

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, JULY 1, 2010**

BOARD MEMBERS PRESENT: Robert Burger, Chairman; Alan Hassler, Vice-Chairman;
Doralyn Genova, Secretary; Dale Peck, Treasurer

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

REGULAR MEETING

Chairman Burger called the regular Board meeting to order at 5:04 p.m.

MINUTES OF THE JUNE 9, 2010 MEETING

Director Genova moved to approve the Minutes of the June 9, 2010 Meeting as presented. Director Hassler seconded and the motion passed.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Peck moved to accept the Financial Report and approve Accounts Payable Regular Checks of \$60,880.07 plus HRA Disbursements of \$1,963.68 plus Benefits Checks of \$25,985.70 plus Supplemental Checks of \$43,318.32 for a total of \$132,147.77. Interest income and Grant Revenue budgeted items were discussed. The motion passed unanimously.

David Foster left the meeting at 5:15 p.m.

MANAGER'S REPORTS

The Board reviewed the Manager's Reports. Manager Tooker noted the continued increase in accounts on Availability of Service, and explained the Statute granting the authority for the collection of an Availability of Service fee. The collection of past due accounts, particularly related to the foreclosure property transfer process, was discussed. Assistant Manager Reinertsen reported that one Plant Tour was conducted in May as a prerequisite for the District to be a host facility for a State sponsored Distribution training course beginning later this year. The Board inquired about a credit card late payment fee. Staff responded that this was due to the late meeting date when approval of payments and the subsequent mailing of payments occurred in June.

EXPRESS AGENDA

The Board reviewed and accepted the Express Agenda item as presented:

1. FY 2009 Audit – Staff submitted the FY 2009 Audit to the Office of the State Auditor in accordance with Statute. Mary Brenes, CPA will provide the Board with an overview of the approved 2009 Audit at the August, 2010 meeting.

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2. Ute Water District Open House June 28, 2010 – Ute Water District is holding a celebration for the completion of their headquarters at 2190 H 1/4 Road on Monday, June 28, 2010 from 2 P.M. to 6 P.M.
 3. 2009 Water Quality Report – The 2009 Clifton Water District Water Quality Report has been completed and mailed to all District Customers by the end of June 2010. The Water Quality Report is an annual requirement of all Public Water Systems and is intended to inform our customers of pertinent water quality information.
 4. Employee Spanish Classes – In an effort to assist our employees in communicating with our Latino customers, the District is hosting a Spanish Class two times per week for 16 weeks. The focus of the classes will be to teach basic conversational Spanish to our Staff.
 5. Inclusion Request – Bretsel Units, LLC (Tax Parcels 2943-103-00-148 and 2943-103-00-149) – Staff contacted the City of Grand Junction Planning Department to advise them of the Board's discussion at the June 9, 2010 meeting.

UNFINISHED BUSINESS

Board Member Vacancy – The names of persons potentially interested in serving as a Board member were discussed. Staff will contact the persons and schedule interviews with the Board at the August, 2010 meeting.

Project 2009-04 Colorado River Intake Structure – Assistant Manager Reinertsen reported that the Design Phase of this project is at 30%, however, Staff continues to seek refinement of the design to achieve a project that is appropriate for the District's needs. Although the project was projected for completion by October 15, 2010, Staff now recommends that the design/build construction contract be presented as a two phase construction project. The control building construction be completed in 2010 with the pump installation and final tie-ins occurring in the Spring of 2011. Staff believes this delay will ensure the best project at the best possible cost. The Board concurred with Staff's recommendations.

One Million Gallon Tank Status – Assistant Manager Reinertsen stated that Burns and McDonnell Engineering have recommended the replacement of the floor in the One Million Gallon Tank. Staff recommends that the repairs could be done most cost effectively through a Design/Build project with Burns and McDonnell Engineering retained for some oversight. Additional project and cost information will be obtained prior to presenting a final cost estimate to the Board for identified repairs.

Special Meeting for MF/UF Project – Staff proposes that the Board be provided a detailed presentation of the Microfiltration/Ultrafiltration pilot study results and project cost estimates once a new Board member is appointed. This presentation should occur in September, 2010, at a special meeting date to be determined.

3048 Wedgewood Drive Injury Claim – Manager Tooker reported that the property owner at 3048 Wedgewood Drive contacted him again to threaten litigation. The District and the District's insurance carrier have advised the property owner that his claim has been denied. No Board action is required.

NEW BUSINESS

3049 F ¾ House Fire and Fire Hydrant Flow – Manager Tooker reported that a recent house fire occurred in a rural area where there are 3” distribution lines and hydrant flows of 250 gallons per minute. Some public questions were raised because the Fire Department used a fire hydrant to obtain higher flows from a neighboring area with larger distribution lines. Although line sizes could be increased in the rural area sometime in the future, residents of that area would need to participate in a cost share to accelerate the upgrade.

Policy #420 Water Usage Fees – Manager Tooker presented a Staff Report recommending amendments to Policy #420 Water Usage Fees, particularly Discontinuation of Service Fees, Connect Fee and a new Final Payoff Request Fee. Labor costs for providing the services associated with each of these fees was provided in the Staff Report. It was noted that the Discontinuation of Service Fee has not been increased in over ten years and the current fee covers less than one-half of the labor cost for disconnecting a customer’s service. The Final Payoff Request Fee proposed is in response to the times final readings have been obtained and processed and closings then cancelled multiple times. The Board suggested that a fee be charged only for Final Payoff Requests that are cancelled.

Director Genova moved and Director Peck seconded to approve the Staff Recommendation regarding amendments to District Policy #420 Water Usage Fees, effective October 1, 2010, with the change from a Final Payoff Request Fee to a Final Payoff Cancellation Fee, pending a corrected Staff Report provided to the Board at the August, 2010 meeting. The amended fees and new fees are as follows:

- In-District Discontinuation of Service Fee increased from \$20.00 to \$50.00
- Out-of-District Discontinuation of Service Fee increased from \$30.00 to \$75.00
- In-District Connect Fee increased from \$20.00 to \$30.00
- Out-of-District Connect Fee increased from \$30.00 to \$45.00
- In-District Final Payoff Cancellation Fee established at \$30.00
- Out-of-District Final Payoff Cancellation Fee established at \$45.00

The motion passed unanimously.

ADJOURNMENT

Director Genova moved to adjourn the meeting. Director Hassler seconded and the motion passed unanimously. The meeting was adjourned at 7:10 p.m.

ATTEST:

Robert Burger

Alan Hassler

Doralyn Genova

Dale Peck