

CWSA BOARD MEETING MINUTES

Attendees:

- Donna Cross, CWSA President
- Skip Schott, CWSA Secretary
- John Warner, CWSA Board
- Mike Johnson, CVWD
- John McClellan, AWWD
- Curt Brees, SLWSD
- Paul Richart, AWWD
- Ashley Rindero, AWWD
- Heather Earnheart, AWWD
- Joe Skeens, AWWD
- Caryn Saban, AWWD
- Alexis Dickie, AWWD
- Devin Hancock, 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

Agenda item 8A was added – Executive Session

4. CONSENT AGENDA

- A. Minutes:
 - I. October 18, 2023, Meeting Minutes
 - II. November 15, 2023, Meeting Minutes
- B. Disbursements – Authorized by the Finance Director in the amount of \$413,804.78
- C. Vouchers – In the amount of \$416,666.08

Motion: CWSA Board Member Schott moved to approve the consent agenda as presented. The motion was seconded by Board Member Warner. The motion passed 3-0.

5. UNFINISHED BUSINESS

- A. 2024 Clearview Water Supply Budget

AWWD Finance Manager Alexis Dikie presented to 2024 Clearview Water Supply Budget to the Board of Directors and staff.

Motion: CWSA Board Member Warner moved to approve the 2024 Clearview Water Supply Budget as presented. The motion was seconded by Board Member Warner. The motion passed 3-0.

6. NEW BUSINESS

A. ILA Amendments

AWWD General Manager John McClellan stated that he has been working with Joe Bennett and Paul Richart on drafting Amendments to the Clearview ILA. These Amendments will be brought back to the January meeting for review.

AWWD District Attorney Joe Bennett provided an update on quorum requirements and remote or hybrid meetings. Paul Richart stated that they are currently operating with 3 ILAs, and noted that the Construction ILA has expired.

7. 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 a communication issue back in October that affected the pump station site and the billing meter. SCADA staff responded and had it back up that same evening. Staff completed housekeeping, landscaping, and routine maintenance. The electricians also started their routine annual inspections. The rebuilt pump is back on the shelf and available for use if needed.

B. Financial Report

Alexis Dickie, Finance Manager

Finance Manager Alexis Dickie provided a summary of the current financial report and stated that we are well under the projected budget.

C. Alderwood GM Report

John McClellan, Alderwood General Manager

General Manager John McClellan recommended that the Board hold their Officer Elections at the January CWSA Meeting.

8. EXECUTIVE SESSION

The Board recessed at 3:16 pm for an anticipated 10 minutes and entered into Executive Session for the purpose of considering an issue related to Potential Litigation in accordance with RCW 42.30.110 section (1)(i). Present during the Executive Session were all Board Members, Alderwood Water & Wastewater District General Manager John McClellan, Silver Lake Water & Sewer District General Manager Curt Brees, Cross Valley Water District General Manager Mike Johnson, AWWD Finance Director Ashley Rindero, AWWD Finance Manager Alexis Dickie, AWWD E&D Director Paul Richart, AWWD M&O Director Heather Earnheart, AWWD M&O Superintendent Joe Skeens, and E&D Engineer Devin Hancock. The Board returned at 3:26 pm. The following motions were made:

The following motions were made after the Executive Session Ended:

- The Board Moved to amend Sections 3.5 and 3.7 of the Interlocal Agreement as set forth in the redline version presented to the Board.
- The Board Moved to ratify any and all actions by the Board of Directors from March 18, 2020, through the present in which a majority of the Directors were not physically present at the meeting so long as a majority of the Directors participated in the meeting either in person or remotely via video or telephone conference.

9. NEXT MEETING DATE

January 17, 2024

10. ADJOURNMENT

The meeting adjourned at 3:44 pm.

Minutes Submitted by Caryn Saban
Executive Assistant, AWWD

Donna Cross

Donna Cross
Board President

Date: December 20th, 2023

Clearview Water Supply Agency

Pump Station Bi-Monthly Operations

Report October and November 2023

1. Emergency Call Out Responses at the Pump Station

- We had communications issues with Station and meter sites on October 10th. Our SCADA staff responded, and Comms were restored about 9:15pm.

2. Pump Station Site

- General housekeeping and landscaping.

3. Routine Maintenance

- We completed all the weekly reads and safety inspections to include the monthly fire extinguisher inspections.
- Performed service on exhaust fans 991,992, & 993.
- Exercised all fixed speed pumps for 20 minutes each.
- Performed annual door inspections.
- Updated Salto lock and changed battery.
- Assisted electricians with P.M. work on electrical equipment and motor drives (station shut down). Electricians performed annual inspections on the drives, transformers, and panelboards as well as other electrical components.
- ACCO performed annual service on Heat Pump, they suggested replacing sensors on condenser coils to prevent condenser coils from excessive icing. (awaiting quote)
- Picked up Motor #2 from DMH after being repaired, Placed on pump room floor as spare motor. (Greased and oiled).
- Received 400 gallons diesel for bulk fuel tank.

4. Average Set Point for Pumping Activity

- During October and November flows ranged from 8.0-9.7MDG.

Date: December 20, 2023

**Clearview Water Supply Agency
Financial Report
November 2023**

CWSA's balances as of November 30, 2023

- Key Bank: **\$315,763.61** (see attached reconciliation and bank statement)
- Local Government Investment Pool (LGIP): **\$664,037.15** (see attached statement)
 - The net earnings rate for the month was **5.4347%**
 - The net earnings for the month amounted to **\$2,952.99**
- Combined monetary assets totaled: **\$979,800.76**

Expenses for October and November 2023 totaled \$830,470.86.

October 2023 Accounts Payable Voucher Packet for expenses incurred in the amount of **\$416,666.08** (see attached disbursements).

- Wholesale water purchases of **\$305,853.10** account for 73.4% of the month's total expenses.
- Power expenses payable to Snohomish County PUD of **\$29,517.34** account for an additional 7.1%.
- As of October 31, 2023, CWSA has spent **\$4,396,050.41** or 73.9% of the \$5,945,299.20 budgeted for the year.
- CWSA Water Consumption (in million gallons)

October 2023	October 2022	Variance	Jan-Oct 2023	Jan-Oct 2022	Variance
258.3	323.3	-65.0 -25.2%	3,097.6	2,975.9	121.7 3.9%

Expenses for November 2023 totaled \$413,804.78.

November 2023 Accounts Payable Voucher Packet for expenses incurred in the amount of **\$413,804.78** (see attached disbursements).

- Wholesale water purchases of **\$294,366.01** account for 71.1% of the month's total expenses.
- Power expenses payable to Snohomish County PUD of **\$26,801.47** account for an additional 6.5%.
- As of November 30, 2023, CWSA has spent **\$4,809,855.19** or 81.0% of the \$5,945,299.20 budgeted for the year.
- CWSA Water Consumption (in million gallons)

November 2023	November 2022	Variance	Jan-Nov 2023	Jan-Nov 2022	Variance
248.6	263.1	-14.5 -5.5%	3,346.1	3,239.0	107.1 3.3%

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

SLWSD	27.30%
CVWD	5.36%
AWWD	67.34%