Clearview Water Supply Agency (CWSA)

Date: April 15, 2026

CWSA BOARD MEETING MINUTES

Attendees:

- John Warner, CWSA Board
- Dean Lotz, CWSA Board President
- Warren Schott, CWSA Board - Absent
- John McClellan, AWWD
- Mike Johnson, CVWD
- Curt Brees, SLWD
- Paul Richart, AWWD
- Masood Ul-Haque, AWWD
- Tyler Gardner, AWWD
- Caryn Saban, AWWD
- Alexis Dickie, AWWD
- Tyan Schreck, AWWD
- Seth Richards, AWWD

1. **CALL TO ORDER**
   The meeting was called to order at 3:00 pm.

2. **ROLL CALL**
   Roll call was taken. Board Members Warner and Lotz were present. Board Member Schott arrived late.

3. **PUBLIC COMMENT**
   There were no public comments.

4. **ADDITIONS TO OR DELETIONS FROM THE AGENDA**
   There were no additions to or deletions from the agenda.

5. **CONSENT AGENDA**

   A. **Minutes**

      I. February 18, 2026

   B. **Disbursements –** In the amount of **$723,975.78**

   C. **Vouchers –** In the amount of **$46,338.94**

   MOTION: CWSA Board Member Warner moved to approve the consent agenda as presented. The motion was seconded by Board Member Lotz. The motion passed 2-0.

6. **NEW BUSINESS – None**

7. **UNFINISHED BUSINESS – None**

8. REPORTS

A. Maintenance and Operations Report
Tyler Gardner, M&O Superintendent

Tyler Gardner provided a summary of the Maintenance & Operations report. There were no emergency callouts. Staff performed general housekeeping and landscaping. AWWD plans to install 15′ double-opening gates on the south side of reservoir property near AWWD meter for easement pipeline access. High-risk tree identified that needs to be removed at the pump station site; cost is approximately $10-12K. Budgeted amount for the year is $27K. We are currently at $2,300 spent for the year in that G.L. AWWD plans to install 15′ double-opening gates on the south side of reservoir property near AWWD meter for easement pipeline access.

B. Financial Report
Alexis Dickie, Finance Manager

Alexis Dickie provided a summary of the Financial Report for February and March 2026. As of March 31, CWSA's combined monetary assets totaled $1,401,327, including $660,828 in KeyBank and $740,499 in the Local Government Investment Pool, which earned $2,326 in net interest during March. Year-to-date expenses totaled $811,260, representing approximately 7.2% of the $11.28 million annual budget. February expenses were primarily related to wholesale water purchases, while March expenses totaled $46,339, primarily for pump station power and maintenance. Water consumption in March was 282.4 million gallons, a 26.8% increase over March 2025, with year-to-date consumption up 5.6%. The report also noted that the water rate agreement between AWWD and the City of Everett remains unresolved, and CWSA had not yet received a March water bill from Everett.

C. Engineering & Development Report
Paul Richart, Engineering & Development Director
Masood Ul-Haque, Project Engineer

Masood Ul-Haque provided a summary of the recommended infrastructure updates for the Clearview Pump Station, including electrical modernization and mechanical upgrades, the Clearview Reservoir, including implementing active corrosion protection and extending asset service life, and the Clearview Pipeline, including assessment status, system performance & operational optimization. The recommended contracting strategy is General Contractor/Construction Manager (GC/CM) per RCW 39.10 to mitigate procurement and schedule volatility, vetted shutdown & execution planning, integrated technical startup strategy, and qualifications-based risk management.

9. NEXT MEETING DATE

May 20, 2026, 2026

10. ADJOURNMENT

Minutes Submitted by,
Caryn Saban, Executive Assistant AWWD

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Dean Lotz
Board President