

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, APRIL 6, 2017**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Stan Sparks: Vice-Chair; Melvin Diffendaffer, Secretary; Doralyn Genova, Treasurer; Edward Dan McElley, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Bret Guillory; Angie Beebe; Brian Sheley; Melissa Lemke

**GUESTS:** Ms. Jenn Moore – Executive Director John McConnell Math & Science Center of Western Colorado  
Mr. John McConnell – Founder, John McConnell Math & Science Center of Western Colorado

**REGULAR MEETING**

Chairman Peck called the April 6, 2017 Regular Meeting to order at 5:00 p.m.

**GUEST PRESENTATION**

Manager Tooker introduced Ms. Jenn Moore and Mr. John McConnell of the John McConnell Math & Science Center of Western Colorado. A presentation by Ms. Moore was given to the Board that traced the history of the Math & Science Center and their plans for a new facility in the Colorado Mesa University's new Engineering Building. This new facility will include a hydrology exhibit that focuses on the water resources of the Grand Valley. The Center is currently soliciting funds for the construction of the new hydrology exhibit.

The Board thanked them for their presentation and they exited the meeting at 5:30 p.m.

**MINUTES OF THE MARCH 2, 2017 REGULAR MEETING**

Director Genova moved to approve the March 2, 2017 Regular Meeting Minutes as submitted. Director Diffendaffer seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Genova moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$87,459.28, plus Supplemental Checks of \$314,799.19 plus Benefits Checks of \$16,440.45, plus HRA Disbursements of \$4,441.42, for a total of \$423,140.34. Chairman Peck asked about check to Diversified Underground Solutions. The check was reimbursement of District materials, labor, and equipment for an emergency water main repair from damage caused by Diversified Underground Solutions at 32 and D Roads. Accounting Technician Beebe reminded the Board members that the end of year 2016 values and amounts could change with the final 2016 audit numbers. Director McElley seconded and the motion passed unanimously.

## **MANAGER'S REPORT**

Manager Tooker pointed out that the number of new water taps sold in February 2017 was five, compared to two in February 2016. He also pointed out that water sales are down compared to this time last year. Some of the factors identified that could result in lower water sales include weather and temperature conditions, the water conservation message, and water rates.

## **INFORMATIONAL REPORTS**

Manager Tooker reviewed the summary report submitted by Value Enhancement Group, Inc. for their 2016 activities (*File 04/06/17, 2017 Informational Reports*). Value Enhancement Group, Inc. provides a third party oversight of the District's monthly financial activities. This summary is basically a report card on the District's internal financial operations and controls. Accounting Technician Beebe explained several of the identified month end items, such as the NSF payments, late CCOERA payments, and month end payroll disbursements.

Manager Tooker presented the Utilization Report for the 2016 HRA Plan Year (*File 04/06/17, 2017 Informational Reports*). Manager Tooker reported that the 2016 HRA budget item had a 53% underutilization representing a savings of \$144,862. The HRA has been effective in reducing the District's Health Insurance Premium expense and has provided an extremely positive employee benefit. Manager Tooker reviewed the cost savings over the past six years to the District of nearly \$700,000 in benefit costs.

Assistant Manager Reinertsen reviewed the Informational Report regarding the structural evaluation of the Middle Water Storage Tank (*File 04/06/17, 2017 Informational Reports*). Staff has secured the services of Burns and McDonnell Engineering to evaluate possible foundation settlement of the District's 3.7 million gallon finished water storage tank located north of Interstate 70. After evaluation of one year's worth of survey data, Burns and McDonnell recommended collecting an additional year of survey data before considering any remedial actions.

## **EXPRESS AGENDA**

Director Genova moved to approve the Express Agenda items as presented. Director Diffendaffer seconded the motion which passed unanimously. The Express Agenda items are as follows:

FY 2016 Audit Services – Chadwick Steinkirchner, Davis & Co., P.C. – The onsite field audit for the FY 2016 Audit was scheduled March 6-10, 2017. The field investigation was completed in two days on March 6 and 7, 2017. A Draft of the FY 2016 Audit is expected to be presented to the Board at the May 2017 Board Meeting.

Project 2016-01 F½ Main Line Upgrade/Replacement Project – Final Asphalt was placed and striping was completed March 20, 2017. The sod will be replaced along the frontage of Thunder Mountain Elementary after the irrigation system is functioning this spring. As-Constructed drawings are being completed this week.

Project 2017-01 (WTP) Manifold Project – PCL Construction has mobilized on site and is in the process of verifying depth and location of critical buried utilities along the new 24-inch and 30-inch transmission pipe alignments. PCL started installation of the new 24-inch transmission piping Tuesday, March 28, 2017. The support pads for the above ground 24-inch piping were poured the week of March 20, 2017. Multiple submittals are being reviewed by Bret Guillory, and Matt Peyton (Carollo).

### **UNFINISHED BUSINESS**

Project 2016-03 – Highway 50 Crossing – Assistant Manager Guillory reviewed the Staff Report requesting approval to advertise for final payment (04-06-17 File, 2017 Staff Reports). Assistant Manager Guillory identified several ‘punch list’ items that will be completed by the Contractor by April 14, 2017. Director Genova moved to authorize Staff to advertise for Final Payment at the May 4, 2017 Board Meeting, once the Contractor has submitted all required paperwork. Director Diffendaffer seconded the motion which carried unanimously.

Water Acquisition Plan – Manager Tooker presented the District’s Confidential Water Acquisition Plan to the Board for their review prior to future discussions. It was the Board’s consensus to have the Policy and Standards Committee meet and evaluate the document prior to the next regular Board Meeting on May 4, 2017.

Funding Request – John McConnell Math and Science Center of Western Colorado – Manager Tooker and Assistant Manager Reinertsen reviewed the Staff Report (File 04-06-17, 2017 Staff Reports) with the Board regarding the funding request from the John McConnell Math and Science Center of Western Colorado. The Board discussed the pros and cons regarding the funding request. Director Diffendaffer moved to fund the request made by the John McConnell Math & Science Center of Western Colorado for \$65,000 over a five year period. Director McElley seconded the motion. During Board discussion, the Board questioned how the Math and Science Center serves students in the area and in particular those without the financial ability to pay fees. The Board directed Staff to seek clarification of how the Math and Science Center serves the families, students and customers in the District. It was the consensus of the Board to table this item until Staff can provide information from the John McConnell Math and Science Center of Western Colorado.

### **NEW BUSINESS**

Employee Wellness Award – Manager Tooker reviewed the Employee Wellness Award Staff Report (File 04-06-17, 2017 Staff Reports). This Report identified the criteria used in the past to recognize the employees for remaining healthy and thereby reducing health insurance expense. The Wellness Award is a payroll expense. Director Genova moved to approve an employee Wellness Award based upon 10% of the individual unspent HRA funds above \$1,000. Director Sparks seconded the motion which passed unanimously.

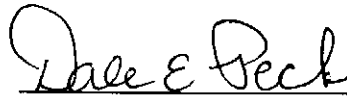
Project 2016-04 Effluent Manifold South Design Contract with Carollo – Manager Tooker reviewed the Staff Report, Effluent Pipe Manifold South – Design Services (04-06-17 File, 2017 Staff Reports). Manager Tooker discussed the additional design effort performed by Carollo Engineers. These additional efforts included the bid document preparation and formal bid evaluations and

award recommendations. Director Sparks moved to authorize an additional \$8,086.16 in additional engineering for the Design of the Effluent Pipe Manifold South Project. Director Genova seconded and the motion passed unanimously.

**ADJOURNMENT**

The meeting was adjourned at 6:46 p.m. by the Chairman.

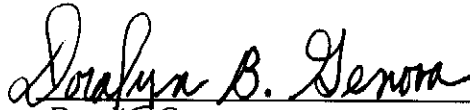
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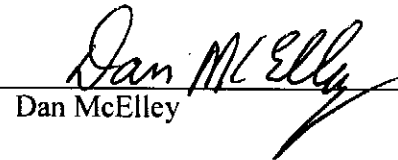
Dale Peck

*- EXCUSED -*

Stan Sparks

  
Dorahyn Genova

  
Melvin Diffendaffer

  
Dan McElley