

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, JULY 2, 2015**

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

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

GUESTS: Vincent Hart, Carollo Design Build Group

REGULAR MEETING

Chairman Hassler called the July 2, 2015 Regular Meeting to order at 5:04 p.m.

Mr. Vincent Hart of Carollo Design Build Group was introduced and presented the Board of Directors and Staff of Clifton Water District with a Recognition Award for the assistance provided by Staff in installing the new membranes. The text of the Award reads:

“In Recognition of Assembling Three Membrane Racks in One Day and Demonstrated Dedication and Commitment to the Success of the Membrane Project. Clifton Water District Mary 18, 2015 Carollo Design Build Group h2o innovation”

MINUTES OF THE JUNE 4, 2015 REGULAR MEETING

Director Genova moved to approve the June 4, 2015 Regular Meeting Minutes with the following corrections: a) Director Melvin Diffendaffer was present and b) a typographical error in the first page of page 4 should read “is not met,...”. Director Peck seconded, Chairman Hassler abstained and the motion passed.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Genova moved to Accept the Financial Report and Approve Accounts Payable Regular Checks of \$154,261.04, plus Benefits Checks of \$21,339.64 plus Supplemental Checks of \$1,058,197.57 for a total of \$1,233,798.25. The Board noted its appreciation of the notes presented regarding the replacement check and accompanying stop payment for a vendor. Staff explained the internal procedures used in circumstances similar to these. It was noted that misplaced checks happen very rarely and that procedures are in place to ensure the District’s assets are protected. Director Peck seconded and the motion passed unanimously.

MANAGER’S REPORTS

Manager Tooker presented the Manager’s Reports for May 2015 (*File 07/02/2015*). A revised Page 2 was distributed at the Board Meeting correcting a typographical error on Page 2. Manager Tooker highlighted the steady growth of tap sales and that cooler temperatures and rainy weather in May resulted in lower water sales. Additionally, that due to the weather, peak run off did not

occur until June, about three weeks later than normal and, therefore, water quality in the river was not what has been typically seen for this time of year. Staff overtime utilization has increased, due in part to having to cover the water treatment plant operations, 24-hours a day while the new MF/UF filters are brought on line and tested. The Board inquired about the MF/UF Project's substantial completion deadline. This item was addressed later in the meeting by Manager Tooker with a presented Staff Report and project update.

INFORMATIONAL REPORTS

Preemptive Poly Replacements – Staff presented an Informational Report (*File 07/02/2015, 2015 Informational Reports*) regarding Preemptive Poly Service Line Replacements. The Board inquired why these repairs were under Repair and Maintenance instead of Construction expense. Manager Tooker explained that these replacements are an upgrade of existing infrastructure and therefore considered a Repair and Maintenance expense item. The Board further inquired if a budget transfer was needed or anticipated for this work. Manager Tooker explained that a Budget Transfer for this effort it is not anticipated as the noted decrease in leak repairs in 2015 has resulted in less funding being expended than budgeted for leak repairs in the first six months of the year.

EXPRESS AGENDA

Director Burger moved to approve the Express Agenda items. Director Genova seconded the motion which passed unanimously approving the Express Agenda (*File 07/02/2015*) items as follows:

1. **Inclusion Tax Parcel #2943-103-00-148** – Wal-Mart Real Estate Business Trust has begun construction and purchased taps for the parcel. The inclusion paperwork has been forwarded to Dufford, Waldeck, Milburn & Krohn, LLP for processing with the District Court.
2. **Project 2014-01, Phase 2 (F 5/8 Road)** – The Contractor has completed the installation of the new 6" water line and is beginning installation of the new customer water service lines and meter pits. The sub surface soils have been extremely wet and required importation of additional pit run for the trench backfill. The project is still on schedule with final completion due by July 30th.
3. **FY 2014 Consumer Confidence Report (Drinking Water Quality Report)** – Included is the FY 2014 Consumer Confidence Report. The report has been distributed by the Colorado Drinking Water Regulations by being published to the District's website and notification in consumer billing statements beginning June 12, 2015.
4. **CSD Water Share Rental Agreement** – Included in the Board Packet is an Informational Report regarding Water Share Rental to Clifton Sanitation District (CSD). Staff has received a request from CSD to rent 35 shares of water and determined that there are adequate shares available without jeopardizing District Operations. Staff will proceed with administering the CSD Rental Agreement. Revenue generated to offset the District's expense is \$392.70.
5. **Colorado Parks and Wildlife Visit** – Colorado Parks and Wildlife (CPW) has applied for a grant to develop a "by reservation only" waterfowl hunting area adjacent to the NE boundary of District property. As part of the grant, CPW will be removing non-native plants including Russian olive and tamarisk. The District will partner with CPW by allowing site access to the CPW property through District property so that CPW may begin site improvements.

UNFINISHED BUSINESS

Project 2015-01 Project Bid (F ½ Road) – Assistant Manager Reinertsen provided an update to the Board regarding the bidding status of project. The bid process is in the advertisement stage with a mandatory Pre-Bid Tour scheduled for Thursday, July 16th, with the public bid opening scheduled for 4:00 pm, local time, on July 30, 2015. This status update was informational only with no Board action required at this time.

Project 2008-02 Update (MF/UF Project) – Manager Tooker provided a Staff Report (*File 07/02/2015, 2015 Staff Reports*) and presented current project information to the Board. Substantial Completion of Phase 1 has not yet been reached, however, all major operational items are complete. The District is capable of producing good water with the new equipment. Staff reported that Carollo Design Build Group has been notified that the District is not yet waiving the right to collect liquidated damages. This status update was informational only with no Board action required at this time.

Bylaws Revision Telephonic Meetings, Policy #7, Section 6.e – A Staff Report regarding the Policy Committee’s suggested amendment to the District’s Bylaws to accommodate Telephonic Meetings was presented (*File 07/02/2015, Bylaws*). Director Burger moved that Policy #7 of the Bylaws be changed to include the addition of Section 6, sub-item e as follows:

”Telephonic Meetings. Members of the Board of Directors or any Committee designated by the board may participate in any Regular or Special Meeting of the Board or Committee by means of a conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute a presence in person at the meeting. A quorum must be physically present for any meeting and that on occasion if a Board Member is unable to attend the meeting they could participate by Telephonic means.”

Director Genova seconded the motion, which passed unanimously.

NEW BUSINESS

Project 2015-02 Project Bid – Painting of the 3 Million Gallon Finished Water Storage Tank. Staff requested authorization (*File 07/02/2015, 2015 Staff Reports*) to proceed with the bidding process for obtaining services to paint the interior of the 3 Million Gallon Finished Water Storage Tank. Painting will not occur until District-wide water demand is lower. Director Peck moved to authorize staff to proceed with the process of obtaining bids for Project 2015-02. This is a budgeted Repair and Maintenance expense. Director Burger seconded the motion which passed unanimously.

Effluent Manifold Emergency Action – A Staff Report was presented outlining the need for an emergency repair to the effluent manifold (*File 07/02/2015, 2015 Staff Reports*). Director Burger moved to recognize the Effluent Manifold’s condition as an emergent developing problem that could result in catastrophic failure of the Plant and compromise the water supply including

public health, welfare and safety. This situation needs immediate attention and the Board authorizes Staff to act swiftly in obtaining materials and contract services necessary to perform the repairs of the Effluent Manifold per CRS 24-92-104. Director Genova seconded the motion, which passed unanimously.

Director Hassler Resignation – Due to a change in employment and a physical relocation to Grand County, Director Hassler resigned from the Board of Directors effective immediately. Director Hassler provided Manager Tooker a letter of resignation (*File 07/02/2015*). By consensus, the Board accepted Mr. Hassler’s resignation and thanked him for his years of continued service to the Clifton Water District. In response to Director Hassler’s resignation, the Board inquired about previous Board Candidate, Mr. Stan Sparks. The Board requested that Manager Tooker contact Mr. Sparks and inquire if he still has interest in serving on the District’s Board of Directors.

ADJOURNMENT

Director Peck moved to adjourn the meeting at 6:49 p.m. Director Burger seconded and the motion passed unanimously.

ATTEST:

-- Resigned --

Alan Hassler

Dale Peck

Doralyn Genova

Robert K. Burger

Melvin Diffendaffer