

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, AUGUST 7, 2014**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe

GUESTS PRESENT: Vincent Hart: Carollo Design Build Group

REGULAR MEETING

Chairman Hassler called the Regular Meeting to order at 5:20 p.m.

MINUTES OF THE JULY 3, 2014 REGULAR MEETING

Director Genova moved to approve the July 3, 2014 Regular Meeting Minutes as submitted. Director Peck seconded the motion. The motion to approve passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Genova moved to accept the Financial Report and approve Accounts Payable Regular Checks of \$108,281.35 plus Benefits Checks of \$19,555.03 plus Supplemental Checks of \$49,867.40 for a total of \$177,703.78. Director Peck seconded the motion. Manager Tooker noted that the District's account at Colorado National Bank is now closed. The motion passed unanimously.

MANAGER'S REPORT

Manager Tooker presented the Manager's Report (8/7/14 File) for June 2014. Distribution System Overtime use was discussed with Manager Tooker providing additional detail for the causes of the June overtime.

INFORMATIONAL REPORTS

Lockbox Preliminary Cost Benefit Summary Report – Manager Tooker discussed the Informational Report distributed at the meeting (8/7/14 File, 2014 Informational Reports) which showed the three-month implementation evaluation. This item was identified for action under New Business.

Grand Valley Water Quality Group Report – Manager Tooker provided a summary of the results of the Grand Valley Water Quality Group Report. This was informational only. Updates will be provided as subsequent sampling results are received.

EXPRESS AGENDA

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

Exclusion Request – Roger Cochran (Tax Parcel #2967-133-00-195) – The completed property exclusion request package was delivered to District counsel on May 15, 2014 for final processing through the court. Legal counsel provided the proper document form and they were returned to Mr. Cochran for his signature. Once this is completed the documents will be filed.

Project 2014-01 F 5/8 Road Main Line Upgrade – The Contractor, Dirtworks Construction LLC, has provided required Performance and Payment Bonds for this project. The Construction Agreement was signed and approved on August 1, 2014. Construction is scheduled to start the week of August 6, 2014.

UNFINISHED BUSINESS

3178 ½ E Road (Account #009191000) – Workout Agreement/Notice of Lien – Manager Tooker updated the Board regarding the status of the Workout Agreement/Notice of Lien for 3178 ½ E Road. The process to certify a past due account to the County Treasurer is described in C.R.S. 32-1-1101 (1) (e). The District Board must consider the official action at a public meeting and must notify the affected party(s) of the meeting. Director Genova moved to place on the September 4, 2014 Agenda the consideration of Notice of Lien of Past Due Water Balance and Certification to the Mesa County Treasurer for 3178 ½ E Road, Account #009191000, Tax Parcel ID 2943-104-03-018 and further authorize Staff to notify the property owner by Certified Mail. Director Peck seconded the motion. The Board discussed the action to collect the Water Past Due Balance. Manager Tooker reported that the Clifton Sanitation District will also follow suit with certifying the past due sewer balance. The motion passed unanimously.

Project 2008-02 MF/UF - Mr. Hart, Project Engineer, from Carollo Design Build Group briefed the Board regarding the progress to date. PCL has mobilized project trailers to the site and continues to solicit bids and quotes from local construction firms and vendors for various project subcategories. Some difficulty in obtaining local bidding has created a delay in beginning the demolition activity. Long lead time equipment has been specified and ordered as well as, initiating the construction of the MF/UF Skids by H2O Innovations.

Capital Purchase Items – Manager Tooker identified an opportunity to save money in the contract by purchasing equipment (field vehicle, air compressor, fork lift) that would be owned by the District rather than having Carollo Design Build Group rent the equipment for the duration of the project. The District can supply or has the need for all of these items and a purchase would be less costly than the 14 month rental cost. It was Board consensus to procure specified equipment as long as the costs were identified within the signed construction agreement contract.

Project 2014-02 Design Proposal GVICo Check Structure – Manager Tooker updated the Board regarding the activities of the Applegate Design Group pertaining to the design of the proposed

check structure and of meetings held with GVICo staff. This was informational only, no Board action required at this time.

Public Trust Doctrine – Information only. No Board action at this time. Topic will be discussed at future Board Meetings as updates become available.

NEW BUSINESS

District Policy for Telephone Meetings – Previously, the Board identified a need to adopt a District Policy to allow for Board member meeting attendance via telephone. Copies of the District Bylaws were distributed as well as, the Special District Association’s bylaw section pertaining to Telephonic Meetings. The Board directed the Policy Committee to develop an addition to the District’s Bylaws to accommodate Telephonic Meetings pertaining to District business. The Committee is to also identify other changes and updates to the Bylaws for Board consideration at a future Board Meeting.

466 32 1/8 Road (Account #016532000) – Customer Complaint/Water Damage to Rental Unit – Assistant Manager Reinertsen presented a Staff Report (*8/7/14 File, 2014 Staff Reports*) to the Board addressing a customer complaint regarding structure flooding resulting from the turning on of the water service. It was Board consensus for Staff to submit the customer water damage complaint to the District’s liability insurance representative. Staff was also directed to notify the customer that the water damage complaint had been submitted to the District’s insurance representative.

Lockbox Process – Budget Transfer – The Board reviewed the Lockbox Preliminary Cost Benefit Summary Report. Staff requested a Budget Transfer to continue the funding of the Lockbox for 2014. Direct Peck moved to utilize the 2014 Budget Allocation funds for GIS/Mapping for the Lockbox process costs for Budget Year 2014. Director Genova seconded the motion. The Board requested Staff to provide a summary of the benefits of the Lockbox process and particularly a financial benefit evaluation recognizing the process may not result in a revenue neutral situation. The reallocation of the 2014 Budget will fund the Lockbox for the remainder of 2014. The Budget Committee will evaluate the value of the Lockbox process for the FY 2015 Budget. The motion passed unanimously.

ADJOURNMENT

By consensus the Board adjourned the August 7, 2014 Regular Meeting at 8:20 pm.

ATTEST:

Alan Hassler

Dale Peck

Doralyn Genova

Robert Norman

--Excused--

Robert K. Burger