

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, JANUARY 4, 2018**

**BOARD MEMBERS PRESENT:** Melvin Diffendaffer; Secretary, Doralyn Genova;  
Treasurer, Dan McElley, Director

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

**REGULAR MEETING**

Director Genova called the January 4, 2018 Regular Meeting to order at 5:05 p.m. Treasurer Genova noted that Dale Peck; Chairman and Stan Sparks; Vice-Chairman were absent and excused from the meeting. The Board proceeded to complete the signing of the Accounts Payable checks.

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

Director Diffendaffer moved to approve the December 7, 2017 Regular Meeting Minutes. Assistant Manager Reinertsen reported there were corrections made to the minutes the Directors received on 12/29/2017. Director McElley seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Diffendaffer moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$98,132.00, plus Special Check of \$100,956.47, plus Supplemental Checks of plus Benefits Checks of \$32,117.99, plus Benefit Checks of \$22,936.97, plus HRA Disbursements of \$10,262.02 for a total of \$264,405.45. Director McElley seconded and the motion passed unanimously.

**MANAGER'S REPORT**

Manager Tooker reviewed the November 2017 Manager's Report. He noted ten (10) taps sold in November which is a notable increase from 2016.

**INFORMATIONAL REPORT**

Manager Tooker presented an Informational Report (*1/4/18 File, Staff Reports*) on the status of the 2017 Preemptive Poly Service Line Replacements effort. The District replaced 78 Poly Service Lines at an average per service line cost of \$1,732 without labor and \$2,189 including labor. The District estimates an additional 4,078 Poly Service Lines remaining to be replaced. At the

current pace, this would take 22 years and over \$8,000,000 to complete. Staff will continue to evaluate alternative cost savings methods.

### **EXPRESS AGENDA**

Director Diffendaffer moved to approve the Express Agenda items as presented. Director McElley seconded the motion which passed unanimously. The Express Agenda (*File 1/4/18*) items are as follows:

FY 2018 Budget – The FY 2018 Budget was submitted to the Department of Local Affairs on December 28, 2017.

GVICo Auction – At the GVICo Auction held December 14, 2017 water shares were sold at an average cost \$425 per share. The District did not purchase any shares.

### **UNFINISHED BUSINESS**

None presented.

### **NEW BUSINESS**

Designating Time, Location and Postings of Meetings – Resolution 2018-01 – Director Diffendaffer moved to adopt Resolution 2018-01 (*1/4/18 File, Resolutions*), A Resolution Designating Time, Location and Posting of Meetings for 2018. Director McElley seconded and the motion passed unanimously. Resolution Text is as follows:

#### ***RESOLUTION 2018-01 RESOLUTION DESIGNATING MEETING TIME, PLACE AND 24-HOUR POSTING LOCATION***

*WHEREAS, the Clifton Water District designates that all Regular Board of Directors Meetings will be held the first Thursday of each month at 5:00 p.m. located at the Clifton Water District Office, 510 34 Road, Clifton Colorado; and*

*WHEREAS, the Clifton Water District designates that the posting places for all Board of Directors meetings are the Clifton Water District Office and the following three additional locations; Clifton Sanitation District Office, Clifton Fire Department, and the United Postal Service, Clifton Branch Facility; and*

*WHEREAS, the Clifton Water District designates that the 24-hour Agenda Notice will be posted at the Clifton Water District Office; and*

*BE IT FURTHER RESOLVED, that this Resolution be adopted this 4th day of January 2018.*

Resolution 2018-02 Adopting Availability of Service Charge for 2018 – Manager Tooker presented a Staff Report (1/4/18 File, 2018 Staff Reports, Availability of Service) summarizing the 2017 average customer billing amounts used to calculate the 2018 Availability of Service Charge. Director McElley moved to adopt Resolution 2018-02 Resolution For the Availability of Service Charge for 2018 (1/4/18 File, Resolutions) setting the In-District Availability of Service rate at \$17.21 per month and the Out-of-District Availability of Service rate at \$25.82 per month. Director Diffendaffer seconded and the motion passed unanimously. Resolution Text is as follows:

**RESOLUTION 2018-02**  
**RESOLUTION FOR THE AVAILABILITY OF SERVICE CHARGE FOR 2018**

*WHEREAS, the District has reviewed the Availability of Service Charge Policy; and*

*WHEREAS, the Availability of Service Charges are considered to be an equitable revenue contribution toward the repayment toward debt incurred by the Clifton Water District; and*

*WHEREAS, the Availability of Service Charge Policy is for those customers who benefit from the immediate availability of water service even though they are currently not receiving water; and*

*WHEREAS, all revenue generated by the Availability of Service Charge shall be used to repay the principal and interest on bonds and other outstanding indebtedness; and*

*WHEREAS, in the 2018 Fiscal Year the District has indebtedness for Water Revenue Bonds; and*

*WHEREAS, the said percentage of the Availability of Service Charge shall be determined by the Board; and*

*WHEREAS, in 2017 the average water usage charge for a Clifton Water District In-District customer was \$34.43/month per unit; and*

*WHEREAS, in 2017 the average water usage charge for a Clifton Water District Out-of-District customer was \$54.07/month per unit.*

*NOW THEREFORE BE IT RESOLVED, that the Clifton Water District Board of Directors establish the In-District Availability of Service Charge for the 2018 Fiscal Year at 50% of the In-District average water bill in 2017, which equals \$17.21 per month per unit and the Out-of-District Availability of Service Charge for the 2018 Fiscal Year at 48% of the Out-of-District average water bill in 2017, which equals \$25.82/month per unit.*

*BE IT FURTHER RESOLVED, that this Resolution be adopted this 4th day of January 2018 and is effective January 4, 2018.*

Emergency Rate Annual Review – The Board reviewed the Staff Report (1/4/18 File, 2018 Staff Reports, Water Rates) regarding the 2009 Resolution establishing an Emergency Rate, using the current 2018 of rates as the basis for the calculation of the 2018 Emergency Rates. Director Diffendaffer moved to reaffirm the 2009 Resolution Establishing an Emergency Rate and adopt the 2018 Exhibit A to Policy #420 (1/4/18 File, 2018 Staff Reports, Policy #420 Water Usage Fees) Director McElley seconded and the motion passed unanimously.

Director McElley then moved to place the Emergency Rate on hold until further Board action is taken. Director Diffendaffer seconded and the motion passed unanimously.

**Certificate of Appointment of Designated Election Official** – Assistant Manager Reinertsen identified the terms of office for Directors Peck, Genova, and McElley will expire in May, 2018. The election date is scheduled for May 8, 2018. Director Diffendaffer moved to appoint Assistant Manager David Reinertsen as the District’s Designated Election Official. Director McElley seconded and the motion passed unanimously.

Director Diffendaffer moved to adopt Resolution 2018-03 the 2018 Clifton Water District Election Resolution (1/4/18, Resolutions, Elections), setting the election for May 8, 2018. Director McElley seconded and the motion passed. Resolution text is as follows:

**RESOLUTION 2018-03  
2018 CLIFTON WATER DISTRICT ELECTION RESOLUTION**

*WHEREAS, the terms of office of Directors Peck, Genova, and McElley shall expire after their successors are elected at the **regular** Special District election to be held on May 8, 2018 (“Election”) and take office; and*

*WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”), the Election must be conducted to elect three Directors to serve for a term of four (4) years.*

*NOW, THEREFORE, be it resolved by the Board of Directors of the Clifton Water District in the County of Mesa, State of Colorado that:*

1. *The regular election of the eligible electors of the District shall be held on May 8, 2018, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, three Directors will be elected to serve a four-year term.*

2. *There shall be one polling place at the following location:*

*Clifton Fire Station  
3254 ½ F Road  
Clifton, CO 81520*

*situated in the County of Mesa, State of Colorado. The polling place located at 3254 ½ F Road, Clifton, CO shall also be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.*

3. *Applications for absentee ballots may be filed with the Designated Election Official at the address indicated on the Call for Nominations, no later than the close of business on the Tuesday immediately preceding the election day (May 1, 2018).*

4. *The Designated Election Officials of local governments with overlapping boundaries that hold elections the same day by polling place must meet, confer, and thereafter, if practical, hold such elections in a manner that permits an elector in the overlapping area to vote in all of such elections at one polling place. If applicable, the Designated Election Official is authorized to enter into an intergovernmental agreement with such local governments on behalf of the District concerning the election procedures and any cost sharing associated with coordinating the use of one polling place.*

5. *The Board of Directors hereby designate David A. Reinertsen as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.*

6. *Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, nor later than 3:00 p.m. on Friday, March 2, 2018.*

7. *If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 6, 2018, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 5, 2018, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.*

8. *If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.*

9. *Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.*

10. *All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.*

11. *The provisions of this Resolution shall take effect immediately.*

*ADOPTED AND APPROVED this 4th day of January, 2018.*

**ADJOURNMENT**

The Regular Meeting was adjourned at 6:55 p.m. by Treasurer Genova.

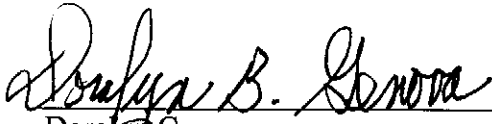
**ATTEST:**

*Excused*

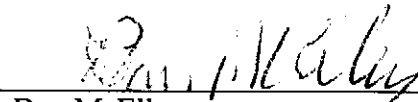
\_\_\_\_\_  
Dale Peck

*Excused*

  
\_\_\_\_\_  
Stan Sparks

  
\_\_\_\_\_  
Doralyn Genova

  
\_\_\_\_\_  
Melvin Diffendaffer

  
\_\_\_\_\_  
Dan McElley