

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

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

GUESTS: Mr. Larry Sipes

REGULAR MEETING

Chairman Hassler called the Regular Meeting to order at 5:06 p.m. It was noted that one item was added to the agenda under Unfinished Business regarding the Regional Water Conservation Plan, and one item is being added under New Business, the creation of a Committee regarding Water Rights.

GUESTS

Customer Larry Sipes (Account #006648 – 413 30 ¼ Road) was present to discuss his request (3/7/13 File, Customer File) for relief of Availability of Service charges on Account #006648. He explained that the residence on this property had burned down and he has not yet been able to rebuild it. He suggested that there be a “meter off charge” to make a meter inactive and then a “meter on charge” to re-commence service, with no Availability of Service charged during the intervening months. The Board advised Mr. Sipes that District Revenue Bond obligations include the collection of Availability of Service charges on all accounts. A customer does have the option of abandoning a tap if they believe there will be no future use for the tap and they choose to not continue paying Availability of Service. Mr. Sipes questioned the purpose of the System Investment Fee and suggested that the amount be included within the monthly water rate, or the fee be titled something different. The Board thanked Mr. Sipes for his suggestions.

- Larry Sipes left the meeting at 5:25 p.m.

Relief of Availability of Service Charge Request Mr. Larry Sipes – This agenda item was moved up from New Business. The Board reviewed the Staff Report (3/7/13 File, 2013 Staff Reports) regarding this request. Director Genova moved that Staff send Mr. Larry Sipes a letter thanking him for attending the meeting and advising him that it is the consensus of the Board that no changes will be made to the Availability of Service Policy provisions at this time. Director Peck seconded and the motion passed unanimously.

MINUTES OF THE FEBRUARY 7, 2013 REGULAR MEETING

Director Genova moved to approve the February 7, 2013 Regular Meeting Minutes as presented. Director Peck seconded and the motion passed. Director Burger abstained as he had not been present at that meeting.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Genova moved to Accept the Financial Report and Approve Accounts Payable Regular Checks of \$50,288.94 plus Benefits Checks of \$17,302.25 plus Supplemental Checks of \$34,515.04 for a total of \$102,106.23. Director Peck seconded the motion. Manager Tooker noted new items are included on the Profit and Loss Statement for System Investment Fee Revenue, and Depreciation expenses. The reporting of insurance premiums in January of 2013, and the itemization of credit card processing fees were discussed. The motion passed unanimously.

- Angie Beebe left the meeting at 5:55 p.m.

MANAGER'S REPORTS

Manager Tooker summarized the water quality data on the January Manager's Report. Low water levels continue to present higher dissolved solid levels for treatment. Overtime hours in January were significant due to extended cold temperatures resulting in after-hours calls regarding frozen meters and waterlines. Assistant Manager Reinertsen provided the report on Project 2012-03 16" North Tank Waterline costs. One item of note on the Credit Card Report was the replacement of outdated food supplies that are retained in the event of an emergency requiring staff to stay on-site.

INFORMATIONAL REPORTS

2012 Customer Trend Data – The Informational Report (3/7/13 File, 2013 Staff Reports) summarizing data from Customer Service and Billing activities was reviewed.

Grand Valley Drought Conditions Update – Assistant Manager Reinertsen presented a graph depicting the Upper Colorado River Basin Snowpack Summary (3/7/13 File), indicating snowpack levels continue to be well below average. Local water managers continue to meet to discuss potential water supply issues. A joint meeting of the District Board, the Grand Junction City Council, and Ute Water District Board members has been proposed for April 15, 2013, for the

three entities to discuss the joint presentation of public information and possible Stage 2 Drought implementation.

EXPRESS AGENDA

Director Genova moved to accept the Express Agenda items as presented. Director Burger seconded and the motion passed unanimously. The approved Express Agenda items are as follows. The Board also congratulated Brian Sheley for his promotion to Water Treatment Plant Supervisor.

- 1) AWWA Membrane Conference in San Antonio, TX – Water Treatment Plant Operators Matt Talley and Brennen Graff attended the AWWA Membrane Conference held in San Antonio, TX from February 25 – February 28, 2013. They will meet with Water Treatment Plant Supervisor Brian Sheley to discuss what they learned, and will each prepare a written summary of the conference.
- 2) Partnership for Safe Water Director’s Award 2012 - The District recently received the 2012 Director’s Award from the Partnership for Safe Water. This is the sixth consecutive year the District has received this award. The award recognizes the efforts of the Treatment Plant to maintain the highest water quality standards possible. A copy of the notification letter is included in the Board Packet.
- 3) Water Treatment Plant Supervisor – Brian Sheley has been appointed to the Water Treatment Plant Supervisor’s position. Brian has worked for the District for nearly 32 years and has recently stepped in to fill this position temporarily.
- 4) Project 2012-03 16” North Tank Waterline Construction Project – The Contractor has completed installation of approximately 1,500 lineal feet of the total pipeline length of 2,000 lineal feet. Project is progressing within the contract performance schedule.

UNFINISHED BUSINESS

Project 2008-02 MF/UF Project – Manager Tooker reported that Burns and McDonnell Engineering continue to work on development of plans as discussed at the February 2, 2013 Regular Meeting. Manager Tooker has identified two funding options for the project, from the Colorado Water Conservation Board and the Colorado Water Resources and Power Development Authority, and he will continue to develop the options as project costs are determined.

Financial Discrepancies Conclusion – Manager Tooker reported that the court process has completed regarding the Financial Discrepancies identified last year. The former employee has 60 days to pay restitution, and will serve two years of probation.

Regional Water Conservation Plan – Implementation Update – Assistant Manager Reinertsen provided and summarized a Staff Report (3/7/14 File, 2013 Staff Reports, Grand Valley Regional Conservation Plan) regarding the opportunity for grant revenue to be obtained from the Colorado Water

Conservation Board to fund implementation of specific elements of the Grand Valley Regional Conservation Plan. The City of Grand Junction will apply for and administer the grant and the City, Ute Water and the Clifton Water District will jointly participate in the efforts needed to achieve the 25% match requirements.

NEW BUSINESS

Museum of Western Colorado Request for Leak Adjustment on Account #013858 – Manager Tooker summarized a Staff Report (*3/7/13 File, 2013 Staff Reports, Customer File*) and letter from the Museum of Western Colorado requesting financial relief of the billing resulting from a water leak. The request does not comply with the provisions of Policy #420 - 10. – Unintentional Water Use. Director Genova moved to accept the Recommendation of Staff and deny the request for relief received from the Museum of Western Colorado for Account #013858, due to the customer being a non-residential account and the leak did not occur on the service line between the meter and the building. The Board directed Staff to send a letter to the Museum advising them of this decision and to allow for extended payment options at Staff's discretion. Director Norman seconded and the motion passed unanimously.

Reschedule July Regular Board Meeting Date – The July Regular Board Meeting is currently scheduled on the Independence Day July 4 holiday. Director Genova moved and Director Peck seconded to re-schedule the July 4, 2013 Regular Meeting to the new date of July 11, 2013.

Committee Regarding Water Rights – Manager Tooker reported that he has been working on the five-year Diligence Application regarding the Colorado Water Pipeline Decree. An objection has been received from the Grand Valley Irrigation Company. Manager Tooker requested that a new Committee of the Board be established regarding Water Rights. Director Burger moved to establish a Water Rights Committee and select Director Hassler and Director Norman to serve on that Committee. Director Genova seconded and the motion passed unanimously.

- Brian Sheley left the meeting at 7:25 p.m.

EXECUTIVE SESSION – MANAGER'S EVALUATION

Chairman Hassler announced that the Manager's Evaluation would be conducted in Executive Session unless Manager Tooker requested an open meeting. Manager Tooker stated he did not request an open meeting. Director Burger moved for the Board to go into Executive Session as per C.R.S. §24-6-402(4)(f) Personnel Matters for the purpose of conducting the Manager's Evaluation. Director Genova seconded and the motion passed unanimously. The persons to be present in the Executive Session were Directors Hassler, Peck, Genova, Norman and Burger, and District Manager Dale Tooker. The motion passed unanimously and the Board went into Executive Session at 7:30 p.m.

- David Reinertsen and Kelly McLaughlin left the meeting at 7:30 p.m.

The Executive Session concluded at 8:20 p.m. with Directors Hassler, Peck, Genova, Norman and Burger, and District Manager Tooker still present. Chairman Hassler reconvened the Regular Meeting. Director Genova moved that the salary for District Manager Dale Tooker be set at \$96,000 per year, retroactive to January 1, 2013. Director Norman seconded and the motion passed unanimously.

ADJOURNMENT

Director Burger moved to adjourn the meeting. Director Genova seconded and the motion passed unanimously. The meeting was adjourned at 8:25 p.m.

ATTEST:

Alan Hassler

Dale Peck

Doralyn Genova

Robert Norman

Robert K. Burger