



REGULAR MEETING OF THE BOARD OF DIRECTORS
AGENDA
CASCADE WATER ALLIANCE
Held at Cascade's Office and Via Zoom
April 23, 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 March 26, 2025.	<u>15</u>
b. Motion to adopt Resolution No. 2025-09, authorizing an administrative approval process for new water efficiency program measures.	<u>18</u>
8. STAFF PRESENTATIONS	
a. Cascade Supply Program (CSP) Overview	<u>25</u>
9. OTHER ACTION ITEMS	
a. Motion to authorize the Chief Executive Officer to initiate a qualifications-based selection process for a consultant to provide Program and Engineering Support services for the Cascade Supply Program.	<u>33</u>
b. Motion to adopt Resolution No. 2025-10 to approve a Design Director position for the Cascade Supply Program and to amend Cascade's 2025 - 2026 Budget to add the new position and modify certain staff position titles.	<u>35</u>
10. COMMITTEE REPORTS	
a. Executive Committee – <i>no meeting held.</i>	

- b. Finance and Management Committee – *April 15, 2025.* 40
- c. Public Affairs Committee – *April 2, 2025.* 42
- d. Resource Management Committee – *April 9, 2025.* 44
- 11. NEW BUSINESS
- 12. NEXT REGULAR MEETING – *May 28, 2025 – Cascade’s Office or Via Zoom
– 3:30 p.m.*
- 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: April 23, 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 CEO Search Committee met and finalized the job description, search process/timeline, and where to post. As of April 14, the job has been posted, and if you know someone capable of guiding Cascade into its next chapter, this is an exceptional opportunity to guide significant growth, shape regional water strategy, and make a lasting impact on the lives of 400,000 residents in King County. Learn more and apply by May 11: <https://cascadewater.org/jobs/ceo/>. The search committee will begin the review of applications on May 12.
- Regional Capital Facilities Charges (RCFCs) connections through March 2025 are 184.5. Cascade would not meet budget expectations of 1,150 at this pace. In March, two members reported adjustments to their 2024 RCFC totals resulting in 13.5 additional 2024 RCFCs. Cascade anticipates bringing to the Finance and Management Committee (FMC) later this year a proposal to assess the members' individual RCFC processes. This was done in 2017 and resulted in improvements in consistency to three of the members' processes.
- Clark Nuber, Cascade's outside auditing firm, completed their onsite work in March and will present the results of the audit at the June FMC meeting. The auditors examined Cascade's financial reports, internal controls, and compliance with policies and procedures. The State Auditor's Office will conduct a separate audit later this year.
- Clark Nuber will be on site in May to conduct a review of the first quarter of Cascade's 2025 financial transactions. The results of the reviews will be reported to the FMC.
- Cascade continues to negotiate with King County Water and Land Resources Division for their purchase of Cascade's Noonan parcel. Cascade purchased the property in June 2009 as part of the project of securing a future transmission pipe corridor. If the sale goes forward, Cascade will retain a permanent pipeline and temporary construction easement, ensuring we receive the benefit we purchased the property for originally, while eliminating the liability of owning the vacant land. Cascade staff discussed the details with the FMC this month and anticipates an action to surplus the property before the Board in June.

- Brittany Anderson joined Cascade as the Program Controls Lead for the Cascade Supply Program. Brittany has spent the majority of her career in the Architectural/Engineering industry, partnering with project managers on all aspects of complex, large-scale initiatives, such as the Sound Transit East Link Extension. She has experience establishing Key Performance Indicators (KPIs), compliance tracking, and cost control systems. She has also worked in the public sector, both for the City of Redmond and Community Transit, doing similar program/project controls work. On the CSP, Brittany will help establish program controls and KPIs, review financials from consultants, assist with scheduling and risk management, and generally keep the program organized and efficient.

Capital Projects and Operations

- The Lake Tapps Reservoir lake level was at 541.5 as of April 14 - achieving the minimum summer recreation level by April 15! This is great news given the Phase 3 project was delayed by one and a half months, and therefore, spring diversion was also delayed. With the increased reservoir elevation, weekly weir and dike piezometer readings have been initiated, and vegetation management is underway in preparation for the annual dike inspection program.
- The Phase 3 Project is progressing to a point where Cascade was able to begin diverting water to begin spring lake refill. The contractor is currently working on rebar placement and concrete placement on the intake wall.
- After Board approval, the first action for the Cascade Supply Program is to issue the Request for Qualifications (RFQ). As a reminder, once this is issued, there will be a “cone of silence” around the CSP. Staff request that all Board members, Alternates, Member staff, etc. refrain from sharing information about the CSP. Should Board members or staff be contacted regarding the RFQ process or anything regarding the CSP, please direct the person to Brian Bartle.
- Lewis Creek Culvert Replacement / Bellevue-Issaquah Pipeline (BIP) Relocation Project: Staff advertised 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 in May. Contract negotiations with Washington State Department of Transportation (WSDOT) staff are ongoing as are bi-monthly utility relocation coordination meetings with WSDOT’s design build contractor.

Water Efficiency

- Snowpack is about 70% of normal, but Seattle is holding reservoir levels higher than typical for this time of year. Staff will continue to monitor conditions closely, but sufficient water supply is anticipated for 2025.
- The Washington State Department of Ecology declared a drought for certain areas in the State. They declared a “drought advisory” for the part of the state that includes King County but stated Seattle, Tacoma, and Everett are reporting enough water stored in their reservoirs that their customers are unlikely to face watering restrictions.

- Cascade launched a Turf Out page on its website (<https://cascadewater.org/water-efficiency/turf-out/>), which includes the online rebate application and the Turf Out Guide. Instructional videos and other resources are in progress and will be added to the website as soon as they are completed.
- Cascade provided supplies for 193 students from Pacific Cascade Middle School in Issaquah to perform water audits at their homes. Cascade also provided water-efficient fixtures to replace those identified as non-efficient. The project resulted in an estimated annual savings of 244,800 gallons of water.
- Cascade will have a booth at the Issaquah Sustainability Fair on April 26.
- 11 participants from Cascade's service area were recruited for this year's Soil and Water Stewardship program. They will receive training in water-efficient gardening and participate in volunteer projects over an eight-month period.



This year's Soil and Water Stewards – 11 are from Cascade's service area

Intergovernmental and Communications

- The two-week public comment period for Cascade's State Environmental Policy Act (SEPA) Determination of Nonsignificance (DNS) for the Cascade 2025 Water System Plan (WSP) concluded in early April, and no comments were received. In addition, the draft WSP comment period closed on April 2. One comment was received from Seattle Public Utilities (SPU) on the shortage plan, and staff are reviewing the shortage plan to ensure consistency with SPU's plan. The final WSP is expected to be presented to the

Board for adoption in May. This schedule may change depending on the amount of time the Department of Health spends on its review.

- Five Cascade members were or are members of the East King County Regional Water Association (EKRWA): Bellevue, Redmond, Kirkland, Issaquah, and Sammamish Plateau Water. EKRWA holds an interest on behalf of its members in the Snoqualmie Aquifer Project water right applications, along with the City of Seattle. Staff are working with the Resource Management Committee (RMC) regarding the status of the EKRWA, the status of the Snoqualmie Aquifer Project, Seattle's request of EKRWA members to enter into an agreement to jointly pursue the Project, and discussions to date among Cascade's EKRWA members about whether to keep or transfer the rights to pursue the water rights applications, including Cascade's involvement. The Cascade Board will need to authorize Cascade's involvement in any process to acquire EKRWA's share of the water right applications. Staff are continuing to gather information to inform the members' decisions on how to proceed and will return to the RMC and the Board for direction.

Attachments

1. Budget to Actual Expenditure Report through March 31, 2025.
2. Statement of Revenues and Expenditures through March 31, 2025..
3. Statement of Net Position as of March 31, 2025.
4. Contract Status Summary.
5. Monthly Warrants Listing.
6. Monthly Treasurer's Report as of March 31, 2025.

Cascade Water Alliance
Budget to Actual Expenditure Report
January 1- March 31, 2025
25% of the year completed

Attachment 1

Administration		Budget	Actual	Balance	% Expended
Salaries	\$	1,314,035	\$ 522,601	791,434	39.8%
Benefits		334,195	140,311	193,885	42.0%
Wellness program		1,000	0	1,000	0.0%
Prof. Fee (Technical)		195,000	23,261	171,739	11.9%
Prof. Fee (Legal)		855,000	175,079	679,921	20.5%
Prof. Fee (Audit)		104,000	55,125	48,875	53.0%
Prof. Fee (Other)		55,000	780	54,220	1.4%
Seismic Resiliency		250,000	0	250,000	0.0%
Meetings Expense		12,000	4,299	7,701	35.8%
Telephone/Internet		45,000	12,700	32,300	28.2%
Office Rent		403,478	24,872	378,606	6.2%
Office Supplies Admin.		15,000	6,160	8,840	41.1%
Equip. and Furniture		10,000	830	9,170	8.3%
Bank Fees		500	70	430	14.1%
Dues & Subscriptions		25,000	23,643	1,357	94.6%
Taxes/Licenses		15,000	0	15,000	0.0%
Travel		10,000	2,719	7,281	27.2%
Professional Dev.		10,000	3,383	6,617	33.8%
Computer Equipment		20,000	4,979	15,021	24.9%
Software Licenses		70,000	9,423	60,577	13.5%
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	\$ 1,151,141	\$ 3,125,975	26.9%

Debt Service		Budget	Actual	Balance	% Expended
Bond Debt Service	\$	9,225,591	3,619,671	5,605,921	39.2%
Total	\$	9,225,591	\$ 3,619,671	\$ 5,605,921	39.2%

Conservation		Budget	Actual	Balance	% Expended
Salaries	\$	158,149	\$ 21,470	\$ 136,679	13.6%
Benefits		42,238	5,137	37,101	12.2%
Prof. Fee (Technical)		25,000	7,320	17,680	29.3%
Prof. Fee (Legal)		1,000	0	1,000	0.0%
Dues & Subscriptions		5,500	709	4,791	12.9%
Rebate Reimb. Com.		115,000	15,176	99,824	13.2%
Irrigation Audit		15,000	0	15,000	0.0%
Turf Removal Rebates		50,000	1,232	48,768	2.5%
Comm. and Public I		375,000	142,846	232,154	38.1%
Misc. Serv. and Sup.		38,000	5,938	32,062	15.6%
Total	\$	824,887	\$ 199,828	\$ 625,059	24.2%

Com. and Intergovern		Budget	Actual	Balance	% Expended
Salaries	\$	124,465	\$ 45,979	\$ 78,485	36.9%
Benefits	\$	37,839	11,520	26,319	30.4%
Special Events		10,000	0	10,000	0.0%
Prof. Fee (Other)		165,000	45,075	119,925	27.3%
Sponsorships		30,000	5,000	25,000	16.7%
Comm. and Public I		280,000	17,564	262,436	6.3%
Total	\$	647,303	\$ 125,138	\$ 522,165	19.3%

Cascade Water Alliance
Budget to Actual Expenditure Report
January 1- March 31, 2025
25% of the year completed

Operations-General		Budget		Actual		Balance	% Expended
Wholesale Water	\$	24,584,741	\$	3,929,030	\$	20,655,711	16.0%
Salaries		74,578		5,052		69,525	6.8%
Benefits		15,998		1,278		14,719	8.0%
BIP O&M		75,000		31,108		43,892	41.5%
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	\$	3,966,469	\$	20,908,518	15.9%

Operations-Lake Tapps		Budget		Actual		Balance	% Expended
Salaries	\$	898,952	\$	123,704	\$	775,247	13.8%
Benefits	\$	201,190		31,983		169,206	15.9%
Prof. Fee (Technical)		785,750		80,177		705,573	10.2%
Prof. Fee (Other)		56,000		0		56,000	0.0%
Meetings Expense		3,500		0		3,500	0.0%
Telephone/Internet		2,500		1,962		538	78.5%
Office Supplies		5,000		699		4,301	14.0%
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		13,143		105,857	11.0%
LT Operator		2,904,178		392,290		2,511,888	13.5%
Unplanned O&M		100,000		2,809		97,191	2.8%
Misc. Facility Repairs		130,000		11,970		118,030	9.2%
USGS Joint Fund		400,000		72,905		327,095	18.2%
Outage		80,000		0		80,000	0.0%
Milfoil Control		210,000		2,130		207,870	1.0%
Vendor Services		110,000		14,955		95,045	13.6%
Water Quality		100,000		9,531		90,469	9.5%
Dike and Roads		80,000		0		80,000	0.0%
Total	\$	6,302,070	\$	766,824	\$	5,535,246	12.2%

Tacoma Cascade Pipeline		Budget		Actual		Balance	% Expended
Salaries	\$	690,000		26,732		663,268	3.9%
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	\$	26,732	\$	3,124,268	0.8%

Total Operating Budget \$ 49,302,954 \$ 9,855,801 \$ 39,447,153 20.0%

Capital Projects (multi-yr bdgt not shown)		Budget		Actual		Balance	% Expended
Upper Conveyance	\$	2,350,000		1,878,142		471,858	79.9%
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	\$	8,219,351	\$	1,971,858	80.7%

Total Overall Budget \$ 59,494,163 \$ 18,075,153 41,419,011 30.4%

Cascade Water Alliance
Statement of Revenues and Expenditures
From 1/1/2025 Through 3/31/2025

Attachment 2

Operating Revenue	
Water sales	\$ 7,990,980
Administrative dues	4,241,294
Conservation program	157,019
Total Operating Revenue	<u>12,389,293</u>
Operating Expenses	
Cost of water sold	3,929,030
Salaries and benefits	993,387
Professional services	415,849
Conservation program	16,408
Depreciation and amortization	667,499
Communication and public information	136,831
Office expenses	221,718
Operations	482,652
Bank charges	70
Rent	24,872
Maintenance	26,686
Dues and subscriptions	28,811
Miscellaneous	17,523
Total Operating Expenses	<u>6,961,338</u>
Operating Income	5,427,955
Non-Operating Revenue (Expenses)	
Interest income	365,128
Other income	4,909
Interest expense, net of amount capitalized	(244,631)
Total Non-Operating Revenue (Expenses)	<u>125,406</u>
 Increase in Net Assets	 5,553,361
 Net Assets, End of Year	 \$ 5,553,361

Cascade Water Alliance
Statement of Net Position
As of 3/31/2025

Attachment 3

Assets

Current Assets

Cash and cash equivalents	\$ 41,344,810
Accounts receivable	5,324,203
Prepaid expenses	139,194
Total Current Assets	<u>46,808,207</u>

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

Software asset	42,327
Other	2,449,159
Total Capital Leases	<u>2,491,486</u>

Less accumulated depreciation and amortization

Software depreciation	(7,681)
Other	(69,308,567)
Total Less accumulated depreciation and amortization	<u>(69,316,248)</u>

Total Capital Assets	<u>99,846,889</u>
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Projects in process and assets not yet in service

Lake Tapps	110,621,145
Tacoma Cascade pipeline	26,539,385
Total Projects in process and assets not yet in service	<u>137,160,530</u>

Restricted cash and cash equivalents

Restricted cash and cash equivalents	13,717,381
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Total Assets	<u><u>297,533,007</u></u>
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Liabilities

Current liabilities

Payables and accrued liabilities

Software obligation	23,910
Other	3,156,703
Total Payables and accrued liabilities	<u>3,180,612</u>

Retroactive water credit	561,330
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Accrued interest	963,119
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Long-term debt current portion

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

Total Long-term debt current portion	<u>7,114,474</u>
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Total Current liabilities	<u>11,819,535</u>
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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	<u>111,379,566</u>
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Total Liabilities	<u>123,199,101</u>
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Net Assets

Restricted for debt service	109,967,620
Unrestricted	64,366,286

Total Net Assets	<u>174,333,907</u>
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Total Liabilities & Net Assets	<u><u>\$ 297,533,007</u></u>
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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	4/15/2025	0%	\$ 160,000	\$ -	0%	\$ 160,000
Aspect	1	Water Supply Modeling	R. Hoffman	5/6/2020	N/A	4/15/2025	65%	\$ 24,900	\$ 16,196	65%	\$ 8,704
Aspect	2	Water Resources Services	R. Hoffman	8/17/2018	N/A	4/15/2025	98%	\$ 60,000	\$ 58,251	97%	\$ 1,749
Aspect	3	Climate Change Analysis	R. Hoffman	9/7/2022	N/A	4/15/2025	95%	\$ 150,000	\$ 144,571	96%	\$ 5,429
Ballard Spahr	1	Legal Services	C. Paulucci	3/28/2025	12/31/2025	4/15/2025	10%	\$ 25,000	\$ -	0%	\$ 25,000
Ben Bernstein Music	1	Podcast production	M. Brent	1/1/2025	12/31/2025	4/15/2025	25%	\$ 7,000	\$ 480	7%	\$ 6,520
BHC Consulting	1	Planning & Permit Assistance	T. Richmond	1/1/2024	12/31/2024	4/15/2025	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	4/15/2025	35%	\$ 55,000	\$ 25,527	46%	\$ 29,473
Catalyst Workplace	1	Office Furniture	C. Paulucci	12/12/2024	N/A	4/15/2025	60%	\$ 29,506	\$ 16,522	56%	\$ 12,984
Clark Nuber	1	Annual Financial Audit and Quarterly AUPs	C. Paulucci	1/1/2025	N/A	4/15/2025	80%	\$ 89,200	\$ 55,125	62%	\$ 34,075
Colehour and Cohen	1	Staffing for classes and events	M. Brent	1/1/2025	12/31/2025	4/15/2025	70%	\$ 116,065	\$ 46,131	40%	\$ 69,934
Confluence Engineering Group, LLC	1	Lake Tapps Supply & BIP Water Quality Advisory Services Project	D. Roberts	12/1/2023	N/A	4/15/2025	50%	\$ 49,000	\$ 38,492	79%	\$ 10,509
Confluence Engineering Group, LLC	2	Water Quality Blending Study	M. Thung	12/5/2004	N/A	4/15/2025	30%	\$ 230,000	\$ 59,554	26%	\$ 170,446
David Evans	1	On-call Land Surveyor	H. Chen	11/18/2022	12/31/2025	4/15/2025	35%	\$ 160,000	\$ 54,380	34%	\$ 105,620
David McGrath	1	Irrigation Program Assistance	M. Brent	1/25/2025	12/31/2025	4/15/2025	8%	\$ 20,000	\$ 1,232	6%	\$ 18,768
Environmental Science Assoc (ESA)	1	Aquatic Plant Management	P. Anderson	1/1/2025	12/31/2025	4/15/2025	5%	\$ 49,000	\$ 2,130	4%	\$ 46,870
Environmental Science Assoc (ESA)	2	Development of Cascade's Integrated Aquatic Plant Management Plan	P. Anderson	3/20/2024	N/A	4/15/2025	60%	\$ 44,750	\$ 24,428	55%	\$ 20,322
GeoEngineers	1	Dam Engineering/Hydrology/ Geotechnical Service	H. Chen	1/3/2024	12/31/2026	4/15/2025	50%	\$ 570,000	\$ 168,371	30%	\$ 401,629
Gordon Thomas Honeywell	1	State legislative outreach	A. Bennett	1/1/2025	12/31/2025	4/15/2025	25%	\$ 84,000	\$ 21,000	25%	\$ 63,000
Herrera	1	On-call limnology services	M. Thung	12/1/2022	12/31/2025	4/15/2025	5%	\$ 45,000	\$ -	0%	\$ -
Herrera	2	Water Quality Management Plan	M. Thung	10/9/2023	12/31/2024	4/15/2025	98%	\$ 165,000	\$ 158,940	96%	\$ 6,060
Herrera	3	On-Call Water Supply Modeling Services	M. Thung	11/4/2024	12/31/2027	4/15/2025	0%	\$ 40,000	\$ -	0%	\$ 40,000
HDR	1	MMD Fish Passage Design Review	H. Chen	12/1/2015	N/A	4/15/2025	99%	\$ 1,318,000	\$ 1,281,710	97%	\$ 36,290
Jacobs Engineering Group	1	Demand Forecast Model Support Services	M. Thung	8/20/2021	N/A	4/15/2025	100%	\$ 5,000	\$ 5,000	100%	\$ -
Jennergy	1	Website Maintenance	M. Brent	1/1/2025	12/31/2025	4/15/2025	25%	\$ 25,000	\$ 6,125	25%	\$ 18,875
Jon Shimada	1	On-Call Project Support Services	M. Thung	4/8/2024	12/31/2025	4/15/2025	10%	\$ 35,000	\$ 3,000	9%	\$ 32,000
Langton Spieth	1	Community relations	A. Bennett	1/1/2025	12/31/2025	4/15/2025	25%	\$ 78,000	\$ 19,500	25%	\$ 58,500
Lisa Taylor	1	Sustainable Landscaping Support	J. Amspacher	4/14/2025	N/A	4/15/2025	0%	\$ 4,500	\$ -	0%	\$ 4,500
Long Building Tech	1	Security Maintenance	H. Chen	4/3/2025	12/31/2025	4/15/2025	0%	\$ 74,025	\$ -	0%	\$ 74,025
Nature Vision	1	Classroom Water Education	M. Brent	1/1/2025	12/31/2025	4/15/2025	0%	\$ 105,000	\$ 34,633	33%	\$ 70,367
Okamoto Strategies, LLC	1	Capital Projects and Strategic Planning	H. Chen	6/21/2023	N/A	4/15/2025	25%	\$ 25,000	\$ 5,569	22%	\$ 19,431
Pacifica Law	1	Legal Assistance	H. Chen	1/1/2025	12/31/2025	4/15/2025	0%	\$ 25,000	\$ -	0%	\$ 25,000
Parametrix	1	On Call Civ/Mech/Structural Eng	H. Chen	1/1/2023	12/31/2025	4/15/2025	38%	\$ 550,000	\$ 227,303	41%	\$ 322,697
Parametrix	2	On-Call Electrical Engineering Svcs	D. Roberts	4/7/2025	12/31/2027	4/15/2025	0%	\$ 600,000	\$ -	0%	\$ 600,000
Puget Sound Energy	1	Water Efficiency Rebates	M. Brent	1/1/2025	12/31/2025	4/15/2025	0%	\$ 120,000	\$ 15,176	13%	\$ 104,824
Rainier Stillwater Risk Advisors	1	Trespassing Management	M. Thung	12/14/2023	12/31/2024	4/15/2025	85%	\$ 33,000	\$ 27,000	82%	\$ 6,000
RH2	2	On-Call Electrical Engineering Svcs	H. Chen	1/1/2024	4/30/2025	4/15/2025	60%	\$ 133,750	\$ 133,592	100%	\$ 158
RH2	3	Wholesale Master Meter Eval	H. Chen	1/21/2020	3/31/2023	4/15/2025	8%	\$ 24,500	\$ 1,342	5%	\$ 23,158
Robinson Noble	1	Water Audits	E. Cebbron	10/3/2019	N/A	4/15/2025	85%	\$ 135,060	\$ 115,183	85%	\$ 19,877
Sammamish Plateau Water	1	GIS support services	H. Chen	12/6/2022	N/A	4/15/2025	48%	\$ 50,000	\$ 39,443	79%	\$ 10,557
Sazan	1	On-call value analysis/engineering	J. Shimada	10/23/2023	10/23/2025	4/15/2025	30%	\$ 250,000	\$ 73,371	29%	\$ 176,629
SC Words & Pictures Inc.	1	Design Services	A. Bennett	1/1/2025	12/31/2025	4/15/2025	0%	\$ 25,000	\$ -	0%	\$ 25,000
Seattle Public Utilities	1	Garden Hotline	M. Brent	1/1/2025	12/31/2025	4/15/2025	0%	\$ 16,700	\$ -	0%	\$ 16,700
SMC Consulting	1	Water Efficiency Consultant	M. Brent	1/1/2025	12/31/2025	4/15/2025	0%	\$ 28,500	\$ 6,840	24%	\$ 21,660
Sunbreak Talent	1	Recruitment assistance	M. Thung	3/27/2025	N/A	4/15/2025	20%	\$ 6,000	\$ -	0%	\$ 6,000
Sustainable Water	1	Teacher Fellows program	M. Brent	1/1/2025	12/31/2025	4/15/2025	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	4/15/2025	0%	\$ 140,000	\$ 13,105	9%	\$ 126,895

TeamLogic IT	1	Info Technology Consulting	C. Paulucci	1/1/2025	12/31/2025	4/15/2025	0%	\$ 138,700	\$ 30,282	22%	\$ 108,418
TechniArt	1	Conservation Website Order page	M. Brent	1/1/2025	12/31/2025	4/15/2025	0%	\$ 17,000	\$ 2,097	12%	\$ 14,903
Tetra Tech	1	AWIA 2025-2026 Updates	M. Thung	12/9/2024	12/31/2026	4/15/2025	0%	\$ 350,000	\$ 8,861	3%	\$ 341,139
Tilth Association	1	Garden Water Efficiency	M. Brent	1/1/2025	12/31/2025	4/15/2025	0%	\$ 48,000	\$ 5,220	11%	\$ 42,780
Transpo Group	1	On-Call GIS Support	H. Chen	1/1/2025	12/31/2025	4/15/2025	0%	\$ 49,000	\$ 18,828	38%	\$ 30,173
Upstream PBC	2	HydroForecast Subscription Service	M. Thung	10/1/2024	9/30/2025	4/15/2025	25%	\$ 23,500	\$ 23,500	100%	\$ -
USGS	1	Joint Funding Agre-Streamgaging	H. Chen	1/1/2025	12/31/2025	4/15/2025	25%	\$ 302,370	\$ -	0%	\$ 302,370
Vanir Construction Management, Inc.	1	On-call Construction Management	J. Shimada	5/1/2021	12/31/2024	4/15/2025	50%	\$ 560,000	\$ 336,217	60%	\$ 223,783
VanNess Feldman	1	General Counsel	R. Hoffman	1/1/2025	12/31/2025	4/15/2025	0%	\$ 850,000	\$ 175,079	21%	\$ 674,921
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	4/15/2025	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	4/15/2025	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
Long Building Tech	1	Security Maintenance	H. Chen	6/1/2023	12/31/2024	4/15/2025	35%	\$ 120,000	\$ 112,544	94%	\$ 7,456
Marketplace Events	1	Northwest Flower and Garden Show	M. Brent	1/1/2025	12/31/2025	4/15/2025	100%	\$ 20,000	\$ 20,000	100%	\$ -

Payment Authorization Warrants and Wire Transfers 4/23/25

Attachment 5

WHOLESALE WATER

WIRE	Seattle Contract Payment 4/25	\$1,473,386.00
		<u>\$1,473,386.00</u>

CONSULTANTS

32267	David Evans and Associates Inc.	\$170.00
32269	Environmental Science Associates (ESA)	\$1,436.70
32272	Herrera	\$1,743.47
32285	Van Ness Feldman, LLP	\$44,391.98
32293	David Evans and Associates Inc.	\$1,290.40
32302	Parametrix	\$6,666.90
32303	Sammamish Plateau Water & Sewer District	\$285.42
32305	Transpo Group	\$5,970.00
32309	Clark Nuber P.S.	\$45,150.00
32314	Gordon Thomas Honeywell Govern. Affairs	\$7,000.00
32317	Langton Public Affairs LLC	\$6,500.00
32325	TeamLogic IT of Bellevue, WA	\$3,693.01
32329	Confluence Engineering Group, LLC	\$9,405.00
32336	Tacoma Pierce County Health Department	\$13,104.71
32337	TeamLogic IT of Bellevue, WA	\$9,420.66
32339	Tetra Tech	\$8,860.58
32340	Transpo Group	\$4,300.00
		<u>\$169,388.83</u>

SALARY, BENEFITS AND EXPENSE REIMBURSEMENTS

	Payroll (March)	\$217,683.70
32261	AWC Employee Benefit Trust	\$32,484.17
32268	Paula Anderson	\$534.70
32288	MissionSquare-107080	\$61,909.96
32289	MissionSquare-304525	\$25,157.56
32295	Brian Bartle	\$1,072.60
32296	Paula Anderson	\$422.54
32298	HRA VEBA Trust	\$3,168.00
32313	Michael Brent	\$70.50
		<u>\$342,503.73</u>

CONSERVATION

32265	Colehour & Cohen	\$35,490.31
32275	Makarios Communications	\$550.00
32278	Puget Sound Energy	\$12,288.60
32279	Salish Sea Tree Care and Consulting, LLC	\$1,189.10
32281	Tilth Alliance	\$5,220.00
32284	Techniart C S D	\$696.30
32294	David F. McGrath	\$480.00
32300	Le Jardin LLC	\$600.00
32315	In Harmony	\$600.00
32319	Nature Vision, Inc.	\$14,296.79
32322	SMC Consulting LLC	\$1,995.00
32328	BRILLIANT MARKETING LLC	\$4,495.95
32331	David F. McGrath	\$752.00
32332	Jennergy	\$1,550.00
32335	Puget Sound Energy	\$2,887.50
32338	Techniart C S D	\$725.88
		<u>\$83,817.43</u>

SOFTWARE AND EQUIPMENT

32260	Abila	\$292.04
32306	Bluebeam, Inc.	\$363.66
		<u>\$655.70</u>

GENERAL

32262	AT&T FirstNet	\$494.57
32263	Cintas Corporation	\$128.12
32264	Code Publishing Co.	\$780.00
32266	Comcast	\$3,955.58
32270	Greater Issaquah Chamber of Commerce	\$3,840.00
32276	MOODY'S INVESTORS SERVICE	\$1,500.00
32277	Pacific Office Automation	\$298.41
32282	spot-on print & design	\$48.27
32290	Bellevue Gateway One Equities, LLC	\$32,175.93
32291	Cintas Corporation	\$7.83
32292	Daily Journal of Commerce	\$137.25
32299	Kirkland Downtown Association	\$2,750.00
32304	Staples Advantage	\$143.56
32307	Cintas Corporation	\$137.97
32308	CIT	\$1,588.82
32310	CLEARFLY	\$1,110.00
32311	Comcast	\$585.66
32312	Covington Water District	\$99.52
32316	King County Treasury	\$4,088.39
32318	Leadership Eastside	\$5,000.00
32320	Pacific Office Automation, Inc.	\$311.22
32321	Sammamish Chamber of Commerce	\$1,320.00
32323	spot-on print & design	\$1,368.96
32326	Verizon Wireless	\$135.03
32330	Daily Journal of Commerce	\$173.85
32333	Pacific Office Automation Inc.	\$100.89
32334	Puget Sound Energy	\$2,039.72
32341	U.S. BANK	\$16,380.19
32342	Utilities Underground Location Center	\$56.70
		<u>\$80,756.44</u>

LAKE TAPPS

32271	Heidelberg Materials	\$2,260.43
32273	Johansen Construction Company, Inc.	\$97.43
32274	Linde Gas & Equipment Inc.	\$697.27
32280	Seattle Boat Co.	\$8,135.70
32283	Sunstate Equipment Co.	\$2,741.79
32286	Veolia Water North America	\$194,076.50
32297	Heidelberg Materials	\$1,086.53
32301	Pacific Tree Services	\$4,708.50
32324	Sunstate Equipment Co.	\$1,446.17
		<u>\$215,250.32</u>

CONSTRUCTION

32287	HDR	\$23,530.89
32327	HDR	\$9,082.50
		<u>\$32,613.39</u>

DESTROYED AND VOIDED CHECKS:

32233

Total Warrants	\$924,985.84
Total Wires	\$1,473,386.00
Total warrants/wire transfers authorized for April 2025	\$2,398,371.84

Approved: _____ Date: _____

Andy Baker, Economist

Approved: _____ Date: _____

Mayor Mary Lou Pauly, Secretary/Treasurer

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

	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	\$ 24,110,796	\$ 5,879,387	\$ 8,385,986	\$ -	\$ 13,842,750	\$ 2,479,273	\$ -	\$ 54,698,193
Additions:								
Cash received	\$ 2,923,116	\$ 22,227	\$ 13,143	\$ -	\$ 23,672	\$ 8,811	\$ -	\$ 2,990,970
Transfers from other Cascade funds	\$ -	\$ 3,077,367	\$ 1,517,280	\$ -	\$ -	\$ -	\$ 217,684	\$ 4,812,331
Total additions	\$ 2,923,116	\$ 3,099,594	\$ 1,530,423	\$ -	\$ 23,672	\$ 8,811	\$ 217,684	\$ 7,803,301
Subtractions:								
Bank fees, payroll, and bond payments	\$ 1,407	\$ 429	\$ 891,332	\$ -	\$ 1,083	\$ 170	\$ 217,684	\$ 1,112,105
Warrants paid	\$ 968,933	\$ 3,963	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 972,895
Wire and other electronic payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
King Co. Investment Pool impairment (realized)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
King Co. Investment Pool impairment (retained)	\$ (93)	\$ (79)	\$ (43)	\$ -	\$ -	\$ (12)	\$ -	\$ (227)
Transfers to other Cascade funds	\$ 4,812,331	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,812,331
Total subtractions	\$ 5,782,577	\$ 4,313	\$ 891,289	\$ -	\$ 1,083	\$ 159	\$ 217,684	\$ 6,897,104
Ending Balances, March 31, 2025	\$ 21,251,336	\$ 8,974,668	\$ 9,025,121	\$ -	\$ 13,865,340	\$ 2,487,925	\$ -	\$ 55,604,390



MEETING MINUTES OF THE
BOARD OF DIRECTORS
VIA HYBRID
MARCH 26, 2025

1. CALL TO ORDER

At 3:30 p.m. Chair Sweet called the meeting to order.

2. ROLL CALL

Board Members Present: City of Bellevue (Hamilton), City of Issaquah (Pauly), City of Kirkland (Sweet), City of Redmond (Birney), City of Tukwila (McLeod), Sammamish Plateau Water & Sewer District (Warren), and Skyway Water and Sewer District (Ault)

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

3. PUBLIC COMMENT

None.

4. EXECUTIVE SESSION

None.

5. APPROVAL OF AGENDA

Motion by Ms. Birney and second by Mr. McCleod to approve the meeting agenda as presented. Motion carried unanimously (7-0).

6. CHIEF EXECUTIVE OFFICER'S REPORT

Melina Thung, Cascade Chief of Staff, provided the CEO report, since Mr. Hoffman was out ill. She also responded to questions from Board Members.

7. CONSENT ITEM

- A. Board Meeting Minutes for February 26, 2025.
- 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.

- 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.
- 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.
- E. Motion to adopt Resolution No. 2025-06 authorizing the transfer of \$1,769,843 to the Cascade Water Supply Development Fund for 2025.
- F. Motion to approve a Cascade Board letter to Seattle Mayor Bruce Harrell.

Motion by Mr. Warren and second by Ms. Birney to approve Consent Action Items A-F as presented. Motion carried unanimously (7-0).

8. OTHER ACTION ITEMS

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

Michael Brent, Cascade Water Resources Manager, explained that 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.

Motion by Mr. Warren and second by Ms. Birney to adopt Resolution No. 2025-07 authorizing the Turf Out Rebate Program. Motion carried unanimously (7-0).

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

Ms. Thung said that on February 26, 2025, Cascade’s Chief Executive Officer (CEO), Ray Hoffman, informed the Board of his plans to retire by mid-2025. As the CEO role is critical to Cascade, the Board expressed its desire to create a CEO Search Committee to recruit and help identify Mr. Hoffman’s successor. Ms. Thung responded to questions from Board Members.

Motion by Ms. Birney and second by Mr. Ault to adopt Resolution No. 2025-08 authorizing the formation of a CEO Search Committee. Motion carried unanimously (7-0).

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

With Mr. Hoffman’s recent retirement announcement, Ms. Thung said that 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. Based upon the survey results, Cascade staff recommends a salary range of \$260,000 to \$380,000 be included in the job posting for the CEO position.

Motion by Ms. Birney and second by Mr. Ault to approve the recommendation to set the annual salary range of \$260,000 to \$380,000 for the CEO job posting. Motion carried unanimously (7-0).

9. STAFF PRESENTATIONS

None.

10. COMMITTEE REPORTS

- A. Executive Committee – No meetings held since the last Board meeting
- B. Finance & Management Committee – Meeting held March 18, 2025. The meeting recap was included in the Board Packet.
- C. Public Affairs Committee – Meeting held March 5, 2025. The meeting recap was included in the Board Packet.
- D. Resource & Management Committee – Meeting held March 13, 2025. The meeting recap was included in the Board Packet.

11. NEW BUSINESS

None.

12. NEXT REGULAR MEETING

The next regularly scheduled Board meeting will be held on April 23, 2025 at 3:30 p.m.

13. ADJOURN

The meeting adjourned at 4:13 p.m.

APPROVED BY:

Penny Sweet, Chair

Angela Birney, Vice-Chair

AGENDA MEMORANDUM

SUBJECT

Motion to adopt Resolution No. 2025-09, authorizing an administrative approval process for new water efficiency program measures.

BACKGROUND

Through adoption and periodic updates to Cascade's Water System Plan, the Board has defined certain policies and water efficiency goals to be achieved through implementation of a water efficiency program. As proposed in a forthcoming update to Cascade's Water System Plan, Cascade has identified a goal of saving 500,000 GPD from 2019 to 2026. Cascade staff have undertaken numerous measures over the past two decades to achieve and promote the goals of the water efficiency program. Notwithstanding the success of Cascade's existing water conservation program measures, the opportunities to further Cascade's water efficiency goals strictly through existing measures show signs of plateau. As a result, staff actively seek out new and innovative measures to incorporate into Cascade's water efficiency program.

To facilitate implementation of new water efficiency program measures in the most efficient way possible, staff recommend an administrative approval process for new program measures. The administrative process will include the completion of a detailed Special Project Proposal similar to the attached example (Special Project Proposal #1-2024). All proposals will undergo an in-depth analysis for potential effectiveness in promoting and/or achieving Cascade's water efficiency goals, legal review, and approval by the Chief Executive Officer before implementation.

The types of measures that will go through the administrative approval process include:

- Education
- Community outreach
- Training
- Leak detection
- Rebates for implementing water savings measures
- Providing water-efficient fixtures, appliances, products, and/or the installation of such at no charge or at a reduced cost
- Promotion of sustainable landscaping, gardening, and irrigation
- Other sustainability measures with direct benefits to Cascade and alignment with Cascade's policies
- Partnerships with organizations that engage in measures like those listed above

Measures that vary significantly in scope or purpose from those listed above, or those requiring contract authorization of \$50,000 or more, will continue to require Board approval through a resolution prior to implementation.

Cascade's Public Affairs Committee will receive regular updates on the water efficiency program at the Committee's desired frequency.

The goal of Resolution No. 2025-09 is to create a streamlined administrative approval process that ensures new water efficiency program measures are consistent with Board adopted policies and intended to promote and/or contribute toward Cascade's water savings goals. The proposed approval process increases efficiency for the approval of measures similar to those that already exist or otherwise align with Cascade's adopted policies and accomplish water efficiency goals.

PROCUREMENT PROCESS

Not applicable.

FISCAL IMPACT

None.

OPTIONS

1. Adopt Resolution No. 2025-09, authorizing an administrative approval process for new water efficiency program measures.
2. Do not adopt Resolution No. 2025-09 and provide alternative direction to staff.

RECOMMENDED ACTION

Adopt Resolution No. 2025-09, authorizing an administrative approval process for new water efficiency program measures.

ATTACHMENTS

1. Resolution No. 2025-09.
2. Special Project Proposal #1-2024.



CASCADE WATER ALLIANCE
RESOLUTION No. 2025-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CASCADE WATER ALLIANCE,
A WASHINGTON MUNICIPAL CORPORATION,
AUTHORIZING AN ADMINISTRATIVE APPROVAL PROCESS FOR NEW WATER EFFICIENCY
PROGRAM MEASURES

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 the 2012 Cascade Water Alliance Joint Municipal Utility Services Agreement provides that the Board shall develop and implement a conservation management plan; and

WHEREAS through adoption of and periodic updates to Cascade's Water System Plan, the Board has defined certain policies and water efficiency goals to be achieved through implementation of a water efficiency program; and

WHEREAS an administrative approval process for establishing new water efficiency program measures facilitates efficient implementation while ensuring that such measures are consistent with Board adopted policies and are intended to promote and/or contribute toward Cascade's water efficiency and savings goals.

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

Section 1. Adoption. The Board authorizes use of an administrative approval process to establish new water efficiency program measures. Cascade staff shall utilize an approval process that documents consistency with Board adopted water efficiency program policies, benefits to Cascade, fiscal impacts, methodology for implementation, and anticipated member engagement.

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 on the 23rd day of April 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?

____ Yes
 X No



Cascade Water Efficiency Program

Special Project Proposal #1- 2024

May 1, 2024

Project Description:

Financial support for the installation of a water bottle refilling station (refilling station) at Issaquah High School to promote Cascade, water efficiency, and the value of water.

Through this proposal, Cascade staff seek approval of the Cascade Public Affairs Committee for financial support to Issaquah High School and schools in Member service areas for refilling stations.

Background:

In recent years, Cascade provided financial support for the installation of refilling stations at Skyline High School (Sammamish) and Redmond High School. In the summer of 2023, Cascade staff were contacted by a student from Issaquah High School who had learned about Cascade's support of the refilling station at Skyline High School. The student was leading a campaign for the installation of a refilling station at his school and asked if Cascade could provide financial support, water bottles, and technical expertise for the project. The student's project objectives were:

1. Plastic Waste Reduction: By offering a convenient and hygienic option to refill water bottles, we aim to significantly reduce single-use plastic bottle consumption within our school community.
2. Encouraging Sustainable Habits: The refillable water station will serve as an educational tool to promote sustainable practices among students and staff. We plan to conduct an awareness event and a fundraiser in the fall to promote sustainability at the school.
3. Cost-Effectiveness: Installing a refillable water station will eliminate the need for purchasing and distributing single-use plastic bottles on campus, resulting in long-term cost savings for the school.
4. Customization and Branding Opportunities: This project offers an opportunity for Cascade Water Alliance to showcase not only their commitment to sustainable water practices but also their high-quality services and products.

Mike Brent agreed to provide Issaquah High School \$2,000 towards the installation of the refilling station, water bottles, and support with the campaign. The Issaquah High School PTSA and Issaquah staff have also been involved in this project.

Fifteen hundred *We Need Water* / Cascade-branded water bottles were distributed to Issaquah High School students in November 2023 who took a pledge to avoid single-use plastic water bottles.

Benefit to Cascade:

This project supports Cascade's mission by promoting the value of safe and reliable drinking water. Issaquah High School is a large school, and students and faculty will benefit from having the station for many years. The project promotes the value of drinking water and discourages single-use plastic water bottles. Embedded in all Cascade water efficiency programs and projects is the need for citizens to take an active role in protecting and conserving our limited water resources. Along with Cascade's many other programs and outreach activities, the students at Issaquah High School may have a greater appreciation for water resources, which can help Cascade and its Members defer the need to develop expensive, new sources of supply any sooner than necessary.

The refilling station will provide Cascade and Member-supplied water, which is superior in quality to bottled water, at no cost to the students. The message that 'Cascade and its members provide high-quality, low-cost drinking water and it is important for everyone to take an active role in its protection and conservation' has been and will continue to be promoted at Issaquah High School and other schools within Member service areas. This message will be transmitted at the ribbon-cutting ceremony for the refilling station.

Budget:

Cascade will provide \$2,000 for the purchase and installation of the refilling station. The Issaquah High School PTSA has provided a grant of \$1,000. The two funding sources will provide most of the funding needed to execute this project.

Fiscal Impact:

The one-time expense will come from the 2024 Cascade budget line #51 and represents 0.32% of the 2024 water efficiency program budget and 0.004% of Cascade's 2024 operating budget.

Equity Considerations:

There are approximately 2,600 faculty, students, and staff at Issaquah High School. The refilling station provides high quality drinking water to students from a range of economic spectrums and promotes a no-cost alternative to bottled water. It is Cascade staff's goal to support at least one project of this nature in each of the four school districts it serves.

Schedule and Milestones:

The water bottles were distributed last year and the refilling station was installed earlier this year. If Cascade provides the requested funding, the project will be finished before the end of the current school year.

1. The distribution of 1,500 water bottles and student pledges.
2. The installation of the refilling station.
3. The ribbon-cutting event and recognition of Cascade to be completed.

Resources:

1. A \$2,000 financial commitment from Cascade.
2. 1,500 *We Need Water* / Cascade-branded water bottles distributed to students who took a pledge to avoid single-use plastic water bottles.
3. The Water Resources Manager's time.

Methodology:

The project came about by working with the Issaquah High School student who spearheaded the project. Issaquah utilities staff were involved at the water bottle distribution event where Cascade was recognized.

Metrics:

1. The number of students who took the pledge to avoid single-use plastic water bottles.
2. The number of times the refilling station is used each school year and the number of avoided single-use plastic water bottles.
3. Social media engagements resulting from We Need Water posts about the project.

Member Engagement:

Issaquah utilities staff were apprised of the project and participated in Cascade's recognition at last year's water bottle distribution event. This project also supports Issaquah's sustainability and community engagement goals.

Legal Review:

Cascade's legal team worked with Cascade staff to develop this new "Special Project Proposal" instrument for evaluating special projects and will work with Cascade staff on documenting the continued benefits to Cascade and the expectations of Issaquah High School.

Challenges:

There is little risk to Cascade from this project. Cascade will not own the station and is not responsible for its replacement, maintenance, or operation. The financial support is a one-time expense; Cascade will have no additional financial obligations to this project.

Presented To:

Cascade Public Affairs Committee on May 1, 2024.

Presenting Staff Member:

Michael Brent

Signature: 

Date: March 29, 2024

Cascade Supply Program

April Overview

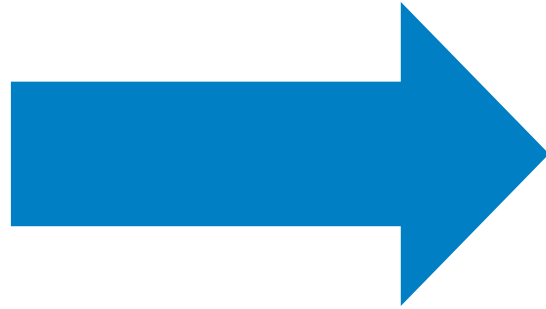


Who is Brian?

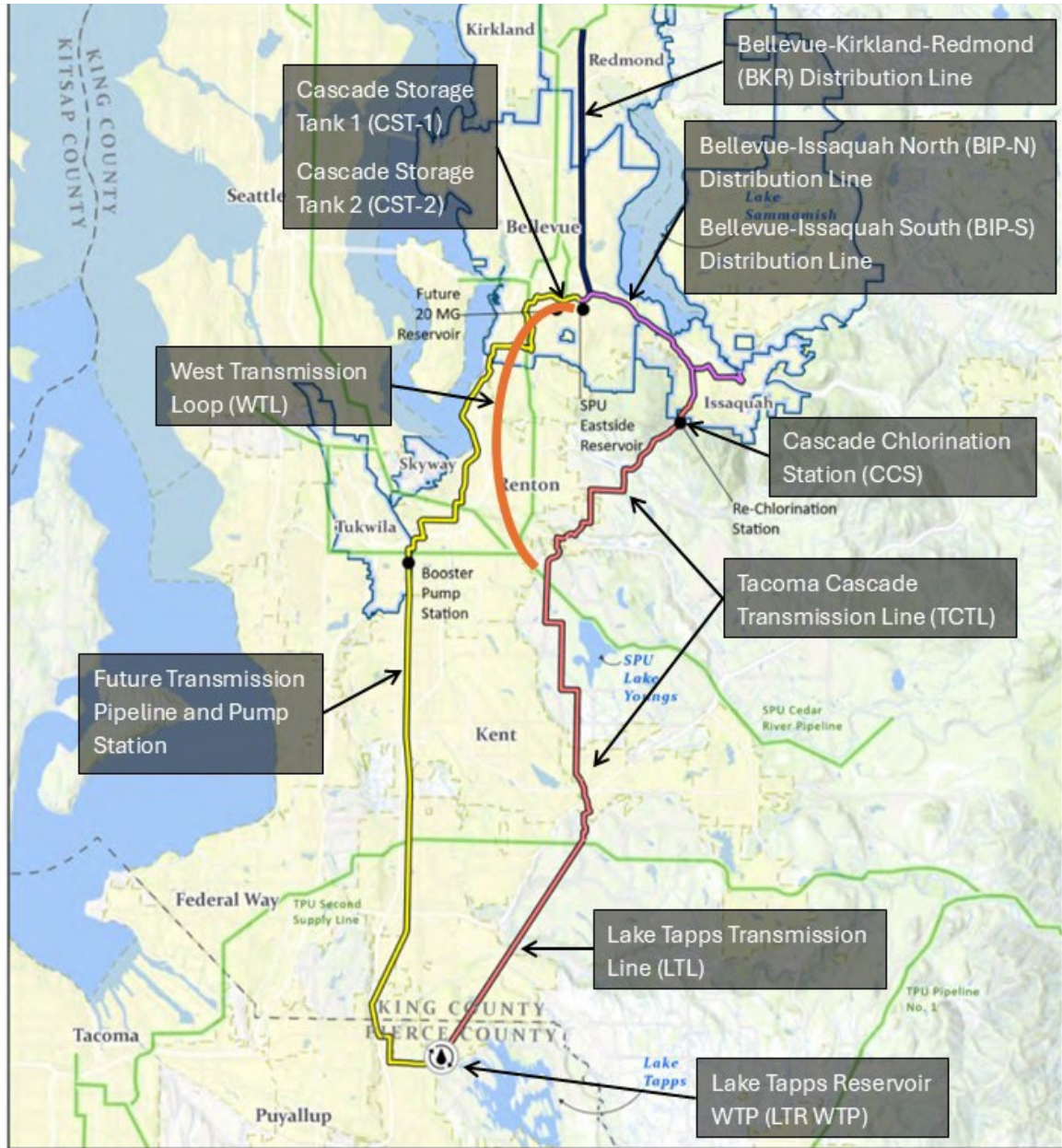
- 25-years, Licensed PE
- Technical, Operations, Management
- 1,000,000LF and counting



Tacoma Cascade Pipeline

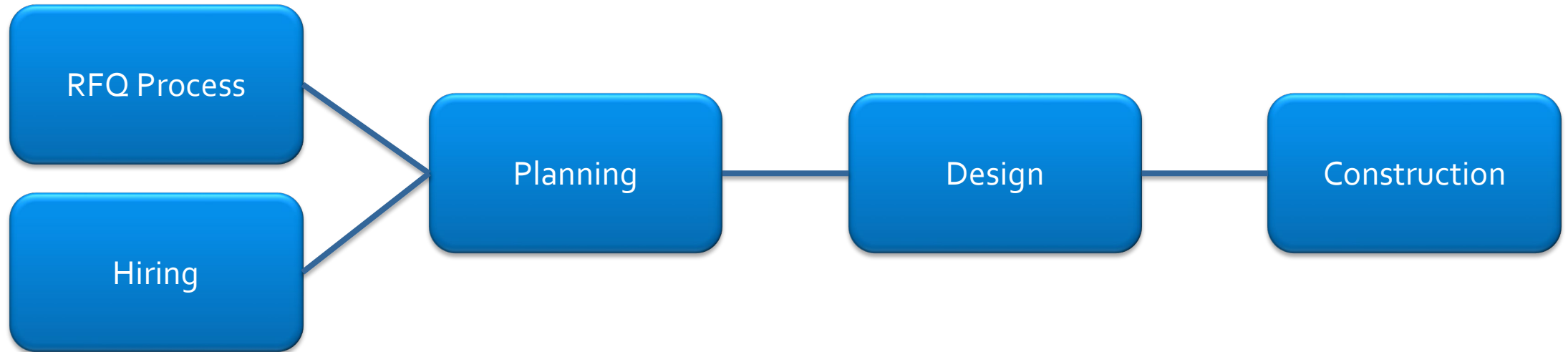


Cascade Supply Program



Overview Map

Upcoming Schedule



Ongoing Check-ins

Board

- Contract Approval in Fall 2025
- Quarterly Updates in 2026

RMC

- Contract Approval in Fall 2025
- Quarterly Updates in 2026

Member Staff

- Data Request end of 2025
- Monthly Standing Agenda Item in 2026

Board Action Items

Design Director

RFO



Questions?

AGENDA MEMORANDUM

SUBJECT

Motion to authorize the Chief Executive Officer to initiate a qualifications-based selection process for a consultant to provide Program and Engineering Support services for the Cascade Supply Program.

BACKGROUND

On March 20, 2025, Cascade and Tacoma Water signed two new wholesale supply agreements for Tacoma to provide Cascade with water supply starting in 2041. The contracts with Tacoma require implementation of a major new project (Cascade Supply Program or CSP) to connect Cascade to Tacoma's water system. The CSP includes the following project elements: the Tacoma-Cascade Transmission Line (TCTL), the Bellevue-Kirkland-Redmond (BKR) Pipeline, a pipeline that runs parallel to the Bellevue-Issaquah Pipeline (BIP), a booster pump station, a storage facility, and connections.

As the first proposed activity, Cascade staff recommend hiring a consultant to assist with the development of the CSP project components. Through this Program and Engineering Support (PES) contract, Cascade staff will work with the selected consultant to develop a cost-effective strategy and action plan to deliver the Cascade Supply Program.

The PES contract will be a work assignment/task order style of contract spanning multiple years. The PES contract will encompass nine (9) main project tasks, used for tracking progress and costs. Those tasks are consultant project management, program support, planning, right of way, permitting, communications and outreach, design support, construction support, and operations support.

Future contracts are anticipated for design and construction of the program components developed by the PES consultant. Staff will return to the Resource Management Committee and Board for authorization to issue solicitations for those contracts.

If this Motion is adopted, Cascade staff will issue a request for qualifications to the consulting community. Upon review of the statement of qualifications, staff will shortlist the highest scoring consultants and issue them a request for proposals. From there, interviews will follow. Staff will identify the most qualified firm and initiate negotiations as to the terms of a contract. Finally, staff will return and seek Board authority to enter into a contract with the most qualified firm at future Resource Management Committee and Board meetings.

The total estimated cost of the CSP PES contract is \$45,000,000 to \$60,000,000, spread over the next 15 years. The contract will likely not be signed until near the end of 2025; therefore, low expenses are expected in 2025. The estimated 2026 expense is in the \$3,000,000-\$5,000,000 range. Cascade's adopted budget for 2025-2026 anticipated \$5,139,000 in CSP PES

expenditures, but future Board action may be necessary to reallocate the budget between 2025 and 2026 and between O&M and CIP.

During the implementation of the PES contract, Cascade staff will work side by side with the selected firm to deliver the program per the scope, schedule, and budget. Staff will provide regular updates to the Resource Management Committee and Board on the implementation of the Cascade Supply Program.

PROCUREMENT PROCESS

N/A. This action authorizes a procurement process to select a consultant.

FISCAL IMPACT

N/A. There is no fiscal impact for this action. Once a consultant is selected, staff will seek Board approval for the contract amount.

OPTIONS

1. Authorize the Chief Executive Officer to initiate a qualifications-based selection process for a consultant to provide Program and Engineering Support services for the Cascade Supply Program.
2. Do not authorize a qualifications-based selection process for the Program and Engineering Support services for the Cascade Supply Program and provide alternative direction to staff.

RECOMMENDED ACTION

Authorize the Chief Executive Officer to initiate a qualifications-based selection process for a consultant to provide Program and Engineering Support services for the Cascade Supply Program.

ATTACHMENTS

None.

AGENDA MEMORANDUM

SUBJECT

Motion to adopt Resolution No. 2025-10 to approve a Design Director position for the Cascade Supply Program and to amend Cascade's 2025 - 2026 Budget to add the new Program Design Director position and modify certain staff position titles.

BACKGROUND

On March 20, 2025, Cascade and Tacoma Water signed two new wholesale supply agreements for Tacoma to provide Cascade with water supply starting in 2041. The contracts with Tacoma require implementation of a major new project (Cascade Supply Program or CSP, formerly referred to as the Tacoma-Cascade Pipeline Program or TCP) to connect Cascade to Tacoma's water system. The CSP includes the following project elements: the Tacoma-Cascade Transmission Line (TCTL), the Bellevue-Kirkland-Redmond (BKR) Pipeline, a pipeline that runs parallel to the Bellevue-Issaquah Pipeline (BIP), a booster pump station, a storage facility, and connections. Cascade's adopted 2025-2026 Operations & Maintenance (O&M) budget and 2025-2030 Capital Improvement Program (CIP) budget include the CSP costs.

In prior presentations to the Board, Cascade proposed creating a new team of staff that is dedicated to the CSP. The 2025-2026 Budget adopted by the Board includes three of these staff members – the Program Executive, the Program Planning Director (formerly Planning Manager), and a program support staff.

The first two years of the CSP involve planning work for the overall project, the individual assets, real estate transactions, environmental review and permitting, etc. The Planning Director and their consultants will lead this work. Part of the planning work will include pipeline hydraulics, preliminary pipeline design, and standards development. Thus, while the Program Design Director position was anticipated to be needed in the 2026-2027 timeframe, the Program Design Director will be needed earlier than that timeframe to support the design aspects of the planning phases. Cascade is proposing to recruit and hire the Design Director in 2025.

Additionally, the title of several staff positions included in the 2025-2026 Budget are proposed for modification to better reflect the nature of the position and/or the revised name for the Cascade Supply Program. The title of Water Resources Manager is now proposed to be Water Efficiency Manager; the title of TCP Planning Manager is now proposed to be Program Planning Director; the title of TCP Project Executive is now proposed to be Program Executive; the title of TCP Support Engineer is now proposed to be Program Controls Lead; and the title of Support Engineer is now proposed to be Project Manager.

PROCUREMENT PROCESS

N/A

FISCAL IMPACT

The salary for the Program Design Director position will be subject to negotiation. There is adequate funding in the CSP budget line items to cover salary and benefit costs in 2025 and 2026.

OPTIONS

1. Adopt Resolution No. 2025-10 to approve a Design Director position for the Cascade Supply Program and to amend Cascade's 2025 - 2026 Budget to add the new position and modify certain staff position titles.
2. Do not adopt Resolution No. 2025-10 and provide alternate direction to staff.

RECOMMENDED ACTION

Adopt Resolution No. 2025-10 to approve a Design Director position for the Cascade Supply Program and to amend Cascade's 2025 - 2026 Budget to add the new position and modify certain staff position titles.

ATTACHMENT

1. Resolution 2025-10.



CASCADE WATER ALLIANCE
RESOLUTION No. 2025-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CASCADE WATER ALLIANCE,
A WASHINGTON MUNICIPAL CORPORATION,
AMENDING THE 2025-2026 BUDGET TO
ADD A NEW POSITION AND MODIFY STAFF POSITION TITLES

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 2024-11 adopted the 2025-2026 Budget and established Cascade’s staffing for 2025 and 2026;

WHEREAS, by Resolution 2025-01 the Board authorized Cascade’s Chief Executive Officer to finalize and execute two wholesale supply agreements with the City of Tacoma to provide Cascade with water supply starting in 2041, and a contract with Tacoma requires implementation of a major new project (“Cascade Supply Program” or “CSP”) to connect Cascade to Tacoma’s water system;

WHEREAS, the Board now desires to amend the 2025-2026 Budget to add a new Design Director position for the CSP to Cascade’s staffing; and

WHEREAS, the Board further desires to modify the title of certain staff positions previously established in the 2025-2026 Budget.

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

Section 1. Section 1.B of Resolution 2024-11 is replaced as follows:

B. Staffing. 2025 staffing of the Cascade Water Alliance is hereby established as follows:

1. Chief Executive Officer	9. Finance and Administration Manager
2. Land Use Administrator	10. Water Efficiency Manager
3. Operations Manager	11. Engineering & Capital Projects Director
4. Chief of Staff	12. General Counsel
5. Contracts Administrator	13. Program Planning Director
6. Economist	14. Program Executive
7. Intergovernmental & Communications Director	15. Program Controls Lead
8. Management Assistant	16. Project Manager
	17. Program Design Director

Section 2. Section 1.C. of Resolution 2024-11 is amended to append the following:

The Chief Executive Officer and the Finance and Administration Manager are hereby directed to amend the final 2025 budget document, as appropriate, to address the amendment to 2025 staffing.

Section 3. Section 2.B of Resolution 2024-11 is replaced as follows:

B. Staffing. 2026 staffing of the Cascade Water Alliance is hereby established as follows:

1. Chief Executive Officer	9. Finance and Administration Manager
2. Land Use Administrator	10. Water Efficiency Manager
3. Operations Manager	11. Engineering & Capital Projects Director
4. Chief of Staff	12. General Counsel
5. Contracts Administrator	13. Program Planning Director
6. Economist	14. Program Executive
7. Intergovernmental & Communications Director	15. Program Controls Lead
8. Management Assistant	16. Project Manager
	17. Program Design Director

Section 2.C. of Resolution 2024-11 is amended to append the following:

The Chief Executive Officer and the Finance and Administration Manager are hereby directed to amend the final 2026 budget document, as appropriate, to address the amendment to 2026 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 23rd day of April 2025.

CASCADE WATER ALLIANCE

Penny Sweet, Chair

Attest – Ray Hoffman, Chief Executive Officer

Angela Birney, Vice Chair

Members

Yes _____

No _____

Demand Share

Yes _____%

No _____%

Mary Lou Pauly, Secretary/Treasurer

Include in CWAC?

☐

Yes

☒

No



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, April 15, 2025

1:30 PM – 3:00 PM

Held at Cascade's office and via Zoom

Call to Order

1. Chair Comments.
2. Executive Session.
3. Items Recommended for Action at the April 23, 2025 Board Meeting

- A. Program Design Director Position.** Adopt Resolution No. 2025-XX to approve a Design Director position for the Cascade Supply Program and to amend Cascade's 2025 - 2026 Budget to add the new position and modify certain staff position titles.

***Recap:** Staff presented an update on the name change from Tacoma-Cascade Pipeline to Cascade Supply Program, information on the preliminary program timeline, and the upcoming Board actions. Following the CSP presentation, the committee concurred with the RMC to support hiring the Design Director earlier than previously anticipated and recommended the item be placed on the April 23 Board agenda as an action item. The design director is needed earlier to participate in design related discussions during the planning stage, such as pipeline hydraulics, valve types, etc. Staff clarified the resolution would increase headcount in the budget by one position, but no amendment to the overall dollar amount of the budget is necessary.*

4. Discussion Items

- A. Water Supply Outlook.** Staff will present information on current snowpack and reservoir levels in the region.

***Recap:** Staff provided an update on water supply conditions for 2025. Snowpack is about 70% of normal, but Seattle is holding reservoir levels higher than typical for this time of year. Staff will continue to monitor conditions closely, but sufficient water supply is anticipated for 2025.*

The Washington State Department of Ecology declared a drought for certain areas in the State. They declared a "drought advisory" for part of the state that includes King County but stated

Seattle, Tacoma, and Everett are reporting enough water stored in their reservoirs that their customers are unlikely to face watering restrictions.

- B. Property Surplus.** Staff will discuss the Noonan property, the offer King County has made to Cascade to acquire it, the easements retained as part of the proposed sale, and the proposed surplus resolution.

***Recap:** Cascade staff discussed with the committee the Noonan property and the potential sale of the land to King County later this year. In 2009, Cascade purchased the Noonan property as part of the Tacoma-Cascade Pipeline project (now the Cascade Supply Program). Once purchased, Cascade demolished the residence on the parcel and has maintained it as vacant land since. In June, Cascade will seek Board authorization to surplus the property so a permanent easement can be secured and the parcel sold. The agreement language for the easement has been carefully drafted to allow Cascade to complete eventual construction of a pipeline on the property. Other than retaining an easement on the property to allow pipeline construction, Cascade does not have an interest in owning and maintaining the property.*

5. Other Issues.

6. Next Meeting Date and Location.

The next meeting will be held Tuesday, May 20, 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, April 2, 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 April 23, 2025 Board Meeting.**
 - A. Administrative Approval Process for New Water Efficiency Program Measures.**

Motion to adopt Resolution No. 2025-XX, authorizing an administrative approval process for new water efficiency program measures.

***Recap:** Staff proposed an administrative approval process for new water efficiency program measures. The proposed process includes the completion of a Special Project Form that would undergo legal review and CEO approval before implementation of new program measures. Measures requiring contract authorization of \$50,000 or more would continue to require Board approval. The Committee was supportive of the resolution and recommended that it be added to the consent agenda for the April 23, 2025 Board meeting.*
- 4. Discussion Items.**
 - A. Federal Update.** Sean Taylor, from Van Ness Feldman's government relations team in Washington, D.C., will join the committee meeting and provide an update on the federal topics of interest to Cascade.

***Recap:** Sean Taylor updated the committee on the latest federal issues, including proposed budget resolutions, proposed PFAS waivers, and the EPA's recently announced effort to revise the definition of the waters of the United States.*
 - B. State Legislative Update.** Staff will provide an update on bills and activities in the state legislative session.

Recap: Diana Carlen shared an update on activities in the state legislative session. Proposed budgets have been unveiled by both chambers, and once both chambers have passed their budgets, negotiations will begin to reconcile the differences and arrive at a final budget by the last day of session, April 27. Public hearings will also be held on the revenue proposals to increase taxes. Many of the water policy bills that Cascade had been tracking have died.

- C. **Water Supply Outlook.** Staff will present information on current snowpack and reservoir levels in the region.

Recap: Staff provided an update on water supply conditions for 2025. Snowpack is about 70% of normal, but Seattle is holding reservoir levels higher than typical for this time of year. Staff will continue to monitor conditions closely, but sufficient water supply is anticipated for 2025.

- D. **Department of Health Draft Climate Resilience Element.** Staff will present information on the Department of Health's draft climate resilience element, a future new requirement for water system plans.

Recap: Staff presented Cascade's comments on changes to DOH's Water System Planning Guidebook to align with a new requirement to include a climate resilience element in water system plans. Cascade's comments attempt to further clarify the new requirement and to suggest ways DOH can provide additional assistance to utilities.

5. Other Issues.

6. Next Meeting Date and Location.

The next meeting will be Wednesday, May 7, 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

**Special Meeting Recap
Wednesday, April 9, 2025
9:30 AM – 11:00 AM**

Held at Cascade's office and via Zoom

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

A. Snoqualmie Aquifer. Five Cascade members were or are members of the East King County Regional Water Association (EKCRWA): Bellevue, Redmond, Kirkland, Issaquah, and Sammamish Plateau Water. EKCRWA holds an interest on behalf of its members in the Snoqualmie Aquifer Project water right applications, along with the City of Seattle. Staff will present information about the Snoqualmie Aquifer project, the status of the EKCRWA, Seattle's request of EKCRWA members, and discussions to date among Cascade's EKCRWA members about whether to keep or transfer the rights to pursue the water rights applications, including Cascade's involvement.

***Recap:** Staff presented the history and status of the Snoqualmie Aquifer water rights project and Seattle Public Utilities' (SPU) interest in identifying current or former EKCRWA members that are interested in entering into an agreement with SPU to pursue the water rights and study the project. Staff presented two options for transferring the rights to pursue the applications and Cascade's involvement in each. The committee discussed the alternatives, including the pros and cons of each approach. The committee did not reach consensus, and staff indicated they would take the discussion back to Cascade's EKCRWA members for additional discussion.*

B. Reclaimed Water. Following up on last month's committee discussion about extending the Cascade-King County reclaimed water agreement, staff will share new information from King County regarding a specific reclaimed water project.

***Recap:** Staff presented the status of discussions with King County about extending the current Cascade-King County reclaimed water agreement. King County is interested in adding a reclaimed water customer in Kirkland, JB Lawn, and Kirkland staff presented Kirkland's interests in the project. The project would not displace current use of potable water but instead would have reclaimed water replace water that is currently being taken from the Sammamish River. Additionally, it would be a term limited pilot that is primarily funded by a nonprofit organization, Washington Water Trust. The*

committee expressed support but also wanted to ensure there were no negative impacts to surrounding cities and thought PFAS monitoring should be addressed if possible.

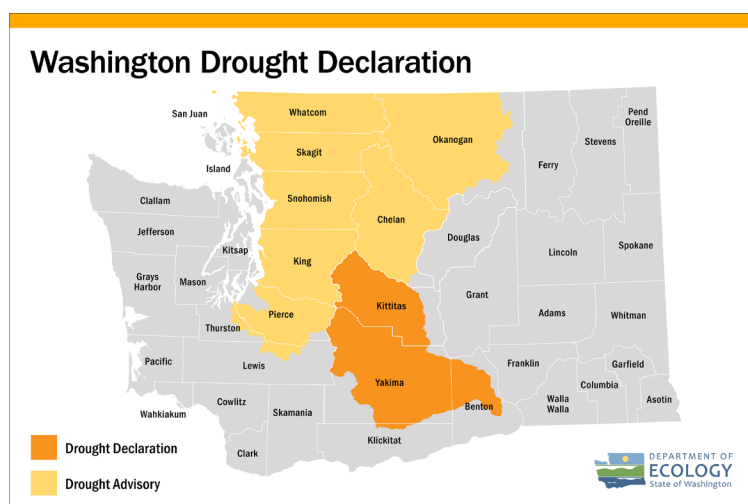
- C. Reservoir Refill Update.** Staff will share the latest information on reservoir refill, water levels, and the anticipated timing for the reservoir to reach the minimum recreational level of 541.5.

Recap: *The committee ran out of time and did not discuss this item. A follow-up email to the committee contained the following information: The reservoir refill began on March 27 and is going well. The current level is 540.62, and staff anticipate reaching the minimum recreational level of 541.5 by April 15.*

- D. Water Supply Status Update.** Staff will present information on current snowpack and reservoir levels in the region.

Recap: *The committee ran out of time and did not discuss this item. A follow-up email to the committee contained the following information: Snowpack is about 70% of normal for this time of year. The snow water equivalent is currently equal to what it was on the same date a year ago, and reservoir levels are higher than they were at this time last year. **There were no water restrictions last year and we do not expect any this year either, but we will continue to monitor conditions closely.***

*The Washington State Department of Ecology declared a drought for certain areas in the state yesterday. A drought emergency was declared for part of central Washington, and a drought advisory was declared for a large part of western Washington (including King County). Ecology's advisory declaration is based on snow water equivalent being less than 75% of normal for this time of year and is not based on Seattle, Tacoma, or Everett's assessment of their water supply conditions for their customers. **In fact, Ecology's press release specifically stated that Seattle, Tacoma, and Everett are reporting enough water stored in their reservoirs that their customers are unlikely to face watering restrictions.** Below is a map showing the locations of the drought emergency and advisory.*



- E. City of Sumner Project Update.** Staff will share information on the status of the City of Sumner's White River Habitat Restoration Project.

***Recap:** The committee ran out of time and did not discuss this item. A follow-up email to the committee contained the following information: Sumner completed phase 1 of the project which was to cut and fill soils to prepare for the new floodplain. Phase 2 is underway and will excavate, grade, and install engineered log jams to create new fish habitat as part of its habitat improvement project. In addition, the city will rough in channels and plant vegetation this year to prepare for a flow connection to the White River next year. Phase 3 will create overland trails and is anticipated to start in 2027.*

- F. Cascade Supply Program (CSP) Overview.** Staff will present an update on the CSP, including the name change, RFQ process, and hiring.

***Recap:** Staff presented an update on the name change from Tacoma-Cascade Pipeline to Cascade Supply Program, information on the qualification-based-selection (QBS) process, and the preliminary program timeline. Discussion followed about early coordination, at the political and engineering levels, with King County and WSDOT (SR900). Staff will return in the future with information on the Management Agreements. The committee agreed that future quarterly check-ins on the CSP sounded appropriate.*

4. Items Recommended for Action at the April 23, 2025 Board Meeting.

- A. Cascade Supply Program Request for Qualifications (RFQ).** Authorize the Chief Executive Officer to initiate a qualifications-based selection process for a consultant to provide Program and Engineering Support services for the Cascade Supply Program.

***Recap:** Following the CSP presentation, the committee supported issuing the RFQ and starting the consultant selection process and recommended the item be placed on the April 23 Board agenda as an action item. Staff will return to the Board in the fall to discuss issuing the contract.*

- B. Program Design Director Position.** Adopt Resolution No. 2025-XX to approve a Design Director position for the Cascade Supply Program and to amend Cascade's 2025 - 2026 Budget to add the new position and modify certain staff position titles.

***Recap:** Following the CSP presentation, the committee supported hiring the Design Director earlier than previously anticipated and recommended the item be placed on the April 23 Board agenda as an action item. The design director is needed earlier to participate in design related discussions during the planning stage, such as pipeline hydraulics, valve types, etc. Staff clarified that the resolution would increase headcount in the budget by one position, but that no amendment to the overall dollar amount of the budget is necessary. This is in part because Cascade has not hired the CSP consultant yet; therefore, costs in the budget this year for consultants will not be spent as originally budgeted.*

5. Other issues.

6. Next Meeting Date and Location.

The next meeting will be Thursday, May 8, 2025, 2:00 p.m. – 3:30 p.m. at Cascade's office and via Zoom.