

## **CWSA BOARD MEETING MINUTES**

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### **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
- Heather Earnheart, AWWD
- Tyler Gardner, AWWD
- Kevin Sykes, 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 General Manager John McClellan added a brief Engineering Report to the agenda as item 8C.

#### **4. Public Comments**

There were no Public Comments.

#### **5. Consent Agenda**

A. Minutes - December 21, 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 \$474,673.49

**Motion:** Commissioner Warner moved to approve the Disbursements packet in the amount of \$474,673.49. Commissioner Schott seconded the motion. The motion passed 3-0.

C. Vouchers in the amount of \$419,566.57

**Motion:** Commissioner Schott moved to approve the Voucher packet in the amount of \$419,566.57. Commissioner Warner seconded the motion. The motion passed 3-0.

## 6. Unfinished Business

None

## 7. New Business

None

## 8. Reports

### A. Maintenance and Operations Report

AWWD Field Operations Manager Tyler Gardner and SCADA/Electrical Manager Kevin Sykes provided a summary of the monthly operations report as attached.

### B. 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.

### C. Engineering Report

Capital Projects Manager Paul Richart provided an update on the Long-Range Facility Plan. BHC is making good progress on the final chapter which is the Recommended CIP. We can expect to see a new reservoir in the next 10 years, significant replacement of electrical that is reaching the end of it's service life in the next 2-5 years, and removing the large transformer out of the building. Staff should be able to review the report in March and present to CWSA Board in April.

Interim General Manager John McClellan provided an update on the City of Everett replacing Reservoir 3. The Clearview pump station could be the sole source of supply for AWWD and is likely to occur next winter.

## 9. Public Comments

There were no Public Comments.

## 10. Next Meeting

Date: Wednesday, April 19, 2023  
Time: 3:00 pm  
Location: Remote via Teams

## 11. Commissioner Comments

Commissioner Cross stated that the WASWD Spring Conference is April 12th-14th.

## 12. Adjournment

CWSA Board President Cross declared the meeting adjourned at 3:17 pm.

Minutes Approved by:

*Donna Cross*

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Donna Cross  
Board President

Date: December 20th, 2022

# Clearview Water Supply Agency Pump Station Monthly Operations Report

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

- Over the past 2 months, the only calls received were for the communications and power issues related to the November storm where power was lost at both the Master Meter and Pump Station sites.

## 2. Pump Station Site

- In November we performed a station shutdown to replace the Uninterrupted Power Supply (UPS) that failed earlier this year. The UPS is now 100% operational. This was a no charge repair under our existing service contract.
- The Generator batteries were replaced in November as they had reached the end of their life.
- During the power outage the generator was ran under load.

## 3. Routine Maintenance

- We completed all the weekly reads and safety inspections.
- Preventative Maintenance tasks on the Intake filters, exhaust fans, pumps, and motors as well as the HVAC system were completed.
- Motor vibration tests were also performed in October.

## 4. Average Set Point for Pumping Activity

- During October and November pump flows ranged from 80-100% speed depending on weather and demand with October being the higher of the 2 months.

## CWSA Financial Report & Voucher/Disbursement Approval

1) CWSA’s balances as of **November 30, 2022**:

- a) Key Bank: **\$306,045.96**
- b) Local Government Investment Pool (LGIP): **\$631,738.86**
  - 1. The net earnings rate for the month was **3.76%**
  - 2. The net earnings for the month amounted to **\$1,944.56**
- c) Combined monetary assets totaled: **\$937,784.82**

2) Presenting today for the CWSA Board review and approval:

- a. A combined amount of **\$1,000,379.16**:
  - i. Accounts Payable Voucher Packet for expenses incurred during the month of November 2022 in the amount of **\$426,557.39**; and
  - ii. Disbursements for expenses incurred during the month of October 2022 in the amount of **\$573,821.77**.
- b. Wholesale water purchases of **\$375.5k** account for 88.0% of the month’s total expenses.
- c. Power expenses payable to Snohomish County PUD of **\$26.2k** account for an additional 6.1%.
- d. As of November 30, 2022, CWSA has spent \$5.16 million or 92% of the \$5.644 million budgeted for the year.

3) CWSA water consumption (million gallons):

October 2022	October 2021	Difference	Jan-Oct 2022	Jan-Oct 2021	Difference
323.3	248.6	74.7	2,975.9	2,894.4	81.5
		30.0%			2.8%

November 2022	November 2021	Difference	Jan-Nov 2022	Jan-Nov 2021	Difference
263.1	247.6	15.5	3,239.0	3,142.0	97.0
		6.3%			3.1%

4) The water utilization by CWSA member districts during last month was as follows:

SLWSD	28.99%
CVWD	5.45%
AWWD	65.56%