

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, APRIL 3, 2014**

**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; Brian Sheley; Angie Beebe

**GUEST PRESENT:** Joe Drew, Drew Financial

**REGULAR MEETING**

Chairman Hassler called the Regular Meeting to order at 5:03 p.m. He then moved Agenda Items, Drinking Water Revolving Fund (DWRF); Bond Counsel and Public Finance Matter Representation; and, Project 2008-02 MF/UF from the Unfinished Business section of the Agenda to this point in the Meeting.

Drinking Water Revolving Fund (DWRF) – Mr. Joe Drew reported to the Board the conditions and restrictions contained in the financing documents received from the Colorado Water Resources and Power Development Authority (CWRPDA) pertaining to the Drinking Water Revolving Fund (DWRF) Loan. Mr. Drew reviewed the loan process and discussed the Memo to the Board from Manager Tooker that summarized the process. Mr. Drew also reviewed the conditions of the District’s current Debt Service and the effect of the 2013 Refinancing activity in preparation for the acceptance of the DWRF Loan. Mr. Drew described the necessity for a Parameters Resolution as prepared by the District’s Bond Counsel, Kim Crawford of Butler and Snow.

Director Genova moved to adopt the DWRF Loan Parameters RESOLUTION NO. 2014-06

*A RESOLUTION APPROVING A LOAN FROM THE COLORADO WATER RESOURCES AND POWER DEVELOPMENT AUTHORITY; AUTHORIZING THE FORM AND EXECUTION OF THE LOAN AGREEMENT AND A GOVERNMENTAL AGENCY BOND TO EVIDENCE SUCH LOAN; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO; AND PRESCRIBING OTHER DETAILS IN CONNECTION THEREWITH.*

Director Burger seconded the motion. Board discussion identified the need to have Section 3 Delegation be consistent with the delegation wording presented in Section 1 of the document, and to assure that authorized signature of documents can be by any two persons of the group identified in the Resolution consisting of the Board members and the District Manager. Additionally, the Board Chairman Hassler called for a roll call vote:

Directors voting in the affirmative:	Genova	Burger	Norman
	Peck	Hassler	

Directors voting in the negative: None

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The Clifton Water District Board of Directors adopted the DWRF Loan Parameters Resolution 2014-06 unanimously.

Bond Counsel and Public Finance Matter Representation – Manager Tooker presented the Bond Counsel Engagement Letter submitted by Butler Snow LLP for Board discussion and acceptance. Director Genova moved to have the District President sign the Engagement Letter with Butler Snow LLP on behalf of the Clifton Water District, Acting By and Through Its Water Enterprise Fund with the following modification: Remove Dale Tooker from Personnel Section and replace with the District Manager. Director Peck seconded and the motion passed unanimously.

Project 2008-02 MF/UF

Owner’s Representative Contract: Burns & McDonnell – Manger Tooker reported that the contract edits are once again being reviewed by Burns & McDonnell legal representation. The final agreement will be presented for Board approval at the May 1, 2014 Regular Board Meeting.

40% Design Contract: Carollo Engineering – Manager Tooker reported that Carollo Engineering continues to develop the 40% design package. Once the 40% design is complete, the Guaranteed Maximum Price (GMP) for the upcoming Design Build Contract can be negotiated. Approximately 30% of the GMP will be Membrane Units and 70% will be for construction and engineering activities. Staff has requested a “preliminary cost estimate” from Carollo to provide to CWRPDA by May 2, 2014. Information only, no Board action required at this time.

Membrane Procurement: Carollo Engineering – Manager Tooker reported that Carollo has prepared Membrane Procurement Bid Documents and will be receiving bids on April 23, 2014. Carollo will evaluate the bids and prepare a recommendation to the District and develop a Project Cost for the Design Build Agreement. Information only, no Board action required at this time.

Design Build Contract: Carollo Design Build Group – Manager Tooker reported that the Design Build Contract is currently being evaluated by the District’s legal Counsel and will be presented in draft form to the Board for review at the May 1, Board of Directors Meeting. Information only, no Board action required at this time.

- Mr. Drew exited the meeting at 6:15 p.m.

**MINUTES OF THE MARCH 6, 2014 REGULAR MEETING**

Director Genova moved to approve the March 6, 2014 Public Hearing and 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 \$142,686.66 plus Benefits Checks of \$19,551.45 plus Supplemental Checks of \$176,081.90 for a total of \$338,320.01. Director Peck seconded the motion. After general discussion, the motion passed unanimously.

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## **MANAGER'S REPORTS**

Manager Tooker presented the Manager's Report for February, 2014. River water quality conditions were identified and discussed.

## **INFORMATIONAL REPORTS**

Colorado Special Districts Property and Liability Pool Safety and Loss Prevention Grant – Assistant Manager Reinertsen presented an overview of the Safety and loss Prevention Grant the District received as a result of continued participation in the Colorado Special Districts Property and Liability Safety Program. The District was awarded \$2,698 for 2013, bringing the total Grant balance available to \$3,435.83. Grant funds can be used for reimbursement up to 50% of eligible safety and loss prevention purchases. In the past these funds have been used for new security hardware for facility access doors.

## **EXPRESS AGENDA**

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

1. 32 and E Road Waterline Replacement – This project was identified as an in-house line replacement project to be completed in conjunction with the Mesa County/CDOT intersection upgrade project. Delays with the Mesa County/CDOT schedule, the District moved forward with this project beginning March 24th. The District project includes replacing the 27-inch steel transmission line and all distribution line connections that are within the CDOT right-of-way. The existing 35 year old steel line is being replaced with 24-inch fused PVC pipe with new connections and valves to the existing 27-inch steel line on the east a 20-inch" Asbestos Concrete (AC) line on the west. The project is being performed by Distribution Staff supported by Dirtworks Construction providing excavation equipment and operation. As identified by the special conditions of the CDOT utility permit, the project is being completed one half at a time. The east half is scheduled for repaving on Monday, March 31<sup>st</sup> with excavation starting on the west half on Tuesday, April 1<sup>st</sup>. All work is scheduled for completion by Tuesday, April 8<sup>th</sup>.
2. 8<sup>th</sup> Annual Grand Junction Water Seminar – District Staff members will be presenting four different presentations at this two-day seminar being held on April 3<sup>rd</sup> and 4<sup>th</sup> at Two Rivers Convention Center. Topics will include the District's Meter QA/QC Program, Valve and Hydrant Exercising Program, Membrane Maintenance and Cleaning Practices, and the Outsourced Bill Print and Mail Program.
3. Water Festival – The 21<sup>st</sup> Annual Children's Water Festival will be held on May 19<sup>th</sup> and 20<sup>th</sup> at Colorado Mesa University. District Staff are scheduled to present three classroom sessions and to help out in various areas of the event. If any Board member would like to participate, there are opportunities for assisting at the DRIP booth or feel free to just stop by on either day and enjoy the fun learning and lunch with the participants.

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## **UNFINISHED BUSINESS**

Project 2013-02 New 12" 32 ½ Road Water Line Project – Assistant Manager Reinertsen reported that asphalt repairs and final clean-up are scheduled for completion by the Contractor, Dirtworks Construction, LLC, by April 9, 2014. It was the consensus of the Board for Staff to complete the advertising for Final Payment in order for Final Payment to be made at May 1, 2014 Board Meeting. A Final Project Cost Summary will be presented at that meeting.

## **NEW BUSINESS**

Project 2014-01 F 5/8 Road Main Line Upgrade/Replacement – Assistant Manager Reinertsen requested Board authorization to begin the construction bid process this 2014 construction project to replace an existing 4" water main with a new 8" PVC water main. Director Norman moved to authorize Staff to initiate the bid process for Project 2014-01. Director Genova seconded and the motion passed unanimously.

Exclusion Request – Roger Cochran (Tax Parcel #2967-133-00-195) – The District received a letter from Mr. Roger Cochran requesting exclusion of his 0.17 acre parcel in Whitewater. Mr. Cochran is in the process of splitting an adjacent parcel owned by him and combining this small separate tract into one of the proposed new parcels. Director Norman moved to authorize initiation of the Exclusion Process for Mesa County Tax Parcel #2967-133-00-195 by setting a Public Hearing for May 1, 2014. Director Peck seconded the motion which passed unanimously.

Colorado Mesa University Out-of-District Service Request (115 South Highway 141) – The District received a request from Colorado Mesa University for Out-of-District water service to the parcel located east of the Western Colorado Drag Strip, which is located directly east of the District's 'Plant One' site at the intersection of Highway 50 and 32 Road (aka Highway 141). A police and fire training facility is planned for this site. After discussion, it was the consensus of the Board for Staff to request more information regarding the projected water needs for the planned facility before the request could be considered.

409 Bristol Court – District Facilities Tampering Incident – Manager Tooker presented a Staff Report identifying a tampering incident of District facilities (unauthorized water main valve operation) by J & K Trucking. Penalties had been previously assessed and paid. Manager Tooker identified options for additional penalties and assessments for Board consideration due to the severity of the incident. It was Board consensus to assess additional penalties at this time, however, Staff was directed to monitor this contractor's performance and report to the Board any future performance discrepancies for Board action.

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**ADJOURNMENT**

Director Genova moved to adjourn the April 6, 2014 Regular Meeting. Director Peck seconded and the motion passed unanimously. The meeting was adjourned at 7:35 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