

## CWSA BOARD MEETING MINUTES

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### Attendees:

- Donna Cross, CWSA President
- Skip Schott, CWSA Secretary
- John Warner, CWSA Commissioner
- Mike Johnson, CVWD
- John McClellan, AWWD
- Curt Brees, SLWSD
- Scott Smith, SLWSD
- Paul Richart, AWWD
- Ashley Rindero, AWWD
- Heather Earnheart, AWWD
- Joe Skeens, AWWD
- Scott Smith, SLWSD
- Caryn Saban, AWWD
- Natalie Salinas, AWWD
- Betsie Devenny, AWWD
- Alexis Dickie, AWWD

### 1. CALL TO ORDER

The meeting was called to order at 3:01 pm.

### 2. ROLL CALL

Roll Call was taken. All three Commissioners were present.

### 3. ADDITIONS TO OR DELETIONS FROM THE AGENDA

A. Agenda item 5.B. added – Amendments to ILA

B. A November meeting may need to be added to the schedule.

### 4. CONSENT AGENDA

#### A. Minutes:

- I. August 16, 2023, Meeting Minutes

**Motion:** Commissioner Warner moved to approve the meeting minutes of August 16, 2023. The motion was seconded by Commissioner Schott. The motion passed 3-0.

#### B. Disbursements – Authorized by the Finance Director in the amount of \$507,487.66

**Motion:** Commissioner Warner moved to approve the Disbursements in the amount of \$507,487.66. The motion was seconded by Commissioner Schott. The motion passed 3-0.

**C. Vouchers** – In the amount of \$459,272.63

**Motion:** Commissioner Schott moved to approve the Vouchers in the amount of \$459,272.63. The motion was seconded by Commissioner Warner. The motion passed 3-0.

**5. NEW BUSINESS**

**A. ILA Amendments**

AWWD General Manager John McClellan discussed two items:

- Quorum – ILA Currently states “physical presence” and should be revised to include the option for “online attendance”.
- Budget – Draft language for Budget Approval states Budget is presented in October and approved in November.

**6. REPORTS**

**A. Maintenance and Operations Report**

**Joe Skeens, Maintenance and Operations Superintendent**

Joe Skeens provided a summary of the monthly operations report as attached. He noted they had an above average number of callouts. There was a pump failure on September 11<sup>th</sup>. Staff completed housekeeping and landscaping. Roger’s Machinery changed out the the incorrect motor on the second compressor for the correct motor.

**B. Clearview Improvement RFP Results**

**Paul Richart, Interim E&D Director**

Paul Richart stated that an RFP was issued. They receive one bid from Kennedy Jenks by the deadline of October 13th. All three agencies need to review the proposal. Staff will request approval at the next meeting.

**C. Financial Report**

**Betsie Devenny, Financial Management Analyst**

Interim Finance Manager Betsie Devenny provided a summary of the current budget and stated that consumption in August and September decreased. Water continues to be the most significant expense, 90% in August and 88% in September.

**7. NEXT MEETING DATE**

November 15, 2023 at 3:00 pm for Budget Approval

**8. ADJOURNMENT**

The meeting adjourned at 3:23 pm.

Minutes Submitted by Caryn Saban  
Executive Assistant, AWWD

*Donna Cross*

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Donna Cross  
Board President

Date: October 18th, 2023

# Clearview Water Supply Agency

## Pump Station Bi-Monthly Operations

### Report August and September 2023

#### 1. Emergency Call Out Responses at the Pump Station

- Over the past 2 months we have received several callouts to the pump station. On 9/11/23 we responded to the pump station for a pump fault. Upon resetting the motor, it failed to fire and faulted again. The next day we responded to the site and found the motor failed. We also had 2 harmonics issues with the VFD's, our on-call staff responded and cleared both issues. On 8/7/23 we had a power outage that took both pumps offline which was reset at the station. And finally, on 8/12/23 we had a VFD #1 fault which was cleared and restarted from the station.

#### 2. Pump Station Site

- General housekeeping and landscaping.
- Rogers Machinery swapped out the incorrect motor on the new air compressor. Moving forward with installation.

#### 3. Routine Maintenance

- We completed all the weekly reads and safety inspections to include the monthly fire extinguisher inspections.
- Completed suction and discharge valve exercises on all pumps.
- Performed pump room intake filter inspections.
- Performed motor vibration tests on all motors.
- Performed generator room exhaust (997) fan service.
- Annual UPS service performed by Eaton.
- Replaced failed #2 motor with spare motor, delivered motor#2 to DMH Industrial for inspection and estimate on repair cost.
- Collected diesel generator oil sample. Currently awaiting results.
- Routine preventative maintenance on the VFD's and serviced the exhaust fans. No issues were found.

#### 4. Average Set Point for Pumping Activity

- During August and September flows ranged from 8.5-14MDG.
- We ran a fixed speed when necessary to meet demands.

**Clearview Water Supply Agency  
Financial Report  
August and September 2023**

CWSA's balances as of September 30, 2023

- Key Bank: **\$149,723.69** (see attached reconciliation and bank statement)
- Local Government Investment Pool (LGIP): **\$658,067.49** (see attached statement)
  - The net earnings rate for the month was **5.3854%**
  - The net earnings for the month amounted to **\$2,900.01**
- Combined monetary assets totaled: **\$807,791.18**

Expenses for August and September 2023 totaled \$966,760.29

August 2023 Disbursements for expenses incurred in the amount of **\$507,487.66** (see attached disbursements).

- Wholesale water purchases of **\$458,335.63** account for 90.3% of the month's total expenses.
- Power expenses payable to Snohomish County PUD of **\$32,616.07** account for an additional 6.4%.
- As of August 31, 2023, CWSA has spent **\$3,520,111.70** or 59.2% of the \$5,945,299.20 budgeted for the year.
- CWSA Water Consumption (in million gallons)

August 2023	August 2022	Variance	Jan-Aug 2023	Jan-Aug 2022	Variance
387.1	406.6	-19.5 -4.8%	2,497.4	2,294.6	202.8 8.8%

September 2023 Accounts Payable Voucher Packet for expenses incurred in the amount of **\$459,272.63** (see attached vouchers).

- Wholesale water purchases of **\$404,796.22** account for 88.1% of the month's total expenses.
- Power expenses payable to Snohomish County PUD of **\$34,380.98** account for an additional 7.5%.
- As of September 30, 2023, CWSA has spent **\$3,979,384.33** or 66.9% of the \$5,945,299.20 budgeted for the year.
- CWSA Water Consumption (in million gallons)

September 2023	September 2022	Variance	Jan-Sep 2023	Jan-Sep 2022	Variance
341.8	358.0	-16.2 -4.5%	2,839.3	2,652.6	186.7 7.0%

- Regarding the decline in monthly consumption between 2022 and 2023, 2022 was the driest summer on record. The average precipitation for August is .97" and the actual was .05"; the average precipitation for September is 1.61" and the actual was .25". In 2023, the September precipitation was more than twice the average.

- The water utilization by CWSA member districts during September 2023 was as follows:

SLWSD	34.85%
CVWD	5.99%
AWWD	59.16%