

## 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
- Paul Richart, AWWD
- Ashley Rindero, AWWD
- Scott Smith, SLWSD
- Caryn Saban, AWWD

### 1. CALL TO ORDER

The meeting was called to order at 3:00 pm.

### 2. ROLL CALL

Roll Call was taken. All three Commissioners were present.

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

There were no Additions to or Deletions from the agenda.

### 4. CONSENT

A. Minutes – April 19, 2023, 2023

**Motion:** Commissioner Warner moved to approve the meeting minutes of April 19, 2023. The motion was seconded by Commissioner Cross The motion passed 3-0.

B. Disbursements Authorized by the Finance Director in the amount of \$333,499.18

**Motion:** Commissioner Warner moved to approve the Disbursements packet in the amount of \$333,499.18. Commissioner Schott seconded the motion. The motion passed 3-0.

C. Vouchers in the amount of \$412,975.03

**Motion:** Commissioner Warner moved to approve the Voucher packet in the amount of \$412,975.13. Commissioner Schott seconded the motion. The motion passed 3-0.

### 5. NEW BUSINESS

A. Finance Manager Loretta Smith Kelty reported that the SAO 2022 Year-End Accountability and Financial Statements were submitted on time.

## 6. REPORTS

### A. Maintenance and Operations Report

AWWD Maintenance and Operations Superintendent Joe Skeens provided a summary of the monthly operations report as attached.

### B. Engineering & Development Report

Capital Projects Manager Paul Richart provided an update from BHC Consultants on the Long-Range Capital Facilities Plan. They expect the final back from BHC in mid-July and Paul will email to the CWSA Members. The group discussed the Tust Fund Loan process and how to proceed. Further research is needed.

### C. Financial Report

Finance Manager Loretta Smith Kelty provided a summary of the current budget and noted that they are right on track with the budget as attached.

## 7. NEXT MEETING DATE

A. The next meeting will be on August 16, 2023, at 3:00 pm via Teams.

## 8. ADJOURNMENT

The meeting was adjourned at 4:00 pm.

Minutes Approved by:

*Donna Cross*

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Donna Cross  
Board President

Date: June 21st, 2023

# **Clearview Water Supply Agency**

## **Pump Station Bi-Monthly Operations**

### **Report April and May 2023**

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

- Over the past 2 months we received 1 callout to the pump station for a harmonics issue. We logged on remotely to clear the alarm.

#### **2. Pump Station Site**

- General housekeeping and landscaping.
- Ordered the backup air compressor for the station. ETA mid-July with installation in August.

#### **3. Routine Maintenance**

- We completed all the weekly reads and safety inspections to include the monthly fire extinguisher inspections.
- Performed monthly generator exercise for both months.
- The fire confidence test was performed by a third party. No issues were reported. The station passed.
- Frayed wires were found during the roll up door inspection, the wires were replaced.
- We performed a small shutdown to have the SCADA and Electrical teams perform some testing.
- Annual HVAC service was performed by ACCO. Replaced filters during service.
- Serviced suction and discharge air/vacs on all pumps.

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

- During April and May flows ranged from 8.2MDG, 86% VFD speed to 11.5MGD at 100% VFD speed.

Date: June 21, 2023

**Clearview Water Supply Agency  
Financial Report  
April and May 2023**

CWSA's balances as of May 31, 2023

- Key Bank: **\$770,538.42** (see attached reconciliation and bank statement)
- Local Government Investment Pool (LGIP): **\$643,742.24** (see attached statement)
  - The net earnings rate for the month was **5.1498%**
  - The net earnings for the month amounted to **\$2,815.60**
- Combined monetary assets totaled: **\$1,414,280.66**

Expenses for April and May 2023 totaled \$746,474.21

April 2023 Disbursements for expenses incurred in the amount of **\$333,499.18** (see attached disbursements).

- Wholesale water purchases of **\$281,907.88** account for 84.5% of the month's total expenses.
- Power expenses payable to Snohomish County PUD of **\$21,852.94** account for an additional 6.6%.
- As of April 30, 2023, CWSA has spent **\$1,647,895.72** or 27.7% of the \$5,945,299.20 budgeted for the year.
- CWSA Water Consumption (in million gallons)

<b>April 2023</b>	<b>April 2022</b>	<b>Variance</b>	<b>Jan-Apr 2023</b>	<b>Jan-Apr 2022</b>	<b>Variance</b>
238.0	243.9	-5.9 -2.4%	1,058.4	946.6	111.8 11.8%

May 2023 Accounts Payable Voucher Packet for expenses incurred in the amount of **\$412,975.03** (see attached vouchers).

- Wholesale water purchases of **\$375,735.01** account for 90.9% of the month's total expenses.
- Power expenses payable to Snohomish County PUD of **\$17,697.00** account for an additional 4.3%.
- As of May 31, 2023, CWSA has spent **\$2,060,869.72** or 34.6% of the \$5,945,299.20 budgeted for the year.
- CWSA Water Consumption (in million gallons)

<b>May 2023</b>	<b>May 2022</b>	<b>Variance</b>	<b>Jan-May 2023</b>	<b>Jan-May 2022</b>	<b>Variance</b>
317.3	267.3	50 18.7%	1,375.8	1,214.0	161.8 13.3%

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

SLWSD	36.85%
CVWD	6.50%
AWWD	56.65%