

## CWSA BOARD MEETING MINUTES

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### Attendees:

- Donna Cross, CWSA President
- Skip Schott, CWSA Secretary
- John Warner, CWSA Board
- Mike Johnson, CVWD
- Curt Brees, SLWD
- John McClellan, AWWD
- Paul Richart, AWWD
- Ashley Rindero, AWWD
- Heather Earnheart, AWWD
- Tyler Gardner, AWWD
- Darren DeMontes, AWWD
- Joe Carter, AWWD
- Caryn Saban, AWWD
- Diana Storm, AWWD
- Alexis Dickie, AWWD
- Tyan Schreck, 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 Board Members were present.

### 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

March 20, 2024

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

#### B. Disbursements – Authorized by the Finance Director in the amount of \$345,386.41

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

**C. Vouchers –** In the amount of \$79,411.75

**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.

**6. UNFINISHED BUSINESS**

None

**7. NEW BUSINESS**

- A. Draft Amendment No. 1 to the Clearview Water Supply Agency Interlocal Joint Operating Agreement – for discussion

Curt Brees stated that this should be Amendment No. 2.

John McClellan stated that Paul Richart and AWWD General Counsel Joe Bennett prepared this amendment and stated that it is within the authority of the CWSA Board to approve.

Paul Richart reported that this will establish an MOU process that allows us to replace assets and formally establish the percentage of ownership for each agency.

**Motion:** CWSA Board Member Schott moved to approve Amendment 2 as presented. The motion was seconded by Board Member Warner. The motion passed 3-0.

**8. REPORTS**

- A. Maintenance and Operations Report  
Tyler Gardner, Field Operations Manager

Tyler Gardner provided a summary of the monthly operations report as attached. They had 2 emergency call outs for power outages and 1 emergency call out for communication loss. They performed routine housekeeping, landscaping, and routine maintenance.

- B. Financial Report  
Alexis Dickie, Finance Manager

Alexis Dickie provided a summary of the monthly financial report as attached. She reviewed the Key Bank balance, LGIP balance, combined monetary assets balance, voucher and disbursement amounts, and water consumption.

- C. Engineering & Development Report  
Paul Richart, Engineering & Development Director

Paul Richart stated that they will finalize Amendment No. 2 for signatures and continue discussions with the consultant.

**9. NEXT MEETING DATE**

The June 19<sup>th</sup> meeting was cancelled due to the Juneteenth Holiday.

The next meeting will be held on July 17, 2024.

## 10. ADJOURNMENT

The meeting adjourned at 3:26 pm.

Minutes Submitted by,

Caryn Saban, Executive Assistant AWWD

*Donna Cross*

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Donna Cross  
Board President

Date: May 15th, 2024

# Clearview Water Supply Agency

## Pump Station Monthly Operations

### Report for March/April 2024

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

- 3 call outs for both months
  - 2- power outage/power bump
  - 1- communication loss

#### 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. Now on summer schedule for reads and going on Wednesdays.
- All pump motor oil samples came back in good condition.
- Finished install of backup air compressor and is now online.
- Completed pump motor vibration tests.
- Performed generator exercise (unloaded).
- Completed annual suction and discharge valve exercising.
- Replaced a door closer on main entrance door.
- Completed quarterly exhaust fan services.
- Heat pump HVAC unit was serviced and ready for summer.
- Completed generator room filter service.
- All air-vacs at the station were inspected and serviced.
- Cleaned gutters on building.

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

- During February our flows ranged from 3.0-8.7 MGD.
  - Lower flows were due to Alderwood's transmission main #1 being out of service for about a week.









**Clearview Water Supply Agency  
Financial Report  
March and April 2024**

CWSA's balances as of April 30, 2024

- Key Bank: **\$463,450.18** (see attached reconciliation and bank statement)
- Local Government Investment Pool (LGIP): **\$679,143.61** (see attached statement)
  - The net earnings rate for the month was **5.3975%**
  - The net earnings for the month amounted to **\$2,999.57**
- Combined monetary assets totaled: **\$1,142,593.79**

Expenses for March and April 2024 totaled \$ 424,798.16

March 2024 Disbursements for expenses incurred in the amount of **\$345,386.41** (see attached disbursements).

- Wholesale water purchases of **\$299,249.54** account for 86.6% of the month's total expenses.
- Power expenses payable to Snohomish County PUD of **\$32,616.07** account for an additional 9.4%.
- As of March 31, 2024, CWSA has spent **\$984,301.77** or 18.0% of the \$5,462,069.16 budgeted for the year.
- CWSA Water Consumption (in million gallons)

<b>March 2024</b>	<b>March 2023</b>	<b>Variance</b>	<b>Jan-Mar 2024</b>	<b>Jan-Mar 2023</b>	<b>Variance</b>
251.1	300.2	-49.1 -16.4%	723.9	820.4	-96.5 -11.8%

April 2024 Accounts Payable Voucher Packet for expenses incurred in the amount of **\$79,411.75\*\*** (see attached vouchers).

- Wholesale water purchases of **\$3,666.48\*\*** account for 6.4% of the month's total expenses.
  - a. Retroactive bill from COE - \$25,374.22
    - 2024 - \$3,666.48
    - 2023 - \$21,707.74
- Power expenses payable to Snohomish County PUD of **\$24,634.67** account for 42.7% of the month's total expenses.
- As of April 30, 2024, CWSA has spent **\$1,042,005.78** or 19.1% of the \$5,462,069.16 budgeted for the year.
- **\*\*AWWD and the City of Everett have not yet come to an agreement on the 2024-2025 Water Rate. Therefore, April is missing a bill for water. This will be remedied in the coming months.**
- No Consumption report available for April
- The water utilization by CWSA member districts during March 2024 was as follows:

SLWSD	29.09%
CVWD	5.69%
AWWD	65.22%