

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, MAY 12, 2011**

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

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

REGULAR MEETING

Chairman Burger called the Regular Meeting to order at 5:00 P.M.

MINUTES OF THE APRIL 7, 2011 MEETING

Director Genova moved to approve the April 7, 2011 Minutes (*2011 Minutes*) with the correction to page 4 to note Director Hassler's return to the meeting between the Hidden Valley Water Company and the 2011 Flood Potential item, and the correction to page 1 that Director Genova made the motion to approve the Financials. Director Peck seconded and the motion passed. Director Burger abstained as he had not been present at the April 7, 2011 Meeting.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Genova moved to accept the Financial Report and approve Accounts Payable Regular Checks of \$87,900.24 plus HRA Disbursements of \$3,340.44 plus Benefits Checks of \$19,414.19 plus Supplemental Checks of \$123,053.23 for a total of \$233,708.10. Director Peck seconded the motion. The Board noted the 2003 Revenue Bond payment amount on the Statement of Cash Flow includes the February, 2011 and March, 2011 payments. The number of ACH and credit card payments received by the District were also discussed. The motion passed unanimously.

MANAGER'S REPORTS

Manager Tooker presented the Manager's Reports. There were no items of significant discussion. Assistant Manager Reinertsen summarized the Project Cost updates for Project 2008-02 MF/UF Pilot Testing and Project 2009-04 Colorado River Intake Modifications.

STAFF REPORTS

InfoSend Bill Print and Mailing – Staff presented a quarterly report (*2011 Staff Reports*) identifying the cost savings as a result of the utilization of InfoSend Bill Print and Mailing.

Water Billing Revenue Increase – Staff presented a report (*2011 Staff Reports*) identifying the Billed Revenue increase from February, 2011 through April, 2011 compared to the same time period of 2010 as a result of the Water Rates effective January 1, 2011.

EXPRESS AGENDA

Director Genova moved to approve the Express Agenda items as presented. Director Peck seconded and the motion passed unanimously. The Express Agenda items approved are as follows:

1. Project 2009-04 Colorado River Intake Structure – Contractor has completed installation of pipe work between the new pump well and control building. The concrete roof has been placed on the new controls building. As soon as design strength is reached for the new roof, placement of interior equipment and control components can commence. The contractor continues to show completion of the project by July 15, 2011 as per the original contract.
2. Project 2008-04 MF/UF Pilot Testing Program Additional Services – Burns & McDonnell Engineering Company has completed the draft report for the added evaluation scope. Staff is currently reviewing and commenting so any changes needed can be addressed prior to presentation to the Board at the June 2nd Regular Board Meeting.
3. CoWARN Bootcamp Workshop – Clifton Water District was the host site for the Colorado Department of Health and Environment's first live interactive workshop utilizing the State's CoWARN system. CoWARN is Colorado's Water/Wastewater Agency Response Network which is a part of the national WARN program. The national program was established after Hurricane Katrina to help address utility shortcomings identified in the aftermath of the hurricane event. This Workshop included a 'tabletop exercise' that involved a Colorado River flood at the Clifton Water and Wastewater facilities. There were 30 participants onsite with several participants responding with support over the live internet interactive website.
4. Springbrook Annual Conference – Dale Tooker, Kelly McLaughlin, David Foster and Angie Beebe attended the Springbrook software Annual Conference in Portland May 2 – 5, 2011. The timing of this year's annual users conference was especially useful as it immediately precedes the District's upgrade to Springbrook Version 7. Staff had the opportunity to review and receive preliminary training in all facets of Version 7. Two Springbrook staff members will provide on-site Version 7 training to District staff during the software migration May 16 – 20, 2011.

TOUR RIVER PUMP STATION PROJECT

The Board and staff went on a walking tour of the Colorado River Pump Station project, including the old pump house, the new pump well, and the new control building.

UNFINISHED BUSINESS

2011 Flood Potential – Assistant Manager Reinertsen reported that due to projected high runoff, District planning is underway for the preparation of flood mitigation and the implementation of designated action levels. He is also participating in county-wide flood planning meetings.

Manager Tooker reported that it appears the timeframe has passed for the purchase of flood insurance for structures, but he will discuss further with the District's carrier. Staff will work with Gould Construction to determine the contractor's coverage on the River Intake Structure project. His greater concern is that if significant flooding occurs the large intake line from the canal may be in jeopardy. To mitigate this threat Staff has assured the functionality of inter-connects with Ute Water and the City of Grand Junction. Off-site storage for critical District assets is available at the farm property.

Hidden Valley Water Company – Manager Tooker reported that legal counsel is reviewing the documents of authority regarding the Hidden Valley Water Company request for the District to acquire that water system. Staff have not finalized their evaluation of the infrastructure.

NEW BUSINESS

Water Treatment Plant On-Call Status – Manager Tooker identified that District Policy currently addresses on-call requirements and payment for Distribution staff but not for Treatment Plant staff. A Policy amendment needs drafted in order to allow the option for Plant On-call status. The Board concurred with the preparation of amendments for their review.

Water Share Rental Agreement – Manager Tooker reported that Clifton Sanitation District (CSD) has requested the opportunity to rent Grand Valley Irrigation Company shares from the District as occurred by Agreement in 2009. An updated Water Share Rental Agreement (*CSD Water Share Rental Agreement*) was presented to the Board that would allow District staff and CSD staff to agree on the rental of shares in 2011 and future years, without further Board action, unless or until the District determines that shares are not available to CSD. Director Genova moved to approve and authorize signature of the Water Share Rental Agreement between Clifton Water District and Clifton Sanitation, dated May 12, 2011, with the amendment to identify the Responsibility of the District as Item #2 in Terms and Conditions, with the number of shares identified by the District and the Headgate identified by CSD. Director Peck seconded and the motion passed unanimously.

Out of District Service Request DKMT LLC, 910 Coffman Road – Assistant Manager Reinertsen presented a Staff Report (*2011 Staff Reports, Out of District Service Requests*) and reviewed the request from DKMT LLC, represented by Mike Kelleher, for the inclusion of Tax Parcel ID #2967-033-00-239, aka 910 Coffman Road, within the District's Out-of-District Service Area. The applicant has proposed the purchase of (1) ¾" service tap to serve one business on the referenced 35 acre parcel. A development plan is being reviewed by Mesa County. The Board reviewed the Staff recommendation and requested an additional note that the extension of water service along Coffman Road is not currently within the District's planned Capital Improvement Projects. Director Norman further noted that the Mesa County Assessor website identifies Tax Parcel ID #2967-033-00-239 as a larger parcel. Assistant Manager Reinertsen will verify the parcel information. Director Peck moved to approve the Out-of-District Service Request with the conditions as identified and amended in the Staff Recommendation as follows:

Out-of-District water service for one (1) single ¾" service tap, for the 35 acre parcel known as 910 Coffman Road (as described below*) along with the following conditions:

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- 1) The service tap shall be installed within the Mesa County Coffman Road right-of-way;
 - 2) Mesa County Tax Parcel Number must be submitted for the parcel before the water service tap can be purchased;
 - 3) Water service will not be available until the existing 12" water main is extended south from the Mesa County Public Works Campus on Coffman Road;
 - This project is not identified within the District's current Major Capital Improvement Project.
 - The petitioner has the option to accelerate this process by installing the 12" main line at their cost in accordance with District Construction Policies;
 - 4) Fire flow or fire protection is not provided nor planned;
 - 5) Acknowledgement by the petitioner that the water supply for this development will be supplied from the District's distribution system via a non-looped main line;
 - 6) Any exterior landscaping maintained by the domestic water system shall be xeric-type plantings that minimize outdoor irrigation requirements.

* 910 Coffman Road, described as a portion of the SW1/4, SW1/4 of Section 3, and a portion of the NW1/4, NW1/4, NE1/4, SE1/4, NW1/4 of Section 10, T2S, R1E, of the Ute Meridian, Mesa County (+/- 35 acres).

Director Genova seconded and the motion passed unanimously.

Out of District Service Request Whitewater Development LLC, 840 Coffman Road - Assistant Manager Reinertsen presented a Staff Report (*2011 Staff Reports, Out-of-District Service Requests*) and reviewed the request from Whitewater Development LLC, represented by Steve Hejl, for the inclusion of one 56 acre parcel at 840 Coffman Road into the District's Out-of-District Service Area. The applicant has submitted a development plan to Mesa County for 14 total lots. Tax Parcel ID #'s are not yet assigned for the 14 lots to be served and the tap sizes have not been identified. The Board reviewed the proposal and the Staff Recommendation and requested the additional notation that extension of the existing line along Coffman Road is not within the District's Capital Improvement project. Director Peck moved to approve the Out-of-District Service Request with the conditions as identified and amended in the Staff Recommendation as follows:

Out-of-District water service for the 56.20 acre parcel (Whitewater Industrial Park West) known as 840 Coffman Road (as described below*) contingent upon meeting the following conditions:

- 1) Mesa County Tax Parcel Numbers must be submitted for each parcel within the 56.20 acre described site before any service tap can be purchased;
- 2) The number of service taps allowed for this 56.2 acre parcel shall be limited to 14 individual taps as identified in the development plan submitted to Mesa County, for more than 14 individual service taps, the owner will need to make formal request to the District prior to proceeding;
- 3) Service tap size and maximum water use projections shall be provided prior to final project design acceptance by the District. These water use projections shall include landscape demands;
- 4) Any exterior landscaping maintained by the domestic water system shall be xeric-type plantings that minimize outdoor irrigation requirements;

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- 5) Water service will not be available until the existing 12” water main is extended south from the Mesa County Public Works Campus on Coffman Road;
 - This project is not identified within the District’s current Major Capital Improvement Project.
 - The petitioner has the option to accelerate this process by installing the 12” main line at their cost in accordance with District Construction Policies;
 - 6) Fire protection is not provided nor planned;
 - 7) Acknowledgement by the petitioner that the water supply for this development will be supplied from the District’s distribution system via a non-looped main line.

* 840 Coffman Road, described as all that portion of the SW1/4, SW1/4 of Section 3, together with all that portion of the W1/2, NW1/4, and the NW1/4, SW1/4, of Section 10, T2S, R1E, of the Ute Meridian, Mesa County. +/-56.20 acres.

Front Office Security – Assistant Manager Reinertsen presented a Staff Report (2011 Staff Reports) regarding Front Office security concerns. These concerns are particularly related to increasing numbers of threatening actions from customers on the day Discontinuation of Service activities occur. Reinertsen reported on specific incidents occurring on May 2, 2011 and stated that for the May 10, 2011 Discontinuation of Service date the District lobby was locked and customers were directed to the drive-through window to make payments in order to provide the Front Office with increased security. Staff has obtained cost estimates for Front Office security upgrades, including options for bullet resistant glass, Kevlar panels, video monitoring, and improved entry and locking mechanisms. The Board stated that the lobby should not be closed for business and directed staff to obtain the services of a security officer on Discontinuation of Service days. Further, Staff should prioritize and identify funds sources for the security upgrades.

Cost Recapture Agreement Policy – Staff was directed to provide an update on a proposed Cost Recapture Agreement Policy at the next Regular Meeting.

Major Capital Improvements –Director Norman requested an update on the District’s Major Capital Improvement Plan 2007 – 2012 at a future meeting.

ADJOURNMENT – Director Hassler moved to adjourn the meeting. Director Norman seconded and the motion passed unanimously. The meeting was adjourned at 7:45 p.m.

ATTEST:

Robert Burger

Alan Hassler

Doralyn Genova

Dale Peck

Robert Norman