

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, JUNE 2, 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: Andy Hundley, Anthony Beeson, Jason Shaefer and
Mark Lichtwardt of Burns and McDonnell Engineering

REGULAR MEETING

Chairman Burger called the Regular Meeting to order at 5:00 p.m. One item, Flood Insurance was added to the agenda under Unfinished Business.

PROJECT 2008-04 MF/UF PILOT TESTING PROGRAM

Burns and McDonnell Engineering staff presented information regarding the costs and infrastructure necessary to locate a Microfiltration/Ultrafiltration (MF/UF) Membrane facility in a new building. This information had been requested by the Board following the October 26, 2010 presentation by Burns and McDonnell Engineering regarding options to retrofit the existing building with a MF/UF system. Tonight's presentation included a summary of the MF/UF Pilot Testing program, building retrofit costs, new building costs and site location, inflationary factors for operations and the recommendation from Burns and McDonnell for the District to proceed with a submerged MF/UF system located in a new building in a phased project.

Burns and McDonnell Engineering staff members left the meeting at 7:05 p.m.

MINUTES OF THE MAY 12, 2011 MEETING

Director Genova moved to approve the May 12, 2011 Regular Meeting Minutes (*2011 Minutes*) with changes on Page 4 Paragraph # 3 and Page 5 Paragraph #5 to correct these two recommendations to state "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". Director Norman 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 \$44,699.52 plus HRA Disbursements of \$2,335.85 plus Benefits Checks of \$19,616.90 plus Supplemental Checks of \$72,551.84 for a total of \$ 139,204.11. Director Peck seconded and the motion passed unanimously.

Accountant Foster left the meeting at 7:15 p.m.

MANAGER'S REPORTS

Manager Tooker presented the Manager's Report. The Board asked why four staff members attended the Springbrook Annual Conference in Portland. Manager Tooker stated that this year's conference was especially timely as it occurred immediately before the major software migration from Springbrook Version 6 to Version 7, and key staff members obtained important training to facilitate the on-site conversation.

STAFF REPORTS

2011 Flood Status – Manager Tooker reported that the District's emergency action plan is in place including the completion of berms around the property, 1500 sandbags prepared and staffing of a 24 hour per day river watch. The river is currently within 1 – 1.5 feet of bankfill and predicted to rise further. Staff are also prepared to take further emergency actions as necessary to protect District facilities and operations.

EXPRESS AGENDA

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

1. 2011 Children's Water Festival – The 2011 Children's Water Festival was held on May 16 and 17 at Mesa State College for the 18th consecutive year. Over 2,000 5th graders participated from area schools. There were 68 different presentation stations this year with over 350 volunteers. District staff participated in two different classroom presentations and one exhibit hall activity.
2. Front Office Security – As directed at the May Board Meeting, staff secured the services of Foremost Security to provide front office foyer security on those business days where customer water disconnections are scheduled. There are no additional incidents to report. Staff continues to obtain cost estimates for the various security structural improvements to the customer service area that have been previously identified to the Board. Final cost presentations will be provided at the July 7th Regular Board Meeting.

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3. Water Share Rental Agreement – Staff amended the text in the Water Share Rental Agreement between Clifton Water District and Clifton Sanitation District in Section II, Item 2 – Responsibility of District and Item 3 – Responsibility of CSD, as directed by the Board at the May 12, 2011 Meeting. The document will be presented for Board signature.

UNFINISHED BUSINESS

Hidden Valley Water Company – Manager Tooker reported there is no new information regarding the evaluation of the Hidden Valley Water Company’s request for the District to take over their water system.

Project 2009 – 04 Colorado River Intake Structure – Assistant Manager Reinertsen met with Gould Construction regarding the possible effects of flooding on the project. The contractor is taking preventive actions to protect the project and has requested an extended performance schedule with a completion date of September 1, 2011. Director Peck moved to accept the extension for completion of the Colorado River Intake Structure project from July 15, 2011 to September 1, 2011, at no cost to the District. Director Hassler seconded and the motion passed unanimously.

2008 – 04 MF/UF Pilot Testing Program – The Board will schedule further discussion to occur at the July 7, 2011 Regular Meeting regarding the MF/UF Project information provided by Burns and McDonnell Engineering.

Flood Insurance – Manager Tooker presented a Staff Report (*2011 Staff Reports*) summarizing the additional flood insurance coverage and premium options that were provided to the Board in emergency phone calls made on May 26 and May 27, 2011. Director Genova moved to approve a Budget Transfer from Contingency to Property and Liability Insurance in the amount of \$2,000. Director Peck seconded and the motion passed unanimously. Director Genova moved to ratify the emergency telephone poll to secure an additional \$3,000,000 in Flood Insurance at an annual premium cost of \$2,781.00. Director Hassler seconded and the motion passed unanimously. Manager Tooker noted that the annual premium cost is pro-rated through the end of the year, therefore, the \$2,000 Budget Transfer will pay for the pro-rated flood insurance premium and the additional coverage of the River Pump Station Modification Facility.

NEW BUSINESS

Designate CSD Pool Representatives – Assistant Manager Reinertsen requested the designation of Colorado Special District’s Property and Liability Pool Representatives for 2011. By consensus the Board designated Dale Peck and David Reinertsen as the representatives.

Request for Refund from Customer Glenn Morrison – The Board reviewed a Staff Report (*2011 Staff Reports*) summarizing a request for a refund from Glenn Morrison for Tax Parcel ID #2943-

154-000-76 because the District has charged for two water units and the customer states there have not been two water units connected for at least 22 years. An inspection of the property indicates there is currently one unit on the property. The Board affirmed the customer's responsibility to inform the District of account discrepancies. The Board agreed to reduce the number of units billed on this property to one effective in May of 2011. It is the District's practice to back-bill or refund an account for 12 months and this customer had the opportunity to inform the District of the error a year ago when the Bills began to print with the number of units being served, therefore, no refund will be allowed.

PERSONNEL

Manager Tooker reported that a new Water Treatment Plant Supervisor and a new Water Treatment Plant Operator have been hired. Their first day of employment is June 20, 2011.

ADJOURNMENT

Director Peck moved to adjourn the meeting. Director Norman seconded and the motion passed unanimously. The meeting was adjourned at 8:05 a.m.

ATTEST:

Robert Burger

Alan Hassler

Doralyn Genova

Dale Peck

Robert Norman