 16,196	65%	\$ 8,704
Aspect	2	Water Resources Services	R. Hoffman	8/17/2018	N/A	3/13/2025	98%	\$ 60,000	\$ 58,251	97%	\$ 1,749
Aspect	3	Climate Change Analysis	R. Hoffman	9/7/2022	N/A	3/13/2025	95%	\$ 150,000	\$ 144,571	96%	\$ 5,429
Ben Bernstein Music	1	Podcast production	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 7,000	\$ 480	7%	\$ 6,520
BHC Consulting	1	Planning & Permit Assistance	T. Richmond	1/1/2024	12/31/2024	3/13/2025	50%	\$ 25,000	\$ 1,079	4%	\$ 23,921
Brilliant Marketing	1	We Need Water Social Media Outreach	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 55,000	\$ 21,031	38%	\$ 33,969
Catalyst Workplace	1	Office Furniture	C. Paulucci	12/12/2024	N/A	3/13/2025	60%	\$ 29,506	\$ 16,522	56%	\$ 12,984
Clark Nuber	1	Annual Financial Audit and Quarterly AUPs	C. Paulucci	1/1/2025	N/A	3/13/2025	0%	\$ 89,200	\$ 5,200	6%	\$ 84,000
Colehour and Cohen	1	Staffing for classes and events	M. Brent	1/1/2025	12/31/2025	3/13/2025	70%	\$ 116,065	\$ 10,641	9%	\$ 105,424
Confluence Engineering Group, LLC	1	Lake Tapps Supply & BIP Water Quality Advisory Services Project	D. Roberts	12/1/2023	N/A	3/13/2025	35%	\$ 49,000	\$ 21,062	43%	\$ 27,938
Confluence Engineering Group, LLC	2	Water Quality Blending Study	M. Thung	12/5/2004	N/A	3/13/2025	10%	\$ 230,000	\$ 29,087	13%	\$ 200,914
David Evans	1	On-call Land Surveyor	H. Chen	11/18/2022	12/31/2025	3/13/2025	30%	\$ 160,000	\$ 53,090	33%	\$ 106,910
David McGrath	1	Irrigation Program Assistance	M. Brent	1/25/2025	12/31/2025	3/13/2025	0%	\$ 20,000	\$ 480	2%	\$ 19,520
Environmental Science Assoc (ESA)	1	Aquatic Plant Management	P. Anderson	1/1/2025	12/31/2025	3/13/2025	0%	\$ 49,000	\$ -	0%	\$ 49,000
Environmental Science Assoc (ESA)	2	Development of Cascade's Integrated Aquatic Plant Management Plan	P. Anderson	3/20/2024	N/A	3/13/2025	60%	\$ 44,750	\$ 24,428	55%	\$ 20,322
GeoEngineers	1	Dam Engineering/Hydrology/ Geotechnical Service	H. Chen	1/3/2024	12/31/2026	3/13/2025	50%	\$ 570,000	\$ 137,921	24%	\$ 432,079
Gordon Thomas Honeywell	1	State legislative outreach	A. Bennett	1/1/2025	12/31/2025	3/13/2025	0%	\$ 84,000	\$ 14,000	17%	\$ 70,000
Herrera	1	On-call limnology services	M. Thung	12/1/2022	12/31/2025	3/13/2025	5%	\$ 45,000	\$ -	0%	\$ -
Herrera	2	Water Quality Management Plan	M. Thung	10/9/2023	12/31/2024	3/13/2025	65%	\$ 165,000	\$ 158,940	96%	\$ 6,060
Herrera	3	On-Call Water Supply Modeling Services	M. Thung	11/4/2024	12/31/2027	3/13/2025	0%	\$ 40,000	\$ -	0%	\$ 40,000
HDR	1	MMD Fish Passage Design Review	H. Chen	12/1/2015	N/A	3/13/2025	99%	\$ 1,318,000	\$ 1,272,628	97%	\$ 45,372
Jacobs Engineering Group	1	Demand Forecast Model Support Services	M. Thung	8/20/2021	N/A	3/13/2025	5%	\$ 5,000	\$ 5,000	100%	\$ -
Jennergy	1	Website Maintenance	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 25,000	\$ 4,575	18%	\$ 20,425
Jon Shimada	1	On-Call Project Support Services	M. Thung	4/8/2024	12/31/2025	3/13/2025	0%	\$ 35,000	\$ 3,000	9%	\$ 32,000
Langton Spieth	1	Community relations	A. Bennett	1/1/2025	12/31/2025	3/13/2025	0%	\$ 78,000	\$ 13,000	17%	\$ 65,000
Long Building Tech	1	Security Maintenance	H. Chen	6/1/2023	12/31/2024	3/13/2025	35%	\$ 120,000	\$ 112,544	94%	\$ 7,456
Marketplace Events	1	Northwest Flower and Garden Show	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 20,000	\$ 20,000	100%	\$ -
Nature Vision	1	Classroom Water Education	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 105,000	\$ 20,336	19%	\$ 84,664
Okamoto Strategies, LLC	1	Capital Projects and Strategic Planning	H. Chen	6/21/2023	N/A	3/13/2025	25%	\$ 25,000	\$ 5,569	22%	\$ 19,431
Pacifica Law	1	Legal Assistance	H. Chen	1/1/2025	12/31/2025	3/13/2025	0%	\$ 25,000	\$ -	0%	\$ 25,000
Parametrix	1	On Call Civ/Mech/Structural Eng	H. Chen	1/1/2023	12/31/2025	3/13/2025	38%	\$ 550,000	\$ 220,636	40%	\$ 329,364
Puget Sound Energy	1	Water Efficiency Rebates	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 120,000	\$ 12,289	10%	\$ 107,711
Rainier Stillwater Risk Advisors	1	Trespassing Management	M. Thung	12/14/2023	12/31/2024	3/13/2025	85%	\$ 33,000	\$ 27,000	82%	\$ 6,000
RH2	2	On-Call Electrical Engineering Svcs	H. Chen	1/1/2024	4/30/2025	3/13/2025	60%	\$ 133,750	\$ 133,592	100%	\$ 158
RH2	3	Wholesale Master Meter Eval	H. Chen	1/21/2020	3/31/2023	3/13/2025	8%	\$ 24,500	\$ 1,342	5%	\$ 23,158
Robinson Noble	1	Water Audits	E. Cebon	10/3/2019	N/A	3/13/2025	85%	\$ 135,060	\$ 115,183	85%	\$ 19,877
Sammamish Plateau Water	1	GIS support services	H. Chen	12/6/2022	N/A	3/13/2025	48%	\$ 50,000	\$ 39,443	79%	\$ 10,557
Sazan	1	On-call value analysis/engineering	J. Shimada	10/23/2023	10/23/2025	3/13/2025	30%	\$ 250,000	\$ 73,371	29%	\$ 176,629
SC Words & Pictures Inc.	1	Design Services	A. Bennett	1/1/2025	12/31/2025	3/13/2025	0%	\$ 25,000	\$ -	0%	\$ 25,000
Seattle Public Utilities	1	Garden Hotline	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 16,700	\$ -	0%	\$ 16,700
SMC Consulting	1	Water Efficiency Consultant	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 28,500	\$ 4,845	17%	\$ 23,655

Sustainable Water	1	Teacher Fellows program	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 60,000	\$ 6,020	10%	\$ 53,980
Tacoma Pierce County Health Department	1	TappsWise Monitoring at Lake Tapps	A. Bennett	1/1/2025	12/31/2025	3/13/2025	0%	\$ 140,000	\$ -	0%	\$ 140,000
TeamLogic IT	1	Info Technology Consulting	C. Paulucci	1/1/2025	12/31/2025	3/13/2025	0%	\$ 138,700	\$ 17,169	12%	\$ 121,531
TechniArt	1	Conservation Website Order page	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 17,000	\$ 675	4%	\$ 16,325
Tetra Tech	1	AWIA 2025-2026 Updates	M. Thung	12/9/2024	12/31/2026	3/13/2025	0%	\$ 350,000	\$ -	0%	\$ 350,000
Tilth Association	1	Garden Water Efficiency	M. Brent	1/1/2025	12/31/2025	3/13/2025	0%	\$ 48,000	\$ -	0%	\$ 48,000
Transpo Group	1	On-Call GIS Support	H. Chen	1/1/2025	12/31/2025	3/13/2025	0%	\$ 49,000	\$ 8,558	17%	\$ 40,443
Upstream PBC	2	HydroForecast Subscription Service	M. Thung	10/1/2024	9/30/2025	3/13/2025	25%	\$ 23,500	\$ 23,500	100%	\$ -
USGS	1	Joint Funding Agre-Streamgaging	H. Chen	1/1/2025	12/31/2025	3/13/2025	25%	\$ 302,370	\$ -	0%	\$ 302,370
Vanir Construction Management, Inc.	1	On-call Construction Management	J. Shimada	5/1/2021	12/31/2024	3/13/2025	50%	\$ 560,000	\$ 336,217	60%	\$ 223,783
VanNess Feldman	1	General Counsel	R. Hoffman	1/1/2025	12/31/2025	3/13/2025	0%	\$ 850,000	\$ 112,902	13%	\$ 737,098
Veolia	1	White River-Lake Tapps Reservoir Project Operations and Maintenance Agreement \$2,328,918 fixed, \$325,000 variable	D. Roberts	1/1/2025	12/31/2025	3/13/2025	17%	\$ 2,653,918	\$ 388,669	15%	\$ 2,265,249
Water Value	1	Climate Study Advisory Services	M. Thung	6/16/2022	7/1/2025	3/13/2025	75%	\$ 22,500	\$ 12,345	55%	\$ 10,155

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

Payment Authorization Warrants and Wire Transfers 3/26/25

Attachment 5

WHOLESALE WATER

WIRE	Seattle Contract Payment 3/25	\$1,473,386.00
		<u>\$1,473,386.00</u>

CONSULTANTS

32204	David Evans and Associates Inc.	\$6,480.30
32209	Parametrix	\$21,104.10
32211	Tacoma Pierce County Health Department	\$7,848.89
32217	bhc Consultants	\$729.75
32219	Clark Nuber P.S.	\$9,975.00
32221	Herrera	\$7,787.93
32228	bhc Consultants	\$349.00
32235	GeoEngineers	\$87,947.52
32236	Gordon Thomas Honeywell Govern. Affairs	\$7,000.00
32238	Langton Public Affairs LLC	\$6,500.00
32249	TeamLogic IT of Bellevue, WA	\$8,734.37
32253	Confluence Engineering Group, LLC	\$10,655.00
32255	Environmental Science Associates (ESA)	\$693.00
		<u>\$175,804.86</u>

SALARY, BENEFITS AND EXPENSE REIMBURSEMENTS

	Payroll (January)	\$180,703.77
	Payroll (February)	\$186,226.02
32202	AWC Employee Benefit Trust	\$35,288.04
32212	MissionSquare-107080	\$54,603.44
32213	MissionSquare-304525	\$23,842.56
32220	James Amspacher	\$329.49
32222	HRA VEBA Trust	\$2,970.00
32234	Paula Anderson	\$213.17
32254	Paula Anderson	\$61.64
		<u>\$484,238.13</u>

CONSERVATION

32207	Le Jardin LLC	\$600.00
32216	Ben Bernstein Music	\$90.00
32224	Techniart C S D	\$674.90
32233	David F. McGrath	\$480.00
32239	Lisa Taylor	\$1,200.00
32241	Nature Vision, Inc.	\$8,909.76
32246	SMC Consulting LLC	\$3,230.00
32252	BRILLIANT MARKETING LLC	\$11,108.00
32256	Jennergy	\$1,525.00
32257	Puget Sound Energy	\$2,706.38
32258	Sustainable Seattle dba Sustainability Ambassadors	\$6,020.00
		<u>\$36,544.04</u>

SOFTWARE AND EQUIPMENT

32201	Abila	\$292.04
32227	Access Telephone Solutions, Inc.	\$396.72
		<u>\$688.76</u>

GENERAL

32203	AT&T FirstNet	\$494.57
32205	Facilitron-Requests	\$387.50
32206	Lakemont Business Services Inc.	\$200.00
32210	spot-on print & design	\$269.97
32214	Bellevue Downtown Association	\$4,000.00
32215	Bellevue Gateway One Equities, LLC	\$32,175.93
32223	Lumen	\$230.64
32230	CIT	\$1,588.82
32231	CLEARFLY	\$1,109.67
32232	Comcast	\$585.66
32240	Lumen	\$115.32
32242	Pacific Office Automation Inc.	\$100.89
32243	Pacific Office Automation, Inc.	\$311.22
32245	City of Redmond	\$3,000.00
32247	Staples Advantage	\$269.90
32250	Verizon Wireless	\$135.03
32259	U.S. BANK	\$5,788.77
		<u>\$50,763.89</u>

LAKE TAPPS

32208	LONG Building Technologies, Inc.	\$37,076.79
32218	Cintas Corporation	\$141.15
32225	Veolia Water North America	\$194,592.77
32229	Cintas Corporation	\$137.97
32237	H.D. Fowler Company	\$897.03
32244	Puget Sound Energy	\$996.56
32248	SYBIS LLC	\$1,311.81
32251	Washington Crane & Hoist Company Inc.	\$9,124.55
		<u>\$244,278.63</u>

CONSTRUCTION

32226	Lake Tapps Construction Unlimited	\$3,962.80
		<u>\$3,962.80</u>

DESTROYED AND VOIDED CHECKS:

Total Warrants	\$996,281.11
Total Wires	\$1,473,386.00
Total warrants/wire transfers authorized for March 2025	<u>\$2,469,667.11</u>

Approved: _____ Date: _____
 Andy Baker, Economist

Approved: _____ Date: _____
 Mayor Mary Lou Pauly, Secretary/Treasurer

**Cascade Water Alliance
Monthly Treasurer's Report
February 2025**

Attachment 6

	Operating Fund	Construction Fund	Bond Fund	RCFC Fund	Water Supply Development Fund	Rate Stabilization Fund	US Bank Payroll Account	All Funds
Beginning Balances, February 1	\$ 18,345,395	\$ 6,317,207	\$ 8,377,764	\$ -	\$ 13,787,196	\$ 2,470,380	\$ -	\$ 49,297,942
Additions:								
Cash received	\$ 8,536,595	\$ 36,213	\$ 9,249	\$ -	\$ 56,668	\$ 9,064	\$ -	\$ 8,647,790
Transfers from other Cascade funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,661	\$ 188,661
Total additions	\$ 8,536,595	\$ 36,213	\$ 9,249	\$ -	\$ 56,668	\$ 9,064	\$ 188,661	\$ 8,836,451
Subtractions:								
Bank fees, payroll, and bond payments	\$ 1,260	\$ 711	\$ 1,054	\$ -	\$ 1,114	\$ 178	\$ 188,661	\$ 192,977
Warrants paid	\$ 1,353,508	\$ 104,071	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,457,579
Wire and other electronic payments	\$ -	\$ 369,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369,300
King Co. Investment Pool impairment (realized)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
King Co. Investment Pool impairment (retained)	\$ (57)	\$ (49)	\$ (27)	\$ -	\$ -	\$ (7)	\$ -	\$ (140)
Transfers to other Cascade funds	\$ 188,661	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,661
Total subtractions	\$ 1,543,372	\$ 474,033	\$ 1,027	\$ -	\$ 1,114	\$ 171	\$ 188,661	\$ 2,208,378
Ending Balances, February 28, 2025	\$ 25,338,618	\$ 5,879,387	\$ 8,385,986	\$ -	\$ 13,842,750	\$ 2,479,273	\$ -	\$ 55,926,015



MEETING MINUTES OF THE
BOARD OF DIRECTORS
VIA HYBRID
FEBRUARY 22, 2025

1. CALL TO ORDER

At 3:32 p.m. Vice-Chair Birney called the meeting to order.

2. ROLL CALL

Board Members Present: City of Bellevue (Hamilton), City of Issaquah (Pauly), City of Redmond (Birney), and Skyway Water and Sewer District (Ault)

Board Members Absent: City of Kirkland (Sweet), Sammamish Plateau Water & Sewer District (Warren), City of Tukwila (McLeod),

Board Alternates Present: City of Tukwila (Martinez¹), Sammamish Plateau Water & Sewer District (Hooshangi)

3. MUNICIPAL RESEARCH AND SERVICES CENTER (MRSC)

Melanie Harding, Executive Director for the Municipal Research and Services Center (MRSC), explained that MRSC is a nonprofit organization that helps local governments across Washington State better serve their communities by providing legal and policy guidance on any topic. MRSC believes the most effective local government is a well-informed one, and as cities, counties, and special purpose districts face rapid changes and significant challenges, they are available to help. Approximately 760 jurisdictions use MRSC's rosters. Cascade's Lead Contracts Negotiator, Chuck Clark, sits on the Board of Directors for MRSC.

4. PUBLIC COMMENT

None.

5. APPROVAL OF AGENDA

Motion by Mr. Hamilton and second by Mr. Ault to approve the meeting agenda as presented. Motion carried unanimously (5-0).

6. CHIEF EXECUTIVE OFFICER'S REPORT

Ray Hoffman, Cascade CEO, reviewed the Chief Executive Officer's Report that was included in the Board Packet, and responded to questions from Board Members.

¹ Joined via Zoom at 4:15 p.m.

7. CONSENT ITEM

- A. Board Meeting Minutes for January 22, 2025.

Motion by Mr. Hamilton and second by Mr. Ault to approve Consent Action Item A as presented. Motion carried unanimously (5-0).

8. OTHER ACTION ITEMS

- A. Motion to Adopt Resolution No. 2025-04 Authorizing the Chief Executive Officer to Replace an Exhibit in the Agreements to be Executed with the City of Tacoma for Wholesale Water Supply.

Ed Cebron, Cascade Chief Economist/Treasurer, and Andy Baker, Cascade Economist, explained that the Board approved Resolution 2025-01 authorizing Cascade's Chief Executive Officer, in consultation with legal counsel, to finalize and execute the two wholesale supply agreements with the City of Tacoma. Two final draft agreements, along with several exhibits to each agreement, were attached to Resolution 2025-01: 1) the Agreement for Market-Priced Wholesale Water Supply; and 2) the Agreement for Wholesale Water Supply. Resolution 2025-01 stipulated that the final agreements were to be substantially consistent with the final draft agreements that were attached to the resolution. After the Board approved Resolution 2025-01, Cascade and Tacoma staff identified a mathematical error in Exhibit G - Market-Priced Wholesale Rate Methodology of the Agreement for Market-Priced Wholesale Water Supply. The Exhibit G draft that was attached to Resolution 2025-01 did not allocate Cascade's full share of Tacoma's peak capacity.

The updated and final Exhibit G, included in the Board Packet, corrects the mathematical error. This correction results in a 9% increase in Cascade's Market-Priced charges between 2041 and 2062. This translates to a net present value cost increase of \$6 million. As this revision constitutes a substantive change to the draft documents attached to Resolution 2025-01, Cascade requests that the Board authorize the Chief Executive Officer to replace Exhibit G from the draft Agreement for Market-Priced Wholesale Water Supply attached to Resolution 2025-01 with the modified Exhibit G as included in the Board Packet.

Motion by Mr. Hamilton and second by Ms. Pauly to adopt Resolution No. 2025-04 authorizing the Chief Executive Officer to replace an Exhibit in the agreements to be executed with the City of Tacoma for Wholesale Water Supply. Motion carried unanimously (6-0).

9. STAFF PRESENTATIONS

- A. Wholesale Contracts Status Update.

Mr. Hoffman summarized a recent meeting with Seattle Mayor Bruce Harrell, along with a few Cascade Board Members. It was a robust discussion. Seattle does not want Cascade to pay less than Renton. Other items discussed included Seattle's water supply, and wheeling.

10. COMMITTEE REPORTS

[Type here]

- A. Executive Committee – Meeting held January 28, 2025. The meeting recap was included in the Board Packet.
- B. Finance & Management Committee – No meetings held since the last Board meeting.
- C. Public Affairs Committee – Meeting held February 5, 2025. The meeting recap was included in the Board Packet.
- D. Resource & Management Committee – Meeting held February 13, 2025. The meeting recap was included in the Board Packet.

11. EXECUTIVE SESSION

- A. To review the performance of a public employee

At 4:32 p.m., Vice-Chair Birney announced that there would be an executive session to review the performance of a public employee. The executive session was expected to last 20 minutes.

At 4:50 p.m. the executive session was extended for 10 minutes.

At 5:02 p.m. the executive session adjourned.

Motion by Ms. Hooshangi and second by Mr. Ault to adjust the meeting agenda and include consideration of Resolution 2025-05, authorizing the Board Chair to take such actions as are necessary to increase the CEO's annual salary for 2025 by 5% effective with back pay from January 1, 2025. Motion carried unanimously (6-0).

12. NEW BUSINESS

Motion by Mr. Hamilton and second by Mr. Martinez to adopt Resolution No. 2025-05, authorizing the Board Chair to take such actions as are necessary to increase the CEO's annual salary for 2025 by 5% effective with back pay from January 1, 2025. Motion carried unanimously (6-0).

Vice-Chair Birney noted that the Board is going to put together a search committee for a new CEO, since Ray Hoffman will be retiring later this year.

13. NEXT REGULAR MEETING

The next regularly scheduled Board meeting will be held on March 26, 2025 at 3:30 p.m.

14. ADJOURN

The meeting adjourned at 5:04 p.m.

APPROVED BY:

Penny Sweet, Chair

Angela Birney, Vice-Chair

AGENDA MEMORANDUM

SUBJECT

Motion to authorize the Chief Executive Officer to enter into a contract with Parametrix Inc. to provide 2025-2027 on-call electrical engineering, controls, and integration services in an amount not to exceed \$600,000 (\$200,000 per year in 2025, 2026, and 2027) with an option to extend two additional years with future Board approval.

BACKGROUND

Cascade's White River – Lake Tapps infrastructure relies on a complex network of electrical, instrumentation, and controls equipment with corresponding fiber and telecommunication networks to manage (remotely and on-site) daily diversion and conveyance of water for filling, draining, and managing reservoir levels at the White River – Lake Tapps Reservoir Project (Project).

As presented to the Resource Management Committee on January 9, 2025, much of the Project's electrical system is nearing or beyond its design life and requires field services (Integration) in addition to electrical engineering support. Field services will create as-built documentation for the Electrical and Control systems adopted from Puget Sound Energy to determine if repair, replacement, or system decommissioning is warranted.

Since 2016, Cascade has used on-call electrical engineering service contracts to address ongoing electrical operation and maintenance needs for the Project. The last on-call contract term ended December 31, 2024. At that time, Cascade staff recognized the potential benefit of expanding the scope of services for future on-call electrical contracts to include field Integration services. Benefits for modifying the contract scope include, but are not limited to:

- Improved project outcomes using a single point of responsibility for electrical repairs that include controls and monitoring equipment.
- Reduced project costs (fewer contractors with less overlap in scope and fewer markups).
- Reduced project schedules with more efficient service and equipment procurement.
- Reduced staff contract administration (fewer contracts to develop and manage for each project).

This on-call electrical engineering, controls, and integration services contract will provide services on a task order basis as project needs are identified.

PROCUREMENT PROCESS

A Request for Qualifications (RFQ) was advertised on January 21, 2025 in the *Tacoma News Tribune* and *Seattle Daily Journal of Commerce* and posted on Cascade's website, soliciting

Statements of Qualifications (SOQ) from firms interested in providing on-call electrical engineering, controls, and a limited scope of supply and installation of controls related to infrastructure (integration services). Three firms responded to the request on February 18, 2025.

Cascade’s selection committee members independently reviewed and scored the SOQs and then met to rank the respondents as a committee. The selection committee unanimously selected Parametrix Inc. of Puyallup, Washington as the most highly qualified firm to recommend to the Board for approval.

The advertisement for this contract is for a three-year term with an option for two additional one-year periods, pending future Board authorization for each of the final two years in 2028 and 2029.

FISCAL IMPACT

This contract would include operation and maintenance expenditures for Engineering services and capital expenditures for field integration work. The breakdown between operations and capital is estimated below, but the actual breakdown may vary based on project requirements:

Budget Line	2025 Budget	Spent and Committed to Date	Available 2025 Budget	This Action	2025 Remaining Balance
On-Call Electrical Engineering Services (O&M - 104)	\$133,750	\$0	\$133,750	\$130,000	\$3,750
Upper Conveyance (Capital - 301)	\$2,350,000	\$2,278,167	\$71,833	\$50,000	\$21,833
Lower Conveyance (Capital - 303)	\$550,000	\$0	\$550,000	\$20,000	\$530,000
Budget Line	2026 Budget	Spent and Committed to Date	Available 2026 Budget	This Action	2026 Remaining Balance
On-Call Electrical Engineering Services (O&M - 104)	\$133,750	\$0	\$133,750	\$130,000	\$3,750
Upper Conveyance (Capital - 301)	\$50,000	\$0	\$50,000	\$50,000	\$0
Lower Conveyance (Capital - 303)	\$2,050,000	\$0	\$2,050,000	\$20,000	\$2,030,000

There is sufficient funding in the adopted 2025-2026 O&M and CIP budgets for this contract. Cascade’s proposed 2027-2028 budget will include funding for years 3, 4, and 5 of this contract.

OPTIONS

1. Authorize the Chief Executive Officer to execute a contract with Parametrix Inc. to provide on-call electrical engineering, controls, and integration services in an amount not to exceed \$600,000 for 2025-2027.
2. Do not authorize the Chief Executive Officer to execute a contract with Parametrix Inc. and provide alternate direction to staff.

RECOMMENDED ACTION

Authorize the Chief Executive Officer to execute a contract with Parametrix Inc. to provide on-call electrical engineering, controls, and integration services in an amount not to exceed \$600,000 for 2025-2027.

ATTACHMENTS

None.

AGENDA MEMORANDUM

SUBJECT

Motion to authorize the Chief Executive Officer to amend the Consulting Agreement with HDR Engineering, Inc., to increase the maximum compensation amount by up to \$200,000, for a total amount not to exceed \$1,518,000.

BACKGROUND

Cascade entered a contract with HDR Engineering, Inc. (HDR) in December 2015 for consulting services for the development of the US Army Corps of Engineers' (USACE) Mud Mountain Dam Fish Passage Project (MMD FPP). The MMD FPP is a complex, multi-million-dollar, multi-year project that is composed of three Phases. Phase 1 was the construction of the barrier dam on the left side of the river and is complete. Phase 2 was the construction of the barrier dam on the right side of the river. Phase 3 is the implementation of Cascade's Intake Improvement project and was scheduled to start June 2024 (after a three-year delay).

Because of the magnitude and duration of the MMD FPP, Cascade has purposefully phased-in HDR's tasks and budget over time via amendments. The HDR contract was amended in June 2016, December 2016, November 2017, December 2018, May 2019, June 2020, July 2021, and February 2024. The maximum compensation amount is currently \$1,318,000.

Originally, Amendment No. 8 was intended to cover engineering support during construction of Phase 3 work, which was initially planned for June 2024 through June 2025. However, due to negotiations between USACE and Kiewit, the project duration was extended an additional six months to the end of 2025. The time extension, additional unforeseen conditions, numerous requests for information, more than anticipated meetings, and review of submittals, together with a contractor that needs a lot of handholding, has caused the estimated consultant level of support to go over the authorized contract amount.

This proposed Amendment will cover HDR's tasks for the remaining duration of Phase 3, with an additional three months of post-Phase 3 support. The main tasks for this Amendment include reviewing, commenting on, and approving contractor submittals; attending construction progress meetings; conducting visits to the project site; resolving design conflicts as needed; assisting Cascade on construction change order requests; and interfacing with the construction management consultant.

PROCUREMENT PROCESS

N/A

FISCAL IMPACT

The proposed increase for the Consulting Agreement with HDR is \$200,000, bringing the total contract not-to-exceed amount to \$1,518,000.

Budget Line	2025 Capital Budget	Spent and Committed to Date	Available 2025 Budget	This Action	2025 Remaining Balance
Upper Conveyance Projects	\$2,350,000	\$2,078,167	\$221,833	\$200,000	\$71,833

OPTIONS

1. Authorize the Chief Executive Officer to amend the Consulting Agreement with HDR Engineering, Inc., to increase the maximum compensation amount by up to \$200,000, for a total amount not to exceed \$1,518,000.
2. Do not authorize the Chief Executive Officer to amend the Consulting Agreement with HDR Engineering, Inc., and provide alternate direction to staff.

RECOMMENDED ACTION

Authorize the Chief Executive Officer to amend the Consulting Agreement with HDR to increase the maximum compensation amount by \$200,000, for a total amount not to exceed \$1,518,000.

ATTACHMENTS

1. Summary of amendments for HDR consulting agreement no. 20151201-00.

HDR ENGINEERING CONSULTING AGREEMENT NO. 20151201-00
MUD MOUNTAIN DAM FISH PASS PROJECT DESIGN REVIEW

BACKGROUND

Cascade entered a contract with HDR Engineering, Inc. (HDR) in December 2015 for consulting services for the development of the US Army Corps of Engineers' (USACE) Mud Mountain Dam Fish Passage Project (MMD FPP). The MMD FPP is a complex, multi-million-dollar, multi-year project that is composed of three Phases. Phase 1 was the construction of the barrier dam on the left side of the river and is complete. Phase 2 was the construction of the barrier dam on the right side of the river. Phase 3 is the implementation of Cascade's Intake Improvement project and was scheduled to start June 2024 (after a three-year delay).

Because of the magnitude and duration of the MMD FPP, Cascade has purposefully phased-in HDR's tasks and budget over time via amendments. The HDR contract has been amended eight times—in June 2016, December 2016, November 2017, December 2018, May 2019, June 2020, July 2021, and February 2024. The maximum compensation amount is currently \$1,318,000.

SUMMARY OF AMENDMENTS

1. June 2016: Added tasks to the contract scope of work, allowed HDR to subcontract a portion of the Scope of Services, and increased the maximum compensation amount by \$300,000, for a total amount not to exceed \$375,000.
 - a. This Amendment was intended to cover continued review of USACE designs and initiation and management of HDR's design for the Cascade Intake Modifications.
2. December 2016: Increased the maximum compensation amount by \$368,000, for a total amount not to exceed \$743,000.
 - a. This Amendment was intended to cover completing the design review of the MMD FPP and developing specifications for demolition, removal, and restoration of the existing trap and haul facility (\$53,000), as well as designing the Cascade Intake Modifications (\$315,000). Additional funds were needed due to changes in USACE's barrier structure design.
3. November 2017: Increased the maximum compensation amount by \$40,000, for a total amount not to exceed \$783,000.
 - a. This Amendment was intended to cover HDR's efforts to complete real estate arrangements and agreements for during and post construction operations for the implementation of the Cascade Intake Improvements.
4. December 2018: Approved an extension and additional subconsultants deemed necessary to accomplish the scope of work and adjusted the compensation rates for the scope of work.
5. May 2019: Increased the maximum compensation amount of \$50,000, for a total amount not to exceed \$833,000.
 - a. This Amendment was intended to cover HDR's remaining activities in Phase 2.

6. June 2020: Increased the maximum compensation amount by \$185,000, for a total amount not to exceed \$918,000.
 - a. This Amendment was intended to cover HDR's tasks for a 12-month period, up to the start of Phase 3. The main tasks included: support the development of a Joint Operations Plan between Cascade and USACE; review operations data provided by USACE's contractor; interface with Cascade's SCADA consultant review and comment on construction documents during Phase 2; and ensure Cascade's operations and infrastructure are protected during Phase 2 construction.
7. July 2021: Increased the maximum compensation amount by \$150,000, for a total amount not to exceed \$1,068,000.
 - a. This Amendment was intended to cover HDR's tasks for the entire duration of Phase 3. The main tasks included: review, comment and approve contractor submittals; attend construction progress meetings; conduct visits to the project site; assist Cascade on construction change order requests; and interface with construction management consultant.
8. February 2024: Increased the maximum compensation amount by \$250,000, for a total amount not to exceed \$1,318,000.
 - a. This Amendment was intended to cover engineering support during construction of Phase 3 work, which was initially planned for June 2024 through June 2025. These funds have been exhausted because construction of Phase 1 and Phase 2 was delayed and there were additional preconstruction design changes based on lessons learned from Phase 1 and Phase 2. The main tasks included in the amendment were: review, comment and approve contractor submittals; attend construction progress meetings; conduct visits to the project site; resolve design conflicts as needed; assist Cascade on construction change order requests; and interface with construction management consultant.
9. March 2025: Motion to increase the maximum compensation amount by up to \$200,000, for a total amount not to exceed \$1,518,000.
 - a. The proposed Amendment is needed to provide engineering support services due to contractor delays (a result of differing site conditions, issues with cofferdam construction, and a significantly more than anticipated increase in the engineering efforts). Amendment No. 8 anticipated a project completion date of June 2025, and the current planned completion date is December 2025. This proposed Amendment will cover HDR's tasks for the remaining duration of Phase 3, with an additional three months of post-Phase 3 support. The main tasks include: review, comment, and approve contractor submittals; attend construction progress meetings; conduct visits to the project site; resolve design conflicts as needed; assist Cascade on construction change order requests; and interface with the construction management consultant.

AGENDA MEMORANDUM

SUBJECT

Motion to authorize the Chief Executive Officer to enter into a contract with Long Building Technologies Inc. to perform routine security equipment maintenance and related services at the White River – Lake Tapps Reservoir project in an amount not-to-exceed \$81,058.

BACKGROUND

Long Building Technologies Inc. has been providing security maintenance services for Cascade since 2019. A detailed scope of services is included as an exhibit to the contract but in general, includes inspecting and maintaining all security equipment for the entire White River – Lake Tapps Reservoir project from the Headworks to the Powerhouse. Equipment includes, but is not limited to, security cameras; gate, door, and remote-access key card readers; security servers and workstations; and communications stations. The contract will allow for one planned inspection and maintenance cycle anticipated to be completed in mid-2025 as well as allowing an allocation for fault rectification and equipment repair services to be completed under negotiated task orders as directed by staff when project needs arise.

A Request for Proposal (RFP) for these services was issued on April 11, 2023. The term of this agreement under the RFP was set to end on December 31, 2024, with an option to extend for two additional years (as approved by the Board). This contract would extend the term through December 31, 2025, with an anticipated final extension (pending contractor performance review and future board approval) through December 31, 2026.

PROCUREMENT PROCESS

As noted above, Cascade selected Long Building Technologies through a competitive RFP process with the selection committee's recommendation approved by the Board on May 24, 2023.

FISCAL IMPACT

The requested contract authorization is for a not-to-exceed amount of \$81,058, inclusive of Washington State sales tax and reserve for contingency.

Budget Line	Year	Budget	Spent and Committed to Date	Available Budget	This Action	Remaining Balance
73-Security Maintenance	2025	\$82,000	\$0	\$82,000	\$81,058	\$842

OPTIONS

1. Authorize the Chief Executive Officer to enter into a contract with Long Building Technologies Inc. to perform routine security equipment maintenance and related services at the White River – Lake Tapps Reservoir project in an amount not-to-exceed \$81,058.
2. Do not authorize the authorize the Chief Executive Officer to enter into a contract Long Building Technologies Inc. and provide alternative direction.

RECOMMENDED ACTION

Authorize the Chief Executive Officer to enter into a contract with Long Building Technologies Inc. to perform routine security equipment maintenance and related services at the White River – Lake Tapps Reservoir project in an amount not-to-exceed \$81,058.

ATTACHMENTS

None.

AGENDA MEMORANDUM

SUBJECT

Motion to adopt Resolution No. 2025-06 authorizing a transfer of \$1,769,843 to the Cascade Water Supply Development Fund for 2025.

BACKGROUND

In November 2021, by Resolution No. 2021-10, the Board authorized creation and implementation of the Water Supply Development Fund (WSDF), including new chapter 5.70 of the Cascade Water Alliance Code (CWAC). CWAC 5.70.020 provides for annual transfers to the WSDF based on both planned transfers and for unplanned opportunities under the “Shared Benefit” concept. For 2025, there are budgeted transfers based on the adopted 2025 budget and Shared Benefit transfers based on 2024 financial performance.

The following table summarizes the basis for the proposed 2025 transfer. Under the Shared Benefit concept, the benefit of both new revenues identified and savings realized in the prior year are shared equally between funding the WSDF and reducing the pressure on current rates.

Description	Revenue / Savings	WSDF Share of Benefit	Current Share of Benefit
Budgeted Transfers			
Construction Fund Surplus Balance <i>(scheduled transfer of 6-year excess)</i>		\$500,000	
Demand Share Transfer <i>(from rates)</i>		\$455,319	
Recurring Benefits			
2020 Bond Refunding Savings <i>(benefit realized in 2025)</i>	\$575,190	\$287,595	\$287,595
2024 Temporary Water Sale Demand Shares <i>(Issaquah)</i>	\$52,056	\$26,028	\$26,028
2024 Temporary Water Sale RCFC Surcharge <i>(Issaquah)</i>	\$58,500	\$29,250	\$29,250
New Benefits			
2024 Underspent Operating Fund <i>(excludes expenses deferred but not avoided)</i>	\$447,629	\$223,814	\$223,814
2024 Underspent CIP <i>(excludes projects deferred but not avoided)</i>	\$175,000	\$87,500	\$87,500
2023 SPU True-Up <i>(Adjustment to 2025 Block Payments)</i>	\$320,674	\$160,337	\$160,337
Total	\$1,629,049	\$1,769,843	\$814,524

The transfers derive from the operating and construction funds as follows:

Operating Fund	\$1,153,093
Construction Fund	\$ 616,750

The balance in the WSDF as of January 1, 2025 is \$13,749,161.

PROCUREMENT PROCESS

Not applicable.

FISCAL IMPACT

The action is consistent with the CWAC and represents a combination of budgeted transfers and “shared benefit” of unbudgeted windfalls. Relative to adopted budgets and financial plans, there is a net beneficial fiscal impact from the current portion of shared benefits net of the transfer, and there is a long-term beneficial impact from providing funds for major supply project construction.

OPTIONS

1. Adopt Resolution No. 2025-06 authorizing a transfer of \$1,769,843 to the Cascade Water Supply Development Fund for 2025.
2. Do not adopt Resolution No. 2025-06, and provide alternative direction to staff.

RECOMMENDED ACTIONS

Adopt Resolution No. 2025-06 authorizing a transfer of \$1,769,843 to the Cascade Water Supply Development Fund for 2025.

ATTACHMENTS

1. Resolution 2025-06



CASCADE WATER ALLIANCE
RESOLUTION No. 2025-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CASCADE WATER ALLIANCE,
A WASHINGTON MUNICIPAL CORPORATION
AUTHORIZING A TRANSFER OF \$1,769,843 TO THE WATER SUPPLY DEVELOPMENT FUND

WHEREAS, the Cascade Water Alliance (“Cascade”) is a Washington Municipal Corporation composed of seven Members, which are municipal corporations and special purpose districts that are party to the Joint Municipal Utilities Services Agreement under the authority of Chapter 39.106 RCW for the purpose of providing water supply to meet the growing demands of its Members;

WHEREAS, Cascade Water Alliance Code (“CWAC”) 5.70.020 provides for planned and unplanned transfers to the Water Supply Development Fund (“WSDF”); and

WHEREAS, the Board now desires to authorize a transfer for 2025 consistent with CWAC 5.70.020.

NOW THEREFORE BE IT RESOLVED BY THE BOARD as follows:

Section 1. Authorization of Fund Transfer to the Water Supply Development Fund

The Board authorizes the following transfers totaling \$1,769,843 to the WSDF for 2025 consistent with CWAC 5.70.020:

- A. Transfer of \$1,153,093 from the Operating Fund to the WSDF.
- B. Transfer of \$616,750 from the Construction Fund to the WSDF.

Section 2. 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 26th day of March 2025.

CASCADE WATER ALLIANCE

Penny Sweet, Chair

Attest – Ray Hoffman, Chief Executive Officer

Angela Birney, Vice Chair

Mary Lou Pauly, Secretary/Treasurer

Members

Yes _____

No _____

Demand Share

Yes _____ %

No _____ %

Include in CWAC?	
<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

AGENDA MEMORANDUM

SUBJECT

Motion to approve a Cascade Board letter to Seattle Mayor Bruce Harrell.

BACKGROUND

Cascade's Executive Committee met with Mayor Harrell several times in 2024 and 2025 to discuss potential future water purchase opportunities and wheeling. At the February 26, 2025 Board meeting, the Board directed staff to draft a short letter to Seattle Mayor Harrell thanking him for meeting with Cascade's Executive Committee.

Cascade staff continue to meet with staff from Seattle Public Utilities (SPU) to explore water purchase options and will return to the Board with more information in the future if the discussions produce viable options for consideration.

PROCUREMENT PROCESS

Not applicable.

FISCAL IMPACT

Not applicable.

OPTIONS

1. Approve the letter to Seattle Mayor Harrell.
2. Do not approve the letter and provide alternative direction to staff.

RECOMMENDED ACTION

Approve the letter to Seattle Mayor Harrell.

ATTACHMENTS

1. Letter to Seattle Mayor Harrell.

March ___, 2025

Sent via email

Mayor Bruce Harrell
City of Seattle
[insert address]
[insert email address]

Dear Mayor Harrell,

I am writing on behalf of the Cascade Water Alliance Board (Cascade) to thank you for meeting with Cascade's Executive Committee last year and again in February. We highly value Cascade's relationship with you and Seattle Public Utilities (SPU) and appreciate you taking the time to discuss water matters of interest to all of us.

Like Seattle, Cascade is always seeking opportunities that will benefit water resources for both Cascade and the entire Puget Sound region. A regional approach was one of Cascade's core principles in its formation. Facing future uncertainties such as climate change and natural disasters through regional collaboration will ensure all customers continue to have access to high quality water no matter what the future brings.

Regarding water quality, Cascade and Tacoma Public Utilities (TPU) have high water quality standards and will continue to provide water that meets or exceeds all state and federal standards regardless of the source of water. As you know, Cascade is undertaking a blending study to fully understand the technical issues in combining SPU and TPU water in our members' distribution systems when Cascade begins delivery of TPU water. We appreciate SPU's participation in the study with Cascade and TPU.

Finally, we have asked Cascade staff to continue to work with SPU staff on a potential Cascade purchase of additional water at the end of the current contract term. We are hopeful that a contract extension like we discussed at the meeting will prove to be a "win-win" for Seattle and Cascade.

We look forward to a continued positive working partnership with you through our existing contract and other regional opportunities as they arise.

Sincerely,

Penny Sweet
Board Chair

Cc: Ray Hoffman, CEO, Cascade

Andrew Lee, GM/CEO, SPU
Bellevue Mayor and City Council
Kirkland Mayor and City Council
Issaquah Mayor and City Council
Redmond Mayor and City Council
Tukwila Mayor and City Council
Sammamish Plateau Water and Sewer District Commission
Skyway Water and Sewer District Commission
Seattle Water Operating Board

AGENDA MEMORANDUM

SUBJECT

Motion to adopt Resolution No. 2025-07, Authorizing the Turf Out Rebate Program.

BACKGROUND

Most of the “low-hanging fruit” (old toilets, showerheads, and clothes washers) that promote households to engage in water conservation activities have been harvested through years of utility-based conservation programs, industry changes, and state plumbing code revisions. Cascade’s recent contract negotiations with the City of Tacoma underscore the importance of finding opportunities to reduce peak season demand. Turfgrass (grass) is a very water-intensive plant, and irrigation of turfgrass is the primary contributor to Cascade’s peak season demand.

The “Turf Out” Rebate Program will encourage residents to remove part of their irrigated lawn and replace it with native or drought-tolerant plants. Turf Out, and other Cascade programs targeted at outdoor water use, will reduce lawn watering and Cascade’s peaking factor, making better use of limited water resources. Staff have researched and developed this program for the past year and have given updates to the Public Affairs Committee and Cascade’s Board of Directors. Upon approval, staff will immediately start the program.

As described in the attached Special Projects Proposal #1-2025, interested customers must submit an application to Cascade for review and approval. Customers must own the property of the proposed project site, and the property must be within a Cascade member service area. Residential customers must remove 100 – 500 square feet of irrigated grass, and commercial customers must remove 500 – 1,000 square feet of irrigated grass. After completion of the work and verification, customers will receive a rebate in the amount of \$1 per square foot of removed grass. Customers must demonstrate they have decommissioned the irrigation system and must sign a pledge not to replant the project site with grass. The anticipated savings from this program are 10 – 20 gallons of water per square foot per year. Cascade will work with member staff to monitor the water usage from the account to determine the effectiveness of the program.

The continuance of the program will depend on whether it generates reliable, measurable savings. Other factors to be considered include cost effectiveness, customer participation, and ease of program administration. Progress reports will be provided to the Public Affairs Committee quarterly. Program review and analysis will occur in January 2026.

This program benefits Cascade by eliminating irrigation water use, which will reduce peak season demand and allow Cascade to utilize current water resources before needing to develop expensive new supplies. The program also demonstrates Cascade’s commitment to sustainability and the wise use of our water resources.

The attached Resolution 2025-07 requests that the Board provide authorization for the Turf Out Rebate Program.

PROCUREMENT PROCESS

Not applicable.

FISCAL IMPACT

Budget Line	2025 Budget	Spent and Committed to Date	Available 2025 Budget	This Action	2025 Remaining Balance
53	\$50,000	\$0	\$50,000	\$50,000	\$0

OPTIONS

1. Adopt Resolution No. 2025-07, Authorizing the Turf Out Rebate Program.
2. Do not adopt Resolution No. 2025-07 and provide alternative direction to staff.

RECOMMENDED ACTION

1. Adopt Resolution No. 2025-07.

ATTACHMENTS

1. Resolution No. 2025-07, Authorizing the Turf Out Rebate Program.
2. Special Project Proposal #1-2025.



CASCADE WATER ALLIANCE
RESOLUTION No. 2025-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CASCADE WATER ALLIANCE,
A WASHINGTON MUNICIPAL CORPORATION,
AUTHORIZING THE TURF OUT REBATE PROGRAM

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; and

WHEREAS providing regional water conservation services is among the purposes listed in the 2012 Cascade Water Alliance Joint Municipal Utility Services Agreement; and

WHEREAS the Turf Out Rebate Program benefits Cascade by providing incentive to eliminate irrigation water use by customers within the Cascade member service area, which will reduce peak season demand and allow Cascade to utilize current water resources before needing to develop new supplies.

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

Section 1. Adoption. The Board authorizes the Turf Out Rebate Program.

Section 2. 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 special meeting thereof, held on the 26th day of March 2025.

CASCADE WATER ALLIANCE

Penny Sweet, Chair

Attest – Ray Hoffman, Chief Executive Officer

Angela Birney, Vice Chair

Mary Lou Pauly, Secretary/Treasurer

Members

Yes _____

No _____

Demand Share

Yes _____%

No _____%

Include in CWAC?	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No



Cascade Water Efficiency Program
Special Project Proposal #1- 2025
March 5, 2025

Project Description:

The “Turf Out” rebate program will encourage residents to remove part of their irrigated lawn and replace it with native or drought-tolerant plants. Lawn watering is the major driver of Cascade’s seasonal peaking factor. Turf Out, and other Cascade programs targeted at outdoor water use, will reduce lawn watering and Cascade’s peaking factor, making better use of limited water resources. Through this proposal, Cascade staff seek approval of the Cascade Board of Directors for financial authorization of the Turf Out program.

Background:

Most of the “low-hanging fruit” (old toilets, showerheads, and clothes washers) that promote households to engage in water conservation activities have been harvested through years of utility-based conservation programs, industry changes, and state plumbing code revisions. Cascade’s recent contract negotiations with the City of Tacoma underscore the importance of finding opportunities to reduce peak season demand. Turfgrass (grass) is a very water-intensive plant that is the primary contributor to peak season demand. This is particularly true for homes with automated irrigation systems.

The continuance of the program will depend on whether it generates reliable, measurable savings. Other factors to be considered include cost effectiveness, customer participation, and ease of program administration.

Benefit to Cascade:

This program benefits Cascade by eliminating irrigation water use, which will reduce peak season demand and allow Cascade to utilize current water resources before needing to develop expensive new supplies. The program also demonstrates Cascade’s commitment to sustainability and the wise use of our water resources.

Budget:

Cascade has budgeted \$50,000 for rebates in 2025.

Fiscal Impact:

The expense will come from the 2025 Cascade budget line #53, which is dedicated for turf removal rebates.

Equity Considerations:

All customers who reside in Cascade member service areas and who have irrigated lawns on their property are eligible for this rebate.

Schedule and Milestones:

Staff have researched and developed this program for the past year and have given updates to the Public Affairs Committee and Cascade's Board of Directors. Upon approval, staff will immediately start the program.

Launch date: March 27, 2025.

Progress reports: Quarterly to Public Affairs Committee.

Social media promotion: Will be promoted through Cascade's social media platforms.

Program review and analysis: January 2026.

Resources:

1. \$50,000 in 2025 for rebates.
2. Staff time to execute and administer the program.
3. Cascade's social media platforms.
 - a. \$5,000 for paid advertising, Cascade Gardener classes, demonstration projects.
 - b. In future years, that amount may be increased for additional promotion. Example:
A contest for a lawn makeover for residents.
4. Educational materials, such as guides, videos, and webinars.

Methodology:

Interested customers must submit an application to Cascade for review and approval. Customers must own the property of the proposed project site, and the property must be within a Cascade member service area. Residential customers must remove 100 – 500 square feet of irrigated turf, and commercial customers must remove 500 – 1,000 square feet of irrigated turf per year. After completion of the work and verification, customers will receive a rebate in the amount of \$1 per square foot of removed turf. Customers must demonstrate they have decommissioned the irrigation system and must sign a pledge not to replant the project site with grass.

The anticipated savings from this program are 10 – 20 gallons of water per square foot per year. Customers must remove irrigated turf, cap or remove the irrigation system in the project area, and replace the turf with native or drought-tolerant plant materials. Upon completion of turf removal from their property, customers will provide documentation to Cascade demonstrating compliance with program requirements and, after verification by Cascade, a rebate check will be issued. Cascade will work with member staff to monitor the water usage from the account to determine the effectiveness of the project.

Metrics:

1. The number of program applicants will demonstrate awareness in water conservation resulting from turf removal.
2. The number of applicants completing the project will allow Cascade to estimate quantity of water conservation.
3. The estimated gallons of water saved over time will allow Cascade to better manage peak demand.

Member Engagement:

Members will be asked to help promote the program and, in some cases, help locate potential projects with parks departments and other accounts. Members will be asked to provide water use history for the applicant accounts to track water savings over time.

Legal Review:

Staff worked with Cascade's legal team to develop this proposal and resolution.

Challenges:

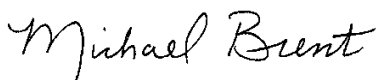
- Utility-sponsored turf removal is a relatively new concept in western Washington. It will take time for the program to be promoted and understood in the region.
- Deactivation of the irrigation system will be difficult for most applicants who do not use an irrigation contractor.
- Confirmation of the project will take time on the part of Cascade staff.

Presented To:

Cascade Public Affairs Committee on March 5, 2025.

Presenting Staff Member:

Michael Brent

Signature: 

Date: March 5, 2025

AGENDA MEMORANDUM

SUBJECT

Motion to adopt Resolution No. 2025-08, Authorizing Formation of a CEO Search Committee.

BACKGROUND

On February 26, 2025, Cascade's Chief Executive Officer (CEO), Ray Hoffman, informed the Board of Directors of his plan to retire by mid-2025. As the CEO role is critical to Cascade, the Board expressed its desire to create a CEO Search Committee (Committee) to recruit and help identify Mr. Hoffman's successor. The Committee will be composed of:

- A limit of up to three Board and/or Alternate Board members ensures no quorum of the Board; and
- A limit of up to four Cascade staff.

Membership of the Committee will be on a voluntary basis, with approval by the Board Chair. A Cascade staff member will serve as the lead staff person to the Committee and will be responsible for supporting the Committee.

Committee responsibilities will include, but not be limited to, the following tasks:

- Defining a detailed search process and timeline;
- Developing a job announcement, with input from the Board, and other materials;
- Recruiting candidates;
- Reviewing and rating applications;
- Conducting first round interviews; and
- Recommending finalists to be interviewed by the Board.

The Committee will also provide regular updates to the Board on the Committee's progress. The Board will interview finalist candidates recommended by the Committee and will make the final determination on hiring Cascade's next CEO.

PROCUREMENT PROCESS

Not applicable.

FISCAL IMPACT

Not applicable.

OPTIONS

1. Adopt Resolution No. 2025-08, authorizing formation of a CEO search committee.
2. Do not adopt Resolution No. 2025-08 and provide alternative direction to staff.

RECOMMENDED ACTION

Adopt Resolution No. 2025-08, authorizing formation of a CEO search committee.

ATTACHMENTS

1. Resolution No. 2025-08, Authorizing Formation of a CEO Search Committee
2. Draft Proposed Search Process for Cascade CEO



A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CASCADE WATER ALLIANCE,
A WASHINGTON MUNICIPAL CORPORATION
AUTHORIZING FORMATION OF A CEO SEARCH COMMITTEE

WHEREAS, the Cascade Water Alliance (“Cascade”) is a Washington Municipal Corporation composed of seven Members, which are municipal corporations and special purpose districts that are party to the Joint Municipal Utilities Services Agreement under the authority of Chapter 39.106 RCW for the purpose of providing water supply to meet the growing demands of its Members;

WHEREAS, Section 2.05.370 of the Cascade Water Alliance Code and Bylaws establish that Cascade staff shall include a Chief Executive Officer (“CEO”);

WHEREAS, Cascade’s current CEO, Ray Hoffman, has notified the Board of Directors for Cascade that he intends to retire in mid-2025; and

WHEREAS, the Board now desires to form a search committee to identify a successor to Mr. Hoffman as CEO for Cascade (“CEO Search Committee”).

NOW THEREFORE BE IT RESOLVED BY THE BOARD as follows:

Section 1. Authorization to Form a CEO Search Committee

The Board authorizes formation of a CEO Search Committee to recruit and help identify Cascade’s next CEO. The CEO Search Committee will be composed of:

- A limit of up to three Board and/or Alternate Board members ensures no quorum of the Board; and
- A limit of up to four Cascade staff.

Membership of the CEO Search Committee will be voluntary and determined by the Board Chair. A Cascade staff member will serve as the lead staff person to support the CEO Search Committee.

The Committee will provide regular updates to the Board on the Committee’s progress. The Board will interview finalist candidates recommended by the Committee and will make the final determination on hiring Cascade’s next CEO.

Section 2. 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 26th day of March 2025.

CASCADE WATER ALLIANCE

Penny Sweet, Chair

Attest – Ray Hoffman, Chief Executive Officer

Angela Birney, Vice Chair

Mary Lou Pauly, Secretary/Treasurer

Members

Yes _____

No _____

Demand Share

Yes _____ %

No _____ %

Include in CWAC?	
<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

Proposed Search Process for Cascade CEO

The table below outlines a proposed general process to recruit and select the new Cascade CEO. The proposed process includes a role for the Board, Cascade staff, Member staff, a Search Committee, and a lead staff member for the Search Committee. It is recommended that the Search Committee be composed of 5-7 individuals representing the Board and Cascade staff as described in the Agenda Memo.

Task	Board*	Cascade Staff	Member Staff	Committee Lead Staff	Search Committee
1. Detailed Process <ul style="list-style-type: none"> Develop process details and timeline 				Draft a detailed process and timeline	Review and finalize process/timeline
2. Job Description <ul style="list-style-type: none"> Define minimum and desired qualifications Develop the job description 	Provide input on qualifications and define salary range	Provide input on qualifications		Draft the job description based on Board and staff input	Review and finalize job description
3. Recruitment <ul style="list-style-type: none"> Hire a firm to identify additional candidates and advise the Search Committee on other tasks (this would not be a full-service executive search firm) Identify potential candidates Develop promo piece Post the job announcement 	Identify potential candidates	Identify potential candidates	Identify potential candidates	Hire a recruiter; draft the promo piece; determine postings for job announcement; reach out to potential candidates	Review and finalize job announcement, postings, and promo piece
4. Application <ul style="list-style-type: none"> Review and rate applications and reduce the pool to 10-15 				Review and rate applications	1-2 Committee members review and rate applications

Task	Board*	Cascade Staff	Member Staff	Committee Lead Staff	Search Committee
5. Supplemental Application <ul style="list-style-type: none"> • Invite 10-15 candidates for a supplemental application • Review and rate supplemental applications and reduce pool to top 4-6 • Perform criminal background checks on top 4-6 				Draft the supplemental application; perform criminal background checks via HR law firm	Review and approve application packet; review and rate supplemental applications
6. First Round Interviews <ul style="list-style-type: none"> • Conduct first round interviews with top 4-6 candidates • Perform reference checks on top 4-6 				Draft the interview questions; perform the reference checks	Review and approve interview questions; conduct first round interviews
7. Final Round Interviews <ul style="list-style-type: none"> • Conduct final round interviews with top 2-3 candidates 	Conduct final interviews and make selection	Meet the finalists and provide feedback to Board	Meet the finalists and provide feedback to Board		Draft the final round interview process for Board approval
8. Job Offer and Contract Terms <ul style="list-style-type: none"> • Negotiate and finalize the terms of the contract with the successful candidate • Approve the contract 	Executive Committee negotiates contract terms, Board authorizes contract			Support the Executive Committee and Board as needed	

**Note: The Board will receive updates on the Search Committee's progress.*

AGENDA MEMORANDUM

SUBJECT

Motion to set an annual salary range of \$260,000 to \$380,000 for the CEO job posting.

BACKGROUND

On February 26, 2025, Cascade’s Chief Executive Officer (CEO), Ray Hoffman, informed the Board of Directors of his plan to retire by mid-2025. The Board plans to conduct a competitive process to recruit and select Mr. Hoffman’s successor. A key component of recruiting highly qualified candidates is compensation. Section 4.6 of the Cascade Water Alliance Joint Municipal Utility Services Agreement specifies that the Board shall establish the compensation range for the CEO.

Cascade participated in several compensation surveys over the past few years and the following table summarizes the survey results.

Year	Survey	Salaries in 2025 Dollars*		
		25th %	Median	75th %
2024	11 water and wastewater districts and regional utilities in the Puget Sound area. (Sponsored by Clark Regional Wastewater District.)	\$253,708	\$260,494	\$297,234
2022	179 water and wastewater top executives at utilities with 100K or more customers across the country (Sponsored by various national utility associations (e.g. AWWA).)	\$206,537	\$254,540	\$331,098
2018	24 utilities (mostly districts) across the country, both wholesale and retail of varying sizes. (Sponsored by Northern Kentucky Water District.)	\$312,336	\$355,042	\$384,424

**2025 salaries were estimated by inflating the reported salaries by the annual average U.S. inflation rates.*

2025 published salary ranges for Seattle Public Utilities (SPU) and Tacoma Water are as follows:

Utility	Bottom of Range	Top of Range	Comments
SPU General Manager/CEO	\$274,227	\$438,776	Position is a department director reporting to the Mayor/Deputy Mayor.
Tacoma Water Superintendent	\$196,664	\$276,890	Position reports to the department director who reports to the Mayor.

Based on the three survey results and salary ranges for SPU and Tacoma Water, Cascade staff recommend the Board establish a salary range of \$260,000 to \$380,000 be included in the job

posting for the CEO position. This range should attract highly qualified candidates, ensuring Cascade's ability to continue to provide high quality services to its members and be a regional leader in drinking water issues.

PROCUREMENT PROCESS

Not applicable.

FISCAL IMPACT

Once the Board selects the successful candidate, they will determine the new CEO's annual compensation.

OPTIONS

1. Approve setting an annual salary range of \$260,000 to \$380,000 for the CEO job posting.
2. Do not approve the motion and provide alternative direction to staff.

RECOMMENDED ACTION

Approve setting an annual salary range of \$260,000 to \$380,000 for the CEO job posting.

ATTACHMENTS

None.



FINANCE & MANAGEMENT COMMITTEE

Mary Lou Pauly, Chair, City of Issaquah

Penny Sweet, City of Kirkland

Dave Hamilton, City of Bellevue

John Stokes, City of Bellevue

Meeting Recap

Tuesday, March 18, 2025

1:30 PM – 3:00 PM

Held at Cascade's office and via Zoom

1. Chair Comments.
2. Executive Session.
3. Items Recommended for Action at the March 26, 2025 Board Meeting

A. Routine Water Supply Development Fund (WSDF) Transfers. The annual transfer of funds to the WSDF derives from two sources: planned and budgeted 2025 transfers and “shared benefit” transfers related to 2024 activities that produced surplus or windfall. The total transfer proposed is roughly \$1.6 million, consistent with Cascade code provisions. Staff are requesting committee support and Board action to authorize the transfer consistent with Cascade code.

Recap: Staff reviewed the WSDF history and relevant policies and presented the 2025 planned and unplanned transfers to the Committee. The committee observed this is a routine portion of the WSDF process at this point. A more comprehensive review and report will be delivered to the committee later in the year. The committee voted to recommend this item for approval to the Board and to place the item on consent.

4. Discussion Items
5. Other Issues.
6. Next Meeting Date and Location.

The next meeting will be held Tuesday, April 15, 2025, 1:30 p.m. – 3:00 p.m. at Cascade's office and via Zoom.



PUBLIC AFFAIRS COMMITTEE
Angela Birney, Chair, City of Redmond
Penny Sweet, City of Kirkland
John Stokes, City of Bellevue
Ryika Hooshangi, Sammamish Plateau Water
Russell Joe, City of Issaquah
Dennis Martinez, City of Tukwila

Meeting Recap
Wednesday, March 5, 2025
9:00 AM – 10:00 AM

Held at Cascade's Office and via Zoom

1. **Chair Comments.**
2. **Executive Session.**
3. **Items Recommended for Action at the March 26, 2025 Board Meeting.**
 - A. **Turf Out Program.** Motion to adopt Resolution No. 2025-XX, Authorizing the Turf Out Rebate Program.

Recap: Staff presented a draft resolution for the board to formally authorize Cascade to launch the Turf Out program. No changes in the program are planned since staffs' detailed presentation to the Public Affairs Committee and the board in November 2024. The committee supported the program and recommended the item be placed on the Board's March 26 agenda.

4. **Discussion Items.**
 - A. **State Legislative Update.** Staff will provide an update on bills and activities in the state legislative session.

Recap: The committee received an update from Diana Carlen, Gordon Thomas Honeywell, on bills in the state legislative session. Two significant cut-off deadlines have passed. February 21 was the deadline for bills to be passed out of policy committees. February 28 was the deadline for bills to move out of fiscal committees. The action will now move to the floor and passage of bills from the house of origin. Although many bills have died, Cascade is still tracking bills of interest such as the county utility tax bill and the prevailing wages bill. Staff will continue to share information and seek feedback from members.

B. 2024-2025 Water Efficiency Programs. Staff will provide an overview of the 2024 Water Efficiency Report as well as plans for 2025 programs.

Recap: Staff provided a report on the 2024 Water Efficiency program, including statistics on the number of people reached with each component of the program. The committee then received an overview of program components that have taken place or are scheduled to take place in 2025.

5. Other Issues.

6. Next Meeting Date and Location.

The next meeting will be Wednesday, April 2, 2025, 9:00 a.m. – 10:00 a.m. at Cascade's office and via Zoom.



RESOURCE MANAGEMENT COMMITTEE

Lloyd Warren, Chair, Sammamish Plateau Water
Jon Ault, Skyway Water & Sewer District
Dave Hamilton, City of Bellevue
Tom McLeod, City of Tukwila
John Stokes, City of Bellevue
Jon Pascal, City of Kirkland
Ryika Hooshangi, Sammamish Plateau Water
Angie Nuevacamina, City of Redmond

Meeting Recap
Thursday, March 13, 2025
2:00 PM – 3:30 PM
Held at Cascade's office and via Zoom

1. **Chair Comments.**
2. **Executive Session.**
3. **Discussion Items.**

A. Water Quality Management Plan Update. Staff will provide an update on the draft Water Quality Management Plan.

Recap: Staff presented a brief summary of the draft Water Quality Management Plan, including the consultant's preliminary recommendations. The final draft Plan will be provided to the committee, likely in late April, followed by another presentation at the May committee meeting.

B. Reclaimed Water Update. Staff will update the committee on discussions with King County Wastewater Treatment Division staff about extending the reclaimed water agreement.

Recap: Staff shared updates from the latest Cascade and King County WTD meeting to discuss extending the current Cascade – King County reclaimed water agreement. Cascade's interests included providing clarity and certainty for its members, as well as keeping the amendment narrow. King County WTD had several more "substantive" interests, including a proposal to allow a limited number of reclaimed water projects in member service areas that did not displace potable water uses. King County indicated it would provide a list of such projects for Cascade's consideration. Staff will continue to update the committee as more information becomes available.

4. Items Recommended for Action at the March 26, 2025 Board Meeting.

- A. HDR Contract Amendment.** Motion to authorize the Chief Executive Officer to amend the Consulting Agreement with HDR Engineering, Inc., to increase the maximum compensation amount by up to \$200,000, for a total amount not to exceed \$1,518,000.

Recap: Staff provided a brief project update and reviewed the scope of services to be provided under the requested amendment to the original 2015 agreement for Design and Construction Services of Phase 3 of the USACE Mud Mountain Dam Project. The amendment will provide resources for continued engineering due to an extended construction duration which added six months to the contract. Staff anticipate the amendment will be the final one necessary to get through construction, startup, testing, and operational support assuming the contractor remains on schedule. The contractor's current schedule indicates construction completion at the end of December 2025. Engineering support services are anticipated to be needed through March of 2026.

- B. On-Call Electrical Engineering.** Motion to authorize the Chief Executive Officer to enter into a contract with Parametrix Inc. to provide 2025-2027 on-call electrical engineering, controls, and integration services in an amount not to exceed \$600,000 (\$200,000 per year in 2025, 2026, and 2027) with an option to extend two additional years with future Board approval.

Recap: Following up on a presentation provided to the RMC in January, staff presented the unanimous recommendation from the Cascade selection committee to proceed with entering into a 3–5-year contract for Electrical Engineering, Controls, and Integration services with Parametrix Inc. The contract will support operations and maintenance for the White River Lake Tapps Reservoir project (WRLT) through an expanded scope which includes integration field services. Expanding the scope will benefit Cascade and its membership with more efficient and cost-effective delivery of controls intensive work planned to be completed over the next 3-5 years.

- C. Security Maintenance Contract.** Motion to authorize the Chief Executive Officer to enter into a contract with Long Building Technologies Inc. to perform routine security equipment maintenance and related services at the White River – Lake Tapps Reservoir project in an amount not-to-exceed \$81,058.

Recap: Staff noted that Cascade has traditionally approved the Security Maintenance Contract during January renewals, but the warranty for equipment maintained under the contract expired in December 2024, necessitating a change in the scope of services and a delay to contract renewal. This contract will provide resources for one preventative maintenance cycle and additional resources for repair / replacement of security equipment if needed for the remainder of 2025 (cameras, gate and facility electrical access readers, security servers, desktop processors, etc.). This is the final contract year contemplated under the 2022 solicitation.

5. Other issues.

6. Next Meeting Date and Location.

The next meeting will be Wednesday, April 9, 2025, 9:30 a.m. – 11:00 a.m. at Cascade's office and via Zoom. **Please note the changed date and time for April.**