

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, MAY 14, 2009**

**BOARD MEMBERS PRESENT:** John Ballagh, Chairman; Doralyn Genova, Vice-Chairman  
Brian Woods, Treasurer; Robert Burger, Secretary;  
Alan Hassler, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Kelly McLaughlin;  
David Foster

**GUESTS:** Dave Merritt, HDR Engineering

**REGULAR MEETING**

Chairman Ballagh called the regular Board meeting to order at 5:00 p.m. No changes were noted to the agenda.

**MINUTES OF THE APRIL 2, 2009 REGULAR MEETING**

Director Burger moved to approve the April 2, 2009 Regular Meeting Minutes as submitted. Director Hassler seconded and the motion passed. Director Genova abstained as she had not been present at that meeting.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Genova moved to accept the Financial Report and approve Accounts Payable in the amount of \$158,854.56 plus \$ 327.37 the HRA Disbursement plus \$85,778.39 the supplemental statement for a total of \$ 244,960.32. Director Woods seconded the motion. Accountant Foster distributed amended Cash Flow Reports from January 2009, February 2009 and March 2009 and reported an updated format will be used in the future for the Cash Flow Report and for the Schedule A Report. The Board questioned the accuracy of the data reported in the Cash Flow Report and requested clarification from Staff. The Board also questioned a number of expenditures that appeared to be advertising related. Staff clarified the expenditures for the Board. The motion passed unanimously.

David Foster exited the meeting at 5:25 p.m.

**EXPRESS AGENDA**

The Board reviewed the Express Agenda and accepted the following items as presented:

1. Project 2008-01 North Raw Water Settling Pond Design – Due to unplanned scheduling conflicts, the Project Design Alternatives Workshop has been rescheduled for the week of May 25<sup>th</sup>. Staff continues to provide operational information to URS Corporation as the development of design options continue.
2. Project 2009-01 Highway 50 Bore – Staff received an approved CDOT Utility Permit on April 10, 2009, and engineering investigations have since been completed. A Design Review is scheduled for the week of May 11<sup>th</sup> with final design package due by June 2, 2009.
3. Project 2009-02 New 10” Waterline, I-70B (08-RU06) – As of May 8, 2009, 13 Bid Packages have been provided to interested contractors and vendors. A mandatory bid walk-through is scheduled for May 14, 2009 with the Bid Opening on May 28, 2009. Staff will present a bid award recommendation for Board consideration at the June 4, 2009 Board Meeting.

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4. Project 2008-02 Pilot Testing Program – The third pilot skid evaluation phase is underway. This performance period has been modified to a 54 day run instead of the planned 32 days. This change was implemented once the skid manufacturers all agreed to extend the study by one additional month (at no additional cost) to further evaluate the skid performance during increasing polymer dosage as Spring runoff influences the treatment process. The modified performance schedule now identifies fiber integrity testing to take place in mid June with skid demobilization starting June 28, 2009. All three skids continue to produce finished water within the project specifications.
  5. Western Colorado Community College Program – Staff has attended several meetings with officials from WCCC and the other area water utility service providers and the group is in the process of forming curriculum for water and wastewater treatment plant operators. Projected initiation date for the program is January of 2010. Additional information will be reported as the program develops.

### **UNFINISHED BUSINESS**

Colorado River Intake Engineering Proposal – HDR Engineering – Dave Merritt from HDR Engineering was present to answer questions regarding HDR's Scope of Work and Contract proposal for the development of options to upgrade the Colorado River Intake Structure. Staff presented the Contract for Board approval stating the Contract is satisfactory for the scope of a preliminary pre-design report. Director Genova moved to approve the contract proposal with HDR Engineering, Inc. for the Colorado River Intake Structure project. Director Burger seconded and the motion passed unanimously.

Emergency Water Rate – Manager Tooker presented a Staff Report (*2009 Staff Report*) summarizing residential water usage in the winter versus the summer reading months as requested by the Board at the April, 2009 meeting. The Staff Report presented two rate proposals for Board consideration. The Board discussed that the Emergency Water Rate could be utilized for a variety of critical water supply issues in addition to the original purpose of an increased rate to reduce water use during a significant drought. Director Woods moved to approve the Emergency Rate proposal, the 500% increase option, to encourage water consumption of 3000 gallons or less. Director Genova seconded and the motion passed unanimously.

2008 Audit – The Board was provided the draft 2008 Audit for review. Mary Brenes, CPA will attend the June, 2009 meeting to respond to Board inquiries.

Verizon Wireless Option and Lease – Manager Tooker reported he has provided the District's legal counsel with the lease amendment proposal from Verizon Wireless. Since the proposal will cause the District to incur legal costs, Manager Tooker is recommending that the recovery of legal fees be included in the Lease Agreement. The Board supported the re-payment of legal fees for this purpose and further supported the development of a policy to charge a fee for various special requests.

### **NEW BUSINESS**

2009 General Liability Insurance – Manager Tooker reported that typically the District receives at least two insurance quotations for General Liability Insurance coverage; one from the Rural Special Districts and the other from the Colorado Special Districts Property and Liability Pool. This year only one quote was received, from the Rural Special Districts. Staff recommended Board approval of the Rural Special Districts quote for insurance coverage. Director Woods moved to authorize Staff to obtain the general liability insurance coverage through Home Loan and Investment in the amount of \$49,042 for the policy period May 21, 2009 – 2010. Director Genova seconded and the motion passed unanimously. Manager Tooker reported he will have a check prepared for Board signature prior to the renewal date.

Out of District Service Request – Dan Brown – Manager Tooker presented a request from Dan Brown for Out-of-District water service to serve a 40 acre parcel in the Whitewater area. The availability of water service is required in order for Mesa County to proceed with further review of Brown's conceptual development application for 14 residential lots on this 40 acre parcel. Staff advised the Board that infrastructure improvements would need to be completed prior to actual water service being available from the District.

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Director Woods moved to direct Staff to prepare a response letter to Dan Brown indicating the District's conceptual approval of the request, with conditions to be identified by Staff, and report back to the Board at the June, 2009 meeting. Director Hassler seconded and the motion passed unanimously.

Clifton Sanitation District Request to Lease/Rent GVICo Shares – Director Woods recused himself from participation in this agenda item and exited the room. Manager Tooker presented a proposal for the Clifton Sanitation District to lease 25 Grand Valley Irrigation Company shares owned by the Clifton Water District for the 2009 irrigation season. The proposed lease rate is equal to the assessment paid by the Clifton Water District to Grand Valley Irrigation Company. The Board directed Staff to correct the indemnification clause of the contract so that it reads the same for both organizations and clarify that the amount of water delivered for each GVICo share is the responsibility of the Grand Valley Irrigation Company and not the District. Director Genova moved to approve the Water Share Rental Agreement between Clifton Water District and Clifton Sanitation District #2 as per the discussion and amendments. Director Burger seconded and the motion passed. Director Woods then returned to the room.

Colorado Counties Employee & Officials Retirement Association (CCOERA) 401(a) Plan Restatement – Manager Tooker presented a request from CCOERA for the District's restatement of Plan details. Director Genova moved to accept the 401(a) Participation Agreement as of July 1, 2008 with Colorado County Officials and Employees Retirement Association Retirement Plan and Trust Agreement. Director Hassler seconded and the motion passed unanimously.

Swine Flu Pandemic Response Plan – Assistant Manager Reinertsen reported on Staff's preparation of the Influenza Pandemic Continuity of Operations Plan. Staff and Safety Committee meetings were conducted to discuss and develop procedures to allow continued operations in the event of a widespread pandemic event such as the staff absenteeism the current "Swine Flu" pandemic could potentially cause. Staff has also worked with Ute Water and the City of Grand Junction Water Department to test the inter-connects which could be utilized in a major event.

**ADJOURNMENT** – The meeting was adjourned at 6:55 p.m.

**ATTEST:**

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John L. Ballagh

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Doralyn Genova

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Brian Woods

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Alan Hassler

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Robert Burger