

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, JULY 2, 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:** Mary Brenes, CPA

**REGULAR MEETING**

Chairman Ballagh called the regular Board meeting to order at 5:12 p.m. No changes were noted to the agenda.

**MINUTES OF THE JUNE 4, 2009 REGULAR MEETING**

Director Genova moved to approve the June 4, 2009 Regular Meeting Minutes as submitted. Director Woods seconded and the motion passed. Directors Burger and Hassler abstained because they had not been present at that meeting.

**2008 AUDIT**

Mary Brenes, CPA, presented a Power Point summary of the revenue, expenses, liabilities, assets and depreciation as reported in the 2008 District Audit.

Mary Brenes exited the meeting at 5:50 p.m.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Genova moved to accept the Financial Report and Approve Accounts Payable in the amount of \$93,171.48 plus \$2,037.26 HRA disbursement plus \$132,675.33 supplemental statement for a total of \$227,884.07. Director Woods seconded the motion. Accountant Foster identified and explained a discrepancy in the sequential check numbers that are presented for approval. Manager Tooker also noted the Statement of Cash Flow report format has been amended to create a pass-through column for revenues and disbursements to the Clifton Sanitation District. The Board identified that the transaction dates of wire transfers in the Wire Transfer Reports do not match. Future reports will be amended to represent actual transaction dates. The motion passed unanimously.

David Foster exited the meeting at 6:10 p.m.

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## **MANAGER'S REPORT**

Manager Tooker reviewed the Manager's Report with the Board.

## **EXPRESS AGENDA**

The Board reviewed the Express Agenda and moved item #4, Highway 50 Bore (08-RU07), to Unfinished Business. Items #1-3 and #5 were accepted as presented:

1. Project 2008-01 North Raw Water Settling Pond Design – Staff participated in the Project Design Alternatives Workshop with representatives from URS on May 28, 2009. Based on the results of the Workshop, URS has committed to delivery of the draft Preliminary Design Report for staff review by June 24, 2009 with the Final Preliminary Design Report completed by August 5, 2009.
2. Project 2008-02 Pilot Testing Program – Fiber integrity testing was performed on June 23<sup>rd</sup> with the three vendors cutting and repairing the membranes. All three were successful in finding the damaged fibers and performing repairs that restored the design integrity of each membrane system. Pilot phase testing is now complete with skid demobilization taking place on June 29 and 30.
3. Project 2009-02 New 10" Waterline, I-70B (08-RU06) – The contractor, Palisade Constructors Inc., has completed installation of the new 10" water main from 31 ½ Road to the west side of the Grand Valley Transit bus yard. The bore and pipe installation is scheduled for completion by July 2<sup>nd</sup>. Final project closeout activities are anticipated for the week of July 6.
4. Highway 50 Bore (08-RU07) (Moved to Unfinished Business)
5. Out-of-District Service Request from Dan Brown – Staff provided Dan Brown with a letter stating the Board's May 14, 2009 conceptual approval of his Out-of-District water service request and clarifying District criteria for providing water in the Whitewater area.

## **UNFINISHED BUSINESS**

2008 Audit - Chairman Ballagh noted that the 2008 Audit was accepted by the Board at the June 4, 2009 Regular Meeting with no further action necessary.

Emergency Rate "Holiday" and Emergency Rate Resolution – The Emergency Rate was adopted by Board motion on May 14, 2009 but in the past, has been adopted by Resolution and placed on "holiday". Director Burger moved to adopt the RESOLUTION TO ESTABLISH AN EMERGENCY RATE. Director Genova seconded and the motion passed unanimously. Resolution text is inserted below:

### ***RESOLUTION TO ESTABLISH AN EMERGENCY RATE***

*WHEREAS the District wishes to establish an Emergency Rate to preserve water resources in a critical drought situation and/or unforeseen water supply shortage situations and;*

*WHEREAS the District researched effective water conservation pricing programs identifying that increasing block rate structures are used effectively to conserve resources during recognizable water supply problems and;*

*WHEREAS the Emergency Rate is not established using traditional Cost of Service Analysis and;*

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*WHEREAS the Emergency Rate uses an increased rate structure elevating the charge for water above the cost to produce the water and;*

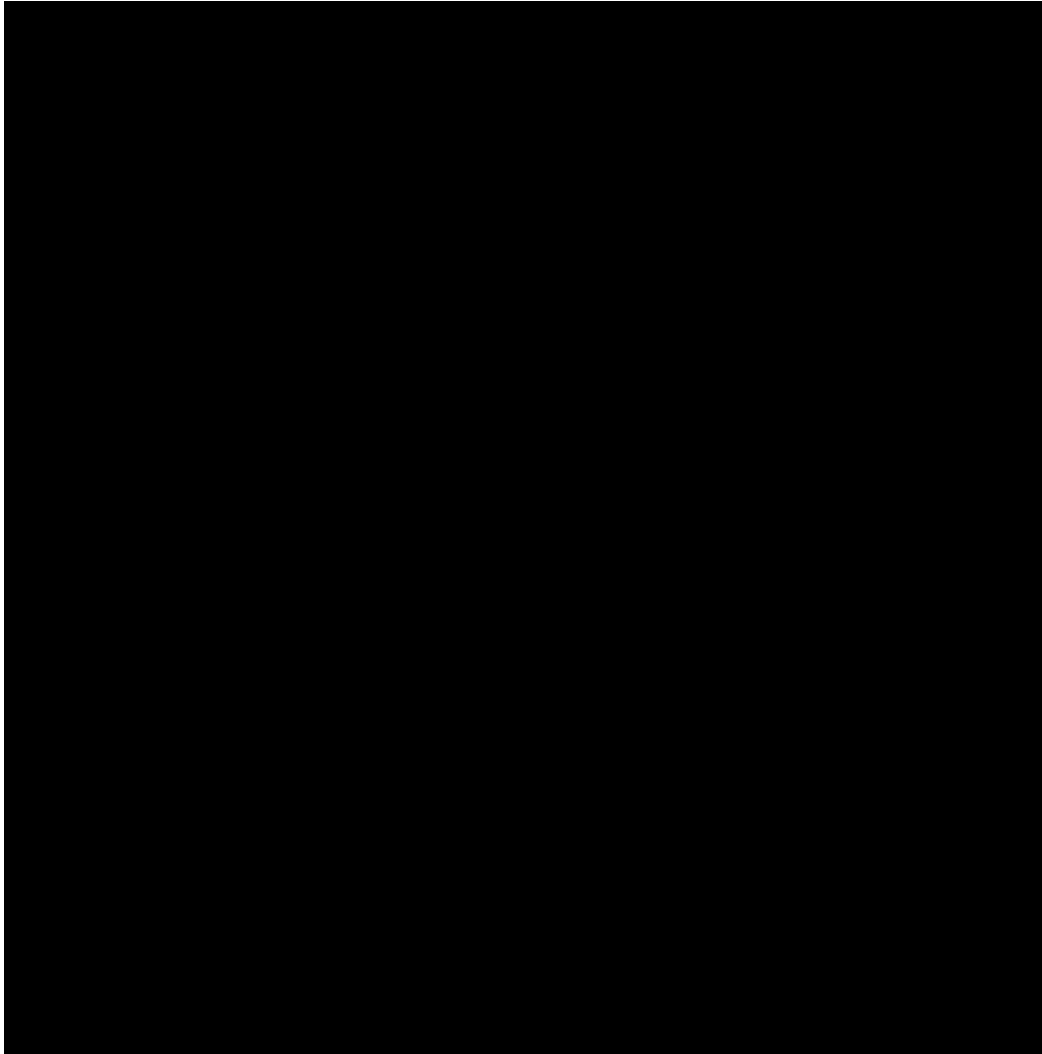
*WHEREAS the primary objectives of the Emergency Rate are to reduce the overall consumption of treated water and reduce the peak use and treatment of raw water and;*

*WHEREAS the District's Emergency Rate shall encourage customers to maintain usage in the minimum monthly billing block of 3,000 gallons per month and encourage all other water users to lower their consumption and;*

*WHEREAS the District's Emergency Rate shall not penalize minimum water usage customers that are already conserving and;*

*WHEREAS the District's Emergency Rate shall be evaluated periodically and adjusted according to the prevailing conditions as necessary;*

*NOW THEREFORE BE IT RESOLVED that the Clifton Water District Board of Directors establish the Emergency Rate (Exhibit A, attached to and a part of this Resolution) effective July 3, 2009.*



*NOTE: Out of District customers will be charged 150% of the Emergency Rate*

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Director Woods moved to place the Emergency Rate on “holiday” until such time that further action is necessary. Director Hassler seconded and the motion passed unanimously.

Board Reorganization and Committee Assignments – By consensus the Board retained the current Officer and Committee positions until May, 2010, as follows:

Chairman: John Ballagh  
Vice Chairman: Doralyn Genova  
Treasurer: Brian Woods  
Secretary: Robert Burger  
Director: Alan Hassler

Budget Committee: John Ballagh and Brian Woods  
Construction Committee: John Ballagh and Alan Hassler  
Personnel Committee: Robert Burger and Alan Hassler  
Policy and Standards Committee: Doralyn Genova and Robert Burger

Credit Card Usage Fees – Manager Tooker presented a Staff Report (*2009 Staff Reports, File 07/02/09, Credit Card Fees*) summarizing fees paid by the District for the processing of credit and debit card transactions. Staff recommends the development of a policy to collect credit card usage fees from customers that are using this payment method. The Board discussed whether to continue absorbing the costs of credit card transactions, totaling \$9,879.00 in 2008, as an operational expense or to assess a usage fee. The Board requested that Staff prepare a report showing the breakdown of credit card charges in a typical 30-day period so that high/low/median data can be reviewed. The Policy Committee will review the information and evaluate options.

Highway 50 Bore (08-RU07) – The Board requested that this item be removed from the Express Agenda so that Staff could explain the location and scope of the project and discuss potential impacts associated with Stormwater Discharge requirements. Assistant Manager Reinertsen described the project and the efforts to obtain the appropriate permits.

## **NEW BUSINESS**

Quit Claim Deed to Abandon Water Line Easement - Manager Tooker presented a Staff Report (*2009 Staff Reports, File 07/02/09, Easements*) and proposal to convey an easement no longer necessary in the Whitewater area to its property owner, Ronnie Dee Reed. Maps and history of the location were reviewed. The Board directed Staff that the Quit Claim Deed abandoning the easement will need to include “as is” language and should be accompanied by a letter from the property owner requesting the abandonment. Director Genova moved to continue this agenda item to the August 6, 2009 Regular Meeting. Director Woods seconded and the motion passed unanimously.

Outsource Billing – Manager Tooker presented a Staff Report (*2009 Staff Reports, File 07/02/09, Bill Outsource Project*) comparing the current costs of printing and mailing the District’s bills versus outsourcing the same services. The Board directed Staff to obtain additional information concerning in-house labor costs to perform the bill printing and mailing function and report back at the August 6, 2009 Regular Meeting.

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Water Service Request from Rod Whiting Dated June 8, 2009 – Manager Tooker presented a letter from Rod Whiting (*File 7/2/09, Out of District Service Requests and 2009 Correspondence*) requesting two taps in the Whitewater area. Manager Tooker advised Whiting, by letter dated June 12, 2009, of the current status of infrastructure in that area. No formal request for Out-of-District water service was received and no action of the Board is required.

Colorado River District Programmatic Biological Opinion – Manager Tooker presented a request from the Colorado River District for funding toward the Programmatic Biological Opinion negotiations regarding endangered species in the Fifteen Mile Reach of the Colorado River. Dan Birch from the River District will attend the August 6, 2009 Board meeting to present a more detailed presentation and answer the Boards questions.

**ADJOURNMENT** – Director Burger moved to adjourn the meeting. Director Woods seconded and the motion passed unanimously. The meeting was adjourned at 7:50 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