

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, OCTOBER 5, 2017**

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

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley; Melissa Lemke, Amanda Fleming and Jacob Lenihan

**REGULAR MEETING**

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

**MINUTES OF THE SEPTEMBER 7, 2017 REGULAR MEETING**

Director Genova moved to approve the September 7, 2017 Regular Meeting Minutes. 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 \$98,613.74, plus Supplemental Checks of \$15,650.72 plus Benefits Checks of \$19,357.97 plus HRA Disbursements of \$9,285.16 for a total of \$142,907.59. Manager Tooker referred to the Supplemental Check Run and identified invoices from vendors that appear on both the Regular and Supplemental Check Runs. Typically, all vendor invoices are accumulated and paid with one check. In this case, invoices were received after the Regular check run and were included in the Supplemental Check Run. Director Diffendaffer seconded and the motion passed unanimously.

**MANAGER'S REPORT**

Manager Tooker reviewed the August 2017 Manager's Report identifying a 2% increase in Water Sales compared to this time last year, and 48% increase in Tap Purchases both of which indicate an improving economic picture.

**INFORMATIONAL REPORT**

Assistant Manager Reinertsen reported the District had a guest speaker from the Mesa County Sheriff's Department covered bear awareness as we go into the fall season. He also mentioned the District's security breach in September where a number of items were stolen. In addition, there were two instances of trespassing on the District's property with the Mesa County Sheriff responding and citing individuals for trespassing.

## **EXPRESS AGENDA**

No Express Agenda items.

## **UNFINISHED BUSINESS**

FY 2018 Budget – Manager Tooker reviewed the 2018 Proposed Budget highlighting significant areas of change. No action was requested.

District Administration Office 2018 Expansion – Manager Tooker verbally presented the preliminary estimates from FCI Construction for the proposed Office expansion which were higher than expected. FCI Construction originally built the District's Administration Office and were requested to provide budgetary estimates. The Office Expansion will be discussed with the Budget Committee.

Briefing of Special District Association Conference – Directors, Peck, McElley and Sparks were in attendance at the 2017 Annual Conference in Keystone, Colorado from September 13-15, 2017. The Directors stated the Conference was excellent, presentations were well attended and provided highlights and information obtained from the conference to the Board.

Update on Colorado River District Annual Water Seminar – Director Diffendaffer attended the Colorado River District Annual Water Seminar on September 15, 2017 in Grand Junction, Colorado. Director Diffendaffer presented information from the seminar having an impact to the entire Colorado River Basin.

## **NEW BUSINESS**

Request for Proposal for Project 2017-04 GIS/Hydrologic Modeling – Manager Tooker requested Board approval to advertise for Request for Proposal (RFP) for Project 2017-04 GIS/Hydrologic Modeling. Director Genova moved to approve the Request for Proposal for Project 2017-04 GIS/Hydrologic Modeling. Director McElley seconded and the motion passed unanimously.

Math and Science Center Membrane System Exhibit – Manager Tooker reported that the Math and Science Center had reserved physical space for a possible exhibit describing Membrane Technology. Manager Tooker stated he would be contacting Carollo Engineering, H2O Innovations and Toray to see if there would be interest in teaming up to develop a small scale demonstration unit. This was information only, no action was necessary.

Personnel Manual Section 2 – General – Manager Tooker reported that the District's employment attorney, Michael Santo, identified components of the Personnel Manual Section 2 – General that need to be updated to encompass recent legislative changes. Once a draft is prepared by Attorney Santo, the Personnel Committee (Dale Peck and Dan McElley) will convene to review Mr. Santo's revisions for future Board consideration and approval.

**ADJOURNMENT**

The Regular Meeting was adjourned at 6:50 p.m. by the Chairman. Staff members, Reinertsen, Sheley, Beebe, Lemke, Fleming and Lenihan exited the meeting.

**EXECUTIVE SESSION**


At 6:51 p.m., Director Peck moved to go into Executive Session, as per C.R.S. 24-6-402 (4)(f) for the purposes of discussing personnel matters. Director Genova Seconded and the motion passed unanimously. Directors Peck, Sparks, Diffendaffer, Genova, and McElley and Manager Tooker were present.


The Board reviewed with the Manager his performance.

The Board exited the Executive Session at 7:25pm Directors Peck, Sparks, Diffendaffer, Genova, and McElley were present along with Manager Tooker.


**ATTEST:**

  
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Dale Peck

  
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Stan Sparks

  
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Doralyn Genova

  
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Melvin Diffendaffer

  
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Dan McElley