

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, JUNE 7, 2012**

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

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

REGULAR MEETING

Vice-Chairman Hassler called to order the June 7, 2012 Regular Meeting at 5:05 p.m. Chairman Burger was excused.

MINUTES OF THE MAY 3, 2012 REGULAR MEETING

Director Genova moved to approve the May 3, 2012 Regular Meeting Minutes (2012 Minutes) as presented. Director Peck seconded and the motion passed.

OATH OF OFFICE FOR DIRECTORS

Assistant Manager Reinertsen reported that he spoke with Special District Association counsel Mary Zuchegno regarding deadlines for Oaths of Office to be administered to new officers. Since Robert Burger is out of town and unavailable to take his Oath at tonight's meeting, the Oath of Office will be administered to him as soon as he returns to town. Vice-Chairman Hassler administered the Oath of Office to Robert E. Norman. Director Norman signed the Oath of Office and it was notarized for the Record.

BOARD REORGANIZATION

Director Genova moved to affirm the designation of Officers and Directors for the Clifton Water District Board of Directors as was adopted at the April 5, 2012 Regular Meeting, as follows:

Chairman	Alan Hassler
Vice Chairman	Dale Peck
Treasurer	Doralyn Genova
Secretary	Robert Norman
Director	Robert Burger

Director Norman seconded and the motion passed.

Board Member Terms are as follows:

Name/Oath of Office Date	May 2012	10/7/2010	5/6/10	9/1/08	6/5/08	6/7/07	3/1/07	5/4/06	4/7/05
Doralyn Genova (2 terms)			Elected 4 yr					Elected 4 yr	Appointed
Robert Burger (2 terms)	Elected 4 yr				Elected 4 yr	Appointed			
Alan Hassler (1 term)			Elected 4 yr	Appointed					
Dale Peck (1 term)			Elected 4 yr						
Robert Norman (1 full term)	Elected 4 yr	Appointed							

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Genova moved to Accept the Financial Report and Approve Accounts Payable Regular Checks of \$69,275.43 plus Benefits Checks of \$16,299.36 plus Supplemental Checks of \$3,489.85 for a total of \$89,064.64. Director Norman seconded the motion. Based on Board discussion, Staff will work on the development of more informative Check Register detail, and a method to verify the check numbering sequence between reports. Staff continues to work to reconcile the Ending Reserve discrepancies reported on the Notes to Financial Statements. The motion passed.

- Angie Beebe left the meeting at 5:35 p.m.

MANAGER'S REPORTS

Manager Tooker presented the monthly Manager's Reports for April, 2012. Taps sold year-to-date are 23, compared with 12 through April of 2011. Year-to-date water consumption sales are up 4.0% and plant outflow is up 7.7% over the same period of time in 2011. The amount of fluoride in the District's treated water was discussed. No items were removed from the Pending Items list.

INFORMATIONAL REPORTS

Consumer Confidence (CCR) Mailing – The Board reviewed the Informational Report (*2012 Staff Reports*) regarding the 2010, 2011 and 2012 costs for mailing the annually required Consumer Confidence Report. This year's Report was included with the customer bills for the first time, and this resulted in the District saving \$3,105.91 in expenses previously associated with the postage for a separate mailing. The Board concurred with Staff's recommendation to utilize this mailing method in 2013.

Unidirectional Hydrant Flushing Program – Manager Tooker presented the Informational Report (*2012 Staff Reports*) summarizing the findings of the 2012 unidirectional fire hydrant flushing program. Approximately 28.3 miles of the District's Distribution lines were flushed through 308 fire hydrants.

Meter Reading QA/QC Program – Manager Tooker summarized the Informational Report (*2012 Staff Reports*) regarding the Quality Assurance/Quality Control Program implemented in mid-July, 2011 to verify the accuracy of the District's radio-read meters, and overall meter accuracy within AWWA standards.

EXPRESS AGENDA

Director Genova moved to approve the Express Agenda items as presented. Director Peck seconded and the motion passed.

1. Children's Water Festival – A number of Staff participated in the 2012 Children's Water Festival on May 14 and 15. This is the annual water education festival provided to all valley-wide fifth grade students. Angie, Dave R and Eric from the Office; Bryce, Cameron, Derek, Tino and Tyler O. from Distribution; and Allison, Brian, Kyle and Rachel from the Treatment Plant all participated and assisted in the festival. A copy of the Program is included in the Board Packet. Clifton Water District staff presented two courses that are highlighted in yellow on page 2 of the Program: 1) How Water Gets To Your House; and, 2) From River to Tap.
2. Energy Use Audit – Staff continues to work with Johnson Controls, Inc. representatives as they work towards completion of the Preliminary Assessment evaluation report. The evaluation engineers recently requested additional information regarding energy cost component of the per thousand gallon cost production calculations. Due to this additional information request, the final report is now scheduled for completion by mid June. Staff will present the report and recommendations at the July 5, 2012 Regular Board Meeting.

UNFINISHED BUSINESS

2011 Audit – Manager Tooker reported that the District's auditors, Chadwick, Steinkirchner and Davis LLC have not yet completed the draft of the District's 2011 Audit. The Board will be provided a copy of the Draft for their review prior to the July 5, 2012 Regular Meeting.

Financial Reporting and Discrepancies – Manager Tooker reported that the District's insurance carrier was notified of a possible claim and the carrier responded back that in order to proceed there would need to be additional legal and auditing information provided. The District has secured the services of a Certified Public Accountant to provide additional review of the monthly Bank Reconciliations and Financial Reports. The Board tabled a decision on how to proceed with the legal and insurance issues pending review of the 2011 Audit.

Drought Conditions – Manager Tooker advised the Board that the Drought Response Information Project (DRIP) is issuing a Press Release tomorrow regarding the valley being in Stage 1 Drought. Additional refinement is needed by the member entities, including the District, regarding Stage 2 Drought definitions included in the 2003 Drought Response Plan. The Colorado River is reported to be at the 100 year low at this time.

Regional Water Conservation Plan – Assistant Manager Reinertsen reported that the District received no public comments during the comment period for the Grand Valley Regional Conservation Plan. Manager Tooker stated that an adopted Water Conservation Plan is a requirement to receive State financing for projects. The Board reviewed and discussed the water conservation goals that are included in the Regional Water Conservation Plan.

Director Peck moved to accept the Grand Valley Regional Water Conservation Plan as presented. Director Norman seconded and the motion passed.

NEW BUSINESS

Project 2012-02, I-70 Business Loop New 12” Main Line Construction Project – Assistant Manager Reinertsen requested Board Authorization to initiate the bid process for construction of the I-70 Business Loop New 12” Water Line project. This project is the remaining section to be constructed to complete the multi-year plan to develop a new main line “backbone” from the north storage tanks through the commercial corridor along the I-70 Business Loop and 32 Road. This project was identified and funded in the 2012 Budget as a Capital Construction Project. Director Genova moved to authorize staff to commence the construction bid process for Project 2012-02, installation of a new 12” water line along the I-70 Business Loop in Clifton. Director Peck seconded and the motion passed.

Committee Assignments – It was Board consensus to table this Item until the next Regular Board Meeting in July for discussion with the entire Board.

Personnel Changes – Manager Tooker advised the Board that following the resignation of Water Treatment Plant Supervisor Terry Sykes, District employee Brian Sheley has been named the Interim Water Treatment Plant Supervisor. Sheley has a Class A Operators Certification and is the District’s Operator in Responsible Charge. One Water Treatment Plant Operator is on disability leave and the District will attempt to secure a temporary plant operator. The District is also commencing the recruitment of a Customer Service/Billing Specialist since Billing Specialist Beebe has assumed the position of Accounting Technician.

ADJOURNMENT

The June 7, 2012 Regular Meeting meeting was adjourned by consensus at 7:40 p.m.

ATTEST:

Excused

Robert Burger

Alan Hassler

Doralyn Genova

Dale Peck

Robert Norman