

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, MARCH 3, 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

GUESTS: David Durham

REGULAR MEETING

Chairman Burger called the Regular Meeting to order at 5:00 p.m.

GUESTS

David Durham of Bray and Company was present to discuss his concerns, also submitted in writing (*3/3/11 File*), with District Policies and Procedures affecting his representation and the billing of federally-owned foreclosed properties. His concerns were in the general areas of billing, accountholder name and access to the property.

Mr. Durham exited the meeting at 5:25 p.m.

MINUTES OF THE FEBRUARY 3, 2011 MEETING

Director Genova moved to approve the February 3, 2011 Regular Meeting Minutes as presented. Director Hassler seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Genova moved to accept the Financial Report and approve Accounts Payable Regular Checks of \$57,915.77 plus HRA Disbursements of \$1,659.76 plus Benefits Checks of \$19,166.92 plus Supplemental Checks of \$182,824.85 for a total of \$261,567.30. Director Norman seconded and the motion passed unanimously. Accountant Foster provided a revised payroll report to correct an error regarding 457 contributions. A voided check and the GVICO share numbers were also noted.

Accountant Foster exited the meeting at 5:40 p.m.

MANAGER'S REPORTS

Manager Tooker explained that on Page 1 of the Manager's Report the effluent production numbers are based on the calendar month reported while the water sales numbers are based on billing during the month which includes usage in the previous month depending on the billing group and meter reading dates. He also explained the definition of abandoned taps.

STAFF REPORTS

Revenue from Water Rate Increase – Manager Tooker reported that at the end of February, 2011, the first full month of billing the new rates, the District billed \$23,892.00 more than in February of 2010. The average water bill per customer went from \$19.01 in 2010 to \$21.30 in 2011.

EXPRESS AGENDA

The Board reviewed the Express Agenda and approved the following items by consensus:

1. Clifton Sanitation District Rate Increase – The Clifton Sanitation District has announced a rate increase to \$25.00/month per unit effective April 1, 2011. A billing insert will be mailed with billings to CSD customers in the month of March, 2011.
2. Palisade Wastewater Treatment – A copy of the letter of comments sent to the Town of Palisade on February 16, 2011 is included in the Board packet.
3. Teleworks Integrated Voice Response System – Due to the inability of Teleworks and Springbrook to work out a satisfactory method to collect and post the District's \$3.25 Credit Card Transaction Fee, the Teleworks Integrated Voice Response System will not be implemented for inbound/outbound customer account access and credit card payment processing. Staff will proceed to work with InfoSend toward implementation of web presentation and payment of bills.
4. Project 2009-04 Colorado River Intake Structure – Contractor has completed concrete floor slabs in the new Control Building as well as the floor slab of the pump well structure. The masonry subcontractor has mobilized equipment and masonry materials and begun block wall construction. The Contractor has been placing new transmission pipe and buried control conduits.
5. Project 2008-04 MF/UF Pilot Testing Program Additional Services – Burns & McDonnell Engineering Company signed the added scope letter and has been working with Staff to identify possible locations for the new building evaluation.
6. 2010 Tier II Chemical Inventory Annual Report – Staff completed the District's required Tier II Chemical Inventory Annual Report. This report provides an inventory of the bulk quantity chemicals maintained onsite and is submitted to the State's Emergency Response Commission, the Local Emergency Preparedness Committee, and the District's hazardous material responding agency (Grand Junction Fire Department). This annual report satisfies

the District's required public notification of chemical hazards mandated by the USEPA's Community Right to Know Act.

7. GVICO Water Shares Purchase – Staff finalized the purchase of 23 shares of GVIC water shares from a private developer that had approached the District regarding this purchase.

UNFINISHED BUSINESS

Hidden Valley Water Company – Manager Tooker reported on the site evaluation conducted at the Hidden Valley Water Company water system. The number of units connected to the system were identified, as were the locations and condition of the tanks and pump stations. Photos and maps of the findings were presented to the Board.

NEW BUSINESS

David Durham Bray and Company Realtors Request – The Board continued discussion of David Durham's concerns with District Policies and Procedures and reviewed the Staff Report (*3/3/11 File, 2011 Staff Reports*). Regarding his request to change the name on a customer account to the representative, the District can only place a lien against a property owner and will continue to retain the property owner's name as the customer for each parcel. The Board directed Staff to investigate the feasibility of allowing a property owner to choose to suppress the mailing of a bill to the property owner but continue to mail the property owner Discontinuation Notices while there is a Third Party receiving Bills and Discontinuation Notices. Staff will also work with Durham to change the accounts he represents from Availability of Service to Active status, if paid current, so he can turn water off and on within the property at his discretion.

Habitat for Humanity Request for Irrigation Tap – A letter (*3/3/11 File, 2011 Incoming Correspondence, Customer File*) was provided to the Board from Habitat for Humanity stating the need to purchase a water tap in the John H. Hoffman Subdivision on D Road for the purposes of complying with the City of Grand Junction's landscaping requirements. The District does not currently have a Policy prohibiting the sale of water taps used specifically for irrigation purposes. By Board consensus, Staff will advise Habitat for Humanity that a water tap will be approved but the use of xeric landscaping will be required.

Reschedule May 5, 2011 Meeting – Due to several key staff members attendance at the Springbrook Annual Conference May 2 – 5, 2011, by consensus the Board re-scheduled the May 5, 2011 Regular Meeting to Thursday, May 12, 2011.

Central Grand Valley Sanitation District Request for IGA – Manager Tooker reported that, prior to billing for the Clifton Sanitation District (CSD), the District provided a service to Discontinue Water Service on delinquent CSD accounts. A copy of the Intergovernmental Agreement pertaining to that service was provided the Board as an example. Central Grand Valley

Sanitation District (CGVSD) is now requesting the same service for its customers served by the Clifton Water District. Board consensus was to have Staff continue working with a similar agreement with CGVSD.

ADJOURNMENT

Director Genova moved to adjourn the meeting. Director Peck seconded and the motion passed unanimously. The meeting was adjourned at 7:15 p.m.

ATTEST:

Robert Burger

Alan Hassler

Doralyn Genova

Dale Peck

Robert Norman