

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, MARCH 1, 2012**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; David Foster;
Kelly McLaughlin; Terry Sykes; Angie Beebe

REGULAR MEETING

Chairman Burger called to order the March 1, 2012 Regular Meeting at 5:01 p.m. Director Genova was excused from attendance at the meeting. One item was added to the Agenda under Informational Reports – Update on Account #12004 Hollywood Captec dba Denny’s Restaurant.

MINUTES OF THE FEBRUARY 2, 2012 REGULAR MEETING

Director Peck moved to approve the February 2, 2012 Regular Meeting Minutes as submitted. Director Hassler seconded and the motion passed.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Peck moved to Accept the Financial Report and Approve Accounts Payable Regular Checks of \$69,544.51 plus Benefits Checks of \$14,959.85 plus Supplemental Checks of \$24,793.02 for a total of \$109,297.38. Director Hassler seconded the motion. Accountant Foster reported that HRA disbursements are now made electronically and therefore are not listed in the Accounts Payable Checks. A summary report of those HRA disbursements is included in the Board packet. Accountant Foster also reported that the Accounting department will work to resolve the discrepancy of \$2,830.46 between Ending Reserves on the Statement of Cash Flow and the Balance Sheet by reviewing all bank statements back to January 2011 to assure the beginning balance for 2012 is correct. The Board directed that the Bond payment be identified on the monthly reports rather than the quarterly report. The motion passed unanimously.

David Foster and Angie Beebe left the meeting at 5:15 p.m.

MANAGER’S REPORTS

Manager Tooker presented the Manager’s Reports for January of 2012. No significant items were noted for discussion.

INFORMATIONAL REPORTS

Bank Accounts – Manager Tooker presented an Informational Report (3/1/12 File, 2012 Staff Reports) itemizing the District's bank accounts and the purpose of each account. The Board requested that Staff identify options to simplify the number of accounts and/or number of financial institutions used. Chairman Burger requested a letter from ANB stating that the District has collateralized backing for its funds. Procedures to wire transfer funds were discussed as well as changes to the Wire Transfer Report to identify which monthly report total is to be used for verification of the amount being reported.

Account #12004 Hollywood Captec dba Denny's Restaurant – Manager Tooker reported that after the February 2, 2012 Board Meeting, staff conducted further research into the unmetered usage of water at the Denny's Restaurant. It was determined that the bypass outside of the vault was turned on for line testing with the knowledge of District staff, and there is no evidence that District staff ever turned the meter on. Manager Tooker will contact the representative of Denny's and advise them that no penalties will be assessed for the period of unmetered water usage that occurred between October and mid-January.

EXPRESS AGENDA

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

1. 2012 Water Course – The 2012 Water Course sponsored by the Mesa County Water Association and the Water Center at Colorado Mesa University was held on February 9th, 16th, and 23rd at the Ute Water Public Meeting Room. Director Peck and Assistant Manager Reinertsen attended all three sessions representing the District. Assistant Manager Reinertsen presented an overview of the Grand Valley Domestic Water Providers and launched the Regional Water Conservation Plan's public comment period by outlining the Plan and requesting public review and comment at the first session.

UNFINISHED BUSINESS

2012 Election – Assistant Manager/Designated Election Official Reinertsen reported that Self-Nomination Forms have been received from Robert Burger and Robert Norman and they have been verified as eligible electors within the District. The closing date for Self-Nominations is March 2, 2012 and the deadline for filing an affidavit of intent to be a Write-in candidate is March 5, 2012. If not additional Nominations are received the 2012 Election will be officially cancelled at the April 5, 2012 Regular Board Meeting.

Front Office Security- Assistant Manager Reinertsen presented a Staff Report (3/1/12 File, 2012 Staff Reports) summarizing actions taken since May of 2011 to improve office security through the installation of security glass windows in the Customer Service area and the use of a security service on Discontinuation of Service days. Use of the security service was ceased after the first week of February of 2012 and Staff will continue to evaluate any further need for this service. Improvements to the microphone system in the Customer Service lobby windows will be installed later this month.

Verizon Wireless Option and Lease Agreement – Manager Tooker presented a Staff Report (3/1/12 File, 2012 Staff Reports) regarding Verizon Wireless’ notification to the District of its intent to extend and renew the January 1997 Agreement for an additional term. A copy of the 1997 Agreement was also provided to the Board for their reference.

NEW BUSINESS

Policy 410 Plant Investment Fees – Dedicated Fire Lines – Manager Tooker identified the need to address the District’s current Plant Investment Fee Policy as it pertains to dedicated fire lines. This need is the result of recent fee inquiries pertaining to proposed commercial development in the District’s service area that will be required to design and install fire sprinkler systems in compliance with the recently adopted International Fire Code. When the current fee structure was developed it was based on the District’s existing and projected customer growth parameters under the code requirements in effect at the time. This item is informational only at this time and it was Board consensus to have the Policy Committee evaluate Plant investment fee options and provide recommendations for future consideration by the Board.

Project 2012-01 3rd Street Main Line Upgrade/Replacement – Assistant Manager Reinertsen requested Board Authorization to initiate the bid process for construction of the 3rd Street Main Line Upgrade/Replacement that was designed in 2011 and identified and funded in the 2012 Budget. Director Peck moved to authorize staff to commence the construction bid process for Project 2012-01, installation of a water line upgrade/replacement in 3rd Street, Clifton. Director Hassler seconded and the motion passed.

PERSONNEL

Staff Changes – Manager Tooker reported that Water Treatment Plant Operator Todd Desmarais has resigned and Staff are currently interviewing applicants to fill the opening.

ADJOURNMENT

Director Hassler moved to adjourn the meeting. Director Norman seconded and the motion passed. The March 1, 2012 Regular Meeting was adjourned at 7:30 p.m.

ATTEST:

Robert Burger

excused

Doralyn Genova

Robert Norman

Alan Hassler

Dale Peck