

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, FEBRUARY 7, 2013**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen

GUESTS: Mark Lichtwardt, Anthony Beeson, Jason Shaefer of Burns and McDonnell Engineering

REGULAR MEETING

Chairman Hassler called the Regular Meeting to order at 5:05 p.m. Director Burger was excused from the meeting.

MINUTES OF THE JANUARY 3, 2013 REGULAR MEETING

Director Genova moved to approve the January 3, 2013 Regular Meeting Minutes as submitted. 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 \$66,749.37 plus Benefits Checks of \$16,900.23 plus Supplemental Checks of \$34,275.70 for a total of \$117,925.30. Director Norman seconded the motion. Manager Tooker stated that the 2012 year end adjustments will not be shown until after completion of the audit. Director Norman asked for clarification on the bank statement crossovers and showing of NSF amounts in the proper month. Manager Tooker stated that in the Profit and Loss Statement, the Water Treatment Facilities Equipment Repairs and the Construction Line Upgrades data shows the results of deferring projects that were budgeted in 2012 to 2013 and 2014.

The motion passed unanimously.

MANAGER'S REPORTS

Manager Tooker reported that the continued low flows in the Colorado River are negatively affecting water quality necessitating the need to run the Nanofiltration facility at capacity which increases operational costs. Manager Tooker also reported that future Staff overtime reports will

show the impacts of the extreme cold weather that the Grand Valley has experienced in the month of January.

INFORMATIONAL REPORTS

Value Enhancement Group 2012 Financial Oversight Review – Manager Tooker presented an Informational Report (2-7-13 File, 2013 Staff Reports) summarizing the 2012 Activity Report submitted by the Value Enhancement Group. The Report described the reconciliation activities performed on a monthly basis of the District's bank statements and that no discrepancies were discovered.

Highway 50 Directional Bore Project – Assistant Manager Reinertsen presented an Informational Report (2-7-13 File, 2013 Staff Reports) regarding the status of the District's efforts in securing the necessary BLM approvals to perform this critical construction project.

Frozen Service Lines and Meters – Manager Tooker presented an Informational Report (2-7-13 File, 2013 Staff Reports) regarding the District's recent efforts in dealing with the abnormally low temperatures and the resulting increase in frozen water meters and customer service lines. The Report identified Staff efforts and overtime.

EXPRESS AGENDA

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

- 1) Management and Leadership Institute – January 28 – February 1, 2013 – Water Treatment Plant Supervisor Sheley, Administrative Coordinator McLaughlin, and Water Treatment Plant Operator Talley attended the Public Works – Utilities – Waterworks Management Institute in Salt Lake City, Utah January 28 – February 1, 2013. Each will prepare an individual report of what they learned at the conference, and jointly they will provide a presentation/training to all District staff.
- 2) Project 2009-04 Colorado River Intake Structure – Warranty Concerns – The project contractor, Gould Construction, was onsite in January to address the previously identified warranty concerns and issues. They determined that a valve actuator was defective and it was removed and returned to the manufacturer for warranty repairs. Additionally, the non-functioning 24" butterfly valve was disassembled and evaluated for operational functionality. The findings are being reviewed by the original design engineer. The identified electrical warranty items were addressed by the electrical subcontractor. Concerns with Pump 3 will be addressed once the valve actuator is reinstalled and the valve deemed functional.

UNFINISHED BUSINESS

Project 2008-02 MF/UF Project – Representatives Mark Lichtwardt, Anthony Beeson, and Jason Shaefer from Burns and McDonnell Engineering Company made a presentation to the reviewing the original pilot study, identified options for constructability, plant capacity, membrane

manufacturers and membrane procurement methods. Burns and McDonnell identified a Decision Roadmap addressing the completion of the 10% design effort and the direction needed from the Board to move the project forward. The Board was requested to provide direction of the following items: 1) To Proceed or Not Proceed; 2) Retrofit Existing Building or Build New; 3) Initial and Ultimate Plant Capacity; 4) Membrane Manufacturer's to Consider and 5) Method of Membrane Procurement. Manager Tooker reviewed the information presented in the Staff Report (2-7-13 File, 2013 Staff Reports, Project File 2008-02) which summarized the decisions required to move the project to the 30% design level and lead further discussion with the Board in reviewing the Burns and McDonnell presentation and recommendations. Director Peck moved to direct Burns and McDonnell Engineering Company to proceed with development of the 30% design package. Director Norman seconded and the motion passed unanimously. Director Genova moved to have the project design incorporate the option to retrofit the existing building for the new filter plant. Director Peck seconded and the motion passed unanimously. Director Genova moved to have the new filter plant designed to an initial capacity of 12 million gallons per day with expansion capabilities to an ultimate capacity of 16 million gallons per day production. Director Peck seconded and the motion passed unanimously. Director Norman moved to have Burns and McDonnell Engineering Company evaluate pressure membrane manufacturers, Siemens Water Technologies, Corp. and Pall Corporation for project applicability. Director Genova seconded and the motion passed unanimously. Director Norman moved that the membrane procurement process be a negotiated process with the qualified membrane manufacturers. Director Genova seconded and the motion passed unanimously. After the Board decisions, Mark Lichtwardt, Anthony Beeson, and Jason Shaefer exited the meeting at 8:45 p.m.

Project 2012-03 16" North Tank Waterline Construction Project – Assistant Manager Reinertsen summarized the project status for the Board. The Contractor, Ben Dowd Excavating, was issued a Change Order that extended the performance time by two weeks reflecting the construction start delay requested by District staff due to the depth of frost that resulted from the extremely low temperatures prevalent in the Grand Valley during January. Information only, no Board action taken.

Grand Valley Drought Conditions Update – Manager Tooker presented the Staff Report (2-7-13 File, 2013 Staff Reports) discussing the current status of the Grand Valley drought situation. Should conditions continue to indicate possible future shortages, movement from Stage I to Stage II Drought Response may need Board consideration. Staff will continue to monitor the situation and report as needed to the Board.

EXECUTIVE SESSION – MANAGER'S EVALUATION

It was the consensus of the Board to defer this item until the scheduled March 7, 2013 Board Meeting when the entire Board is present.

ADJOURNMENT

Director Genova moved to adjourn the meeting. Director Norman seconded and the motion passed unanimously. The February 7, 2013 Regular Meeting was adjourned at 9:25 p.m.

ATTEST:

Alan Hassler

Dale Peck

Doralyn Genova

Robert Norman

Excused

Robert K. Burger