

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, AUGUST 6, 2015**

BOARD MEMBERS PRESENT: Dale Peck, Vice-Chairman; Doralyn Genova, Treasurer;
Robert Burger, Secretary; Melvin Diffendaffer, Director

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

GUESTS: Stan Sparks, Customer / Board Vacancy Candidate

REGULAR MEETING

Vice-Chairman Peck called the August 6, 2015 Regular Meeting to order at 5:02 p.m.

Vice-Chairman Peck recognized the attendance of the Guest, District customer Mr. Stan Sparks, who has expressed an interest in filling the vacancy on the District's Board of Directors.

MINUTES OF THE JULY 2, 2015 REGULAR MEETING

Director Genova moved to approve the July 2, 2015 Regular Meeting Minutes. Director Diffendaffer seconded, and the motion passed.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Genova moved to accept the Financial Report and approve Accounts Payable Regular Checks of \$203,275.09 plus Benefits Checks of \$21,339.64 plus Special Payroll Check of \$554.10 plus Supplemental Checks of \$637,773.60 plus Special Checks of \$55,238.00, for a total of \$918,180.43. Director Burger asked for clarification of District expenditures for the DRIP Drought Awareness Program. Director Burger seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker presented the Manager's Report for June 2015 (*File 08/06/2015*). Manager Tooker highlighted the water quality and water production numbers. Director Diffendaffer asked for clarification of the reported sulfate monitoring results. Manager Tooker explained that as part of the treatment process, aluminum sulfate is added which results in a higher sulfate concentration in the effluent water compared to the influent. He also pointed out that overall water production is down approximately 6% compared to last year.

INFORMATIONAL REPORTS

Project 2008-02 Update (MF/UF) – Manager Tooker briefed the Board with an update of the current status of the project. Substantial completion still has not been approved due to ongoing SCADA system conflicts and incomplete status of the membrane cleaning system. The new plant components have reached 95% functionality. Water Treatment Plant staff continues to physically operate the Treatment Plant 24 hours a day, 7 days a week. Until the SCADA alarm conflicts and operational parameters are corrected 24 hour staffing will continue. Manager

Tooker stated that Liquidated Damages may be sought to recover the overtime labor expense resulting from operation of the Treatment Plant on a 24 hour basis.

The Board asked for clarification of the Plant operation with regards to cyber security as it pertains to the offsite monitoring being performed by H2O Innovations. Manager Tooker identified that the system works on a secure connection for the offsite monitoring which, in turn, is monitored by the District's computer and communications support vendor, Sequent Information Systems.

Effluent Manifold Emergency Action Update – Manager Tooker stated that he has been working with Carollo Engineering and a pipe and valve manufacturer to secure the appropriate equipment. Valve components have the longest delivery time. Updates will be provided to the Board as they develop.

EXPRESS AGENDA

Director Burger moved to approve the Express Agenda items. Director Genova seconded the motion which passed unanimously, approving the Express Agenda (*File 08/06/2015*) items as follows:

Inclusion Tax Parcel #2943-103-00-148 Update (Walmart) – The Walmart contractor began new water main line extension work on July 16, 2015 for Tax Parcel #2943-103-00-148. Dufford, Waldeck, Milburn & Krohn, LLP has been provided with all of the information to facilitate the filing in District Court which will culminate the Inclusion Process.

Bylaws Revision Telephonic Meetings, Policy #7 – Included in the Board Packet is a finalized revision of Policy #7 using the language directed at the July 2, 2015 Board Meeting.

Colorado Water Plan (Update) – Any Public Comments to be included in the latest revision of the State Water Plan are due by September 17, 2015. Included in the Board Packet is the Water Plan status update provided by the Colorado Water Conservation Board.

UNFINISHED BUSINESS

Recognition of Service for Alan Hassler – By consensus, the Board directed Manager Tooker to obtain a gift card for presentation to Alan Hassler in appreciation of the many years of service he provided the District in his various roles as Director.

Project 2014-01, Phase 2 (F 5/8) – Final Completion – Assistant Manager Reinertsen identified that construction is 100% complete with five minor variances to be completed by August 15, 2015. Director Genova moved to authorize Staff to advertise for Final Payment at the September 3, 2015 Board Meeting once all construction has been completed. Director Burger seconded the motion which carried unanimously.

Project 2015-01 Project Bid (F½ Road) – Assistant Manager Reinertsen reviewed the Staff Report regarding bid opening and results for Project 2015-01 with the Board (*File 08/06/15, 2015 Staff Reports*). Three general contractors submitted bids. The Engineer's estimate for the project

was \$152,000. Bids presented ranged from \$150,674.75 to \$379,989.46. Director Genova moved to award the construction contract to CW Construction, LLC in the amount of \$150,674.75 and authorized Staff to proceed with preparing construction agreement documents for final signatures as required. Director Diffendaffer seconded the motion which passed unanimously.

NEW BUSINESS

FY 2015 Audit Services – Director Burger moved to execute the Engagement Letter with Chadwick, Steinkirchner, Davis & Co., P.C. to perform the District’s 2015 financial audit. Director Genova seconded the motion which passed unanimously.

Designate Person to Prepare 2016 Budget – By statute the Board must appoint an individual to prepare the 2016 Budget. Director Burger moved to designate Manager Tooker as the person to prepare the 2016 District Budget. Director Genova seconded the motion which passed unanimously.

Board Vacancy – Vice-Chairman Peck asked Mr. Sparks if he still had interest in filling the current vacancy on the District’s Board of Directors. Mr. Sparks stated that he would like to serve in that position. Director Burger moved to appoint Mr. Stan Sparks to the vacant Board position until the next regularly scheduled District election to be held in May 2016. Director Genova seconded the motion which passed unanimously. The Oath of Office will be administered at the start of the September 3, 2015 Regular Board Meeting.

Reorganization of Board of Directors and Committees – It was the consensus of the Board to table this agenda item until the September 3, 2015 Regular Board Meeting.

Disposal of District Vehicles – The District has identified three vehicles as excess and as no longer needed for District operations. After discussion it was the consensus of the Board for the Manager to proceed with selling the vehicles on consignment through one of the local car dealerships.

ADJOURNMENT

Director Diffendaffer moved to adjourn the meeting at 6:40 p.m. Director Burger seconded and the motion passed unanimously.

ATTEST:

Dale Peck

Robert K. Burger

Doralyn Genova

Melvin Diffendaffer