

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, AUGUST 2, 2012**

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

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Kelly McLaughlin; Brian Sheley; Angie Beebe

**REGULAR MEETING**

Chairperson Hassler called the August 2, 2012 Regular Meeting to order at 5:09 p.m. One item was added to the Agenda under Informational Reports – 2012 DRIP Activities

**MINUTES OF THE JULY 5, 2012 REGULAR MEETING**

Director Genova moved to approve the July 5, 2012 Regular Meeting Minutes as presented. Director Peck 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 \$151,501.81 plus Benefits Checks of \$16,549.77 plus Supplemental Checks of \$7,013.72 for a total of \$ 175,065.30. Director Burger seconded the motion. Accounting Technician Beebe provided the Board with a corrected Wire Transfer Report that includes the wire transfer to the Clifton Sanitation District. She also noted a correction to the Bank Charges Report regarding Credit Card Fees. The motion passed unanimously.

- Angie Beebe left the meeting at 5:25 p.m.

**MANAGER'S REPORTS**

Manager Tooker presented the Manager's Reports for June. The District has sold 36 Taps through June compared to 19 for the same time period in 2011. Water Sales continue to be above 2010 and 2011. Influent water quality has been degraded due to reduced flows in the Colorado River. No other items had significant discussion.

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## **INFORMATIONAL REPORTS**

District Website Development – Manager Tooker presented an Informational Report (8/2/12 File, 2012 Informational Reports) regarding the current project to develop a new District website. An updated District logo design that was developed to establish the color palette of the website was provided.

ANB Bank Account Analysis – Manager Tooker presented an Informational Report (8/2/12 File, 2012 Informational Reports) itemizing the charges assessed and waived for services provided by ANB. Continuing efforts will be made to identify any areas the District can reduce banking costs.

Evaluation of Colorado Water and Power Resources Development Authority Bond Refinancing – Manager Tooker presented a Memo (8/2/12 File) from financial consultant Joe Drew analyzing cost savings that could be anticipated if the District refinances the 2003 Bond Issue. Additional evaluation is necessary before the District could proceed.

July 2012 Colorado Drought Update – The July 2012 Drought Update prepared by the Colorado Department of Natural Resources was provided for Board review. Recent rains have alleviated some concerns with extreme drought conditions.

2012 DRIP Activities - Assistant Manager Reinertsen presented an Informational Report (8/2/12 File, 2012 Informational Reports) regarding public information efforts and activities conducted in 2012 by the Drought Response Information Project (DRIP), of which the District is a member of.

Water Quality Event Resulting from the Pine Ridge Fire – Manager Tooker presented an Informational Report (8/2/12 File, 2012 Informational Reports) summarizing the July 8, 2012 water quality event that occurred as a result of flash flooding following the nearby Pine Ridge Fire. Environmental conditions, customer demand, a compromised treatment facility and reduced staffing levels significantly reduced the District’s treatment plant capability. The District obtained water from the Ute Water Conservancy District for a period of time while conditions improved. This event has illuminated the need to address the District’s staffing levels and facilities in order to maintain efficient water treatment operations.

## **EXPRESS AGENDA**

The Express Agenda was accepted by consensus. The approved Express Agenda items are as follows:

- 1) SDA Annual Conference September 19 -21 at Keystone – Registration is now open for the 2012 SDA Annual Conference at the Beaver Run Resort at Keystone. Please let Kelly know by August 24 if you would like to attend so we can make lodging and conference reservations.
- 2) SDA Webinar Regarding Financial Responsibilities of District Leadership – On July 11, 2012 District Board members Robert Burger, Robert Norman and Alan Hassler, and staff members Dale Tooker, David Reinertsen, Kelly McLaughlin and Angie Beebe watched the Special District Association (SDA) webinar “The Financial Responsibilities of District

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Leadership” on July 11. Slides summarizing the presentation were emailed to all Board members after the webinar was completed.

### **UNFINISHED BUSINESS**

Approval of the 2011 Audit by Telephone Poll – Director Genova moved to ratify the July 27, 2012 phone poll of the Board of Directors to approve the FY 2011 Audit. Director Burger seconded and the motion passed unanimously. The FY 2011 Audit was emailed to the State Auditor’s Office on July 27, 2012.

Project 2012-01 3<sup>rd</sup> Street Main Line Upgrade/Replacement – Final Advertising – Assistant Manager Reinertsen reported that Project 2012-01 3<sup>rd</sup> Street Main Line Upgrade/Replacement is complete. Advertisement for Final Settlement must occur prior to the retainage being released to the contractor. Director Genova moved to authorize advertisement for Final Settlement of Project 2012-01. Director Burger seconded and the motion passed unanimously.

Project 2012-02, I-70 Business Loop New 12” Main Line Construction Project – Bid Award – Assistant Manager Reinersten presented a Staff Report (*8/2/12 File, 2012 Staff Reports, Project 2012-02 File*) summarizing the two bids received for Project 2012-02, I-70 Business Loop New 12” Main Line Construction Project. The design engineer for the project completed an additional review of the bid specifications since both bids were less than the engineer’s estimate. Director Peck moved to accept the bid and award the construction contract for Project 2012-02 I-70 Business Loop New 12” Main Line Construction Project to Polaris Drilling Inc. in the amount of \$349,700 and authorize Manager Tooker to sign the documents. Director Genova seconded and the motion passed unanimously.

### **NEW BUSINESS**

Budget Transfer Request – from Contingency to Water Treatment Plant Equipment Repair and Maintenance – Manager Tooker presented a Staff Report (*8/2/12 File, 2012 Staff Reports*) summarizing Water Treatment Plant maintenance items that have been completed to address emergency items and some previously deferred items. A Budget Transfer is required to fund these items. Director Burger moved to authorize a Budget Transfer from Contingency to Water Treatment Plant Equipment Repair and Maintenance in the amount of \$30,000. Director Genova seconded and the motion passed unanimously.

Budget Transfer Request – from Contingency to Water Treatment Plant Facilities Repair and Maintenance – Assistant Manager Reinertsen summarized a Staff Report (*8/2/12 File, 2012 Staff Reports*) and need to complete repairs to the trash screen and intake slide gate at the Colorado River Intake Structure while water flows are low. A Budget Transfer is required to fund these repairs. Director Burger moved to authorize a Budget Transfer from Contingency to Water Treatment Plant Facilities Repair and Maintenance in the amount of \$15,000. Director Genova seconded and the motion passed unanimously.

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Designate Person to Prepare 2013 Budget – Director Genova moved to designate District Manager Dale Tooker as the person to prepare the FY 2013 Budget. Director Burger seconded and the motion passed unanimously.

Multiple Unit Plant Investment Fee Arrangement Request – George Schorn (649 33 Road) – Assistant Manager Reinertsen presented a Staff Report (*8/2/12 File, 2012 Staff Reports, Customer File*) and request from customer George Schorn for the District to enter into a payment arrangement for receipt of \$3,500 owed for a Multiple Unit Plant Investment Fee. The Board reviewed the request and a summary of previous similar requests that were either approved or denied. Director Genova moved to deny the request from George Schorn, 649 33 Road, for a multiple unit plant investment fee payment arrangement. Director Norman seconded and the motion passed unanimously.

**ADJOURNMENT**

Director Burger moved to adjourn the August 2, 2012 Regular Meeting. Director Genova seconded and the motion passed unanimously. The meeting was adjourned at 7:30 p.m.

**ATTEST:**

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Alan Hassler

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Dale Peck

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Doralyn Genova

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Robert Norman

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Robert K. Burger