

CWSA BOARD MEETING MINUTES

Attendees:

- Donna Cross, CWSA President
- Skip Schott, CWSA Secretary
- John Warner, CWSA Commissioner
- Curt Brees, SLWSD
- Mike Johnson, CVWD
- Dean Lotz, AWWD
- John McClellan, AWWD
- Natalie Salinas, AWWD
- Loretta Smith Kelty, AWWD
- Tyler Gardner, AWWD
- Caryn Saban, AWWD

1. Call to Order

Board President Donna Cross officially opened the meeting at 3:00 pm.

2. Roll Call

Roll Call was taken. All Board members were in attendance.

3. Additions or Modifications to the Agenda

Interim AWWD General Manager John McClellan added two new agenda items:

- Purchasing a backup air compressor for valve control at the Clearview Pump Station.
- Discuss scheduling additional meetings for the Long-Range Capital Facilities Plan

4. Consent Agenda

A. Minutes – February 15, 2023

Motion: Commissioner Warner moved to approve the meeting minutes of December 21, 2022. The motion was seconded by Commissioner Schott. The motion passed 3-0.

B. Disbursements Authorized by the Finance Director in the amount of \$398,827.96

Motion: Commissioner Warner moved to approve the Disbursements packet in the amount of \$398,827.96. Commissioner Schott seconded the motion. The motion passed 3-0.

C. Vouchers in the amount of \$495,918.80

Motion: Commissioner Schott moved to approve the Voucher packet in the amount of \$495,918.80. Commissioner Warner seconded the motion. The motion passed 3-0.

5. Reports

A. Maintenance and Operations Report

AWWD Field Operations Manager Tyler Gardner and provided a summary of the monthly operations report as attached.

B. Engineering & Development Report

Capital Projects Manager Paul Richart introduced Cameron Ochiltree, PE from BHC Consultants. Cameron provided a summary of the Long-Range Capital Facilities Plan that included the demand projections and facility evaluations with condition assessments.

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.

D. Purchasing Backup Air Compressor

John McClellan stated that Management had requested that staff research the cost of adding an additional compressor for redundancy and protection. Tyler Gardner provided the estimated cost of \$15,000.

Motion: Commissioner Schott moved to approve the purchase of a second air compressor as presented. Commissioner Warner seconded the motion. The motion passed 3-0.

E. Scheduling Additional Meetings for the Long-Range Capital Facilities Plan

John McClellan stated that Management recommends meeting on alternating months to discuss the Long-Range Capital Facilities Plan. The three Commissioners agreed that this would be a good idea and should schedule those meetings.

6. Next Meeting

Date: Wednesday, May 17, 2023
Time: 2:30 pm
Location: Remote via Teams

7. Adjournment

CWSA Board President Cross declared the meeting adjourned at 3:40 pm.

Minutes Approved by:

Donna Cross

Donna Cross
Board President

Date: April 19th, 2023

Clearview Water Supply Agency

Pump Station Bi-Monthly Operations

Report February and March 2023

1. Emergency Call Out Responses at the Pump Station

- Over the past 2 months we received 1 callout to the pump station, on March 28th, for a power bump. This occurred during normal business hours and only faulted the pumps. Mechanics responded, reset the drives and resumed normal operations.

2. Pump Station Site

- General housekeeping and landscaping.
- Reorganized and inventoried spare parts and relocated them to the mezzanine.

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.
- Replaced all 5 quarter turn isolation valves for the suction air vacs on the pumps.
- Had the sewage holding tank serviced.
- Performed service and vibration tests on the generator exhaust fan.
- Exercised all fixed speed pump motors, each ran for 30 minutes.
- Collected oil samples from the pump motors and sent them out for analysis.
- Service the pump room and generator room intake filters.
- Replaced belt on HVAC unit. Belt was starting to squeal.

4. Average Set Point for Pumping Activity

- During February and March flows stayed steady at 9.2MDG, 89% VFD speed.

CWSA Financial Report

CWSA's balances as of **March 31, 2023**:

- Key Bank: **\$556,746.92** (see attached reconciliation and bank statement)
- Local Government Investment Pool (LGIP): **\$641,145.68** (see attached statement)
 - The net earnings rate for the month was **4.7576%**
 - The net earnings for the month amounted to **\$2,580.24**
- Combined monetary assets totaled: **\$1,197,892.60**

Expenses for February 2023 and March 2023 total **\$894,746.76**:

- February 2023 Disbursements for expenses incurred in the amount of **\$398,827.96** (see attached disbursements)
 - Wholesale water purchases of **\$365.9k** account for 91.7% of the month's total expenses.
 - Power expenses payable to Snohomish County PUD of **\$78.1k** account for an additional 1.9%.
 - As of February 28, 2023, CWSA has spent **\$818.4k** or 13.7% of the \$5.945M budgeted for the year.
 - CWSA water consumption (million gallons)

February 2023	February 2022	Difference	Jan-Feb 2023	Jan-Feb 2022	Difference
256.4	224.9	31.5	520.2	455.9	64.3
		14.0%			14.1%

- March 2023 Accounts Payable Voucher Packet for expenses incurred in the amount of **\$495.918.80** (see attached vouchers)
 - Wholesale water purchases of **\$428.4k** account for 86.3% of the month's total expenses.
 - Power expenses payable to Snohomish County PUD of **\$48.2k** account for an additional 9.7%.
 - As of March 31, 2023, CWSA has spent **\$1,314.3M** or 22.1% of the \$5.945M budgeted for the year.
 - CWSA water consumption (million gallons)

March 2023	March 2022	Difference	Jan-Mar 2023	Jan-Mar 2022	Difference
300.2	246.8	53.4	820.8	702.7	117.7
		21.6%			16.8%

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

SLWSD	25.41%
CVWD	5.10%
AWWD	69.49%