

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, JUNE 2, 2016**

BOARD MEMBERS PRESENT: Dale Peck, Chairman; Stan Sparks: Vice-Chair; Melvin Diffendaffer, Director; Doralyn Genova, Treasurer

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

REGULAR MEETING

Chairman Peck called the June 2, 2016 Regular Meeting to order at 5:06 p.m.

MINUTES OF THE MAY 5, 2016 REGULAR MEETING

Director Genova moved to approve the May 5, 2016 Regular Meeting Minutes as submitted. Director Sparks 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 \$117,365.56, plus Special Check of \$1,475.00, plus Benefits Checks of \$14,321.16, plus Special Payroll Check of \$184.70, plus Supplemental Checks of \$29,361.56 for a total of \$162,707.98. Director Diffendaffer seconded and the motion passed unanimously.

MANAGER'S REPORTS

Manager Tooker presented the Manager's Reports for April 2016. He highlighted the sale of new taps year to date as well as near term sales projections with the recently completed infrastructure in several new subdivisions.

INFORMATIONAL REPORTS

Dedication Ceremony for MF/UF Project – Manager Tooker reviewed the schedule for the Dedication Ceremony to be held Friday, June 3, 2016. He distributed a MF/UF Fact Sheet to all Board Members for review in preparation for questions from guest and the press. The dedication ceremony starts at 12:00 pm for invited guests, with the general public invited for the open house from 3:00 pm to 5:00 pm.

Section 12 - Sick Leave/Disability Leave - 1 Year Review – Manger Tooker presented the Board with the one-year review of the Comp Time and Sick Leave Policy amendments implemented in May 2015. The 12-month data indicates that the revisions have been effective in curtailing the misuse of Sick Leave and an overall reduction of Sick Leave utilization.

EXPRESS AGENDA

Director Genova moved to approve the Express Agenda items. Director Sparks seconded the motion which passed unanimously. The Express Agenda items are as follows:

1. Prescott Request for Time Payment Plan for Multiple Unit Plant Investment Fees – Staff met with Mr. Prescott to sign the agreement on May 17, 2016. The document has been recorded and the first payment is due with the Prescott's June 2016 water bill.
2. Project 2016-01 – F ½ Road Main Line Upgrade/Replacement Project – As a result of numerous conflicts within the roadway, Staff and engineers performed and completed an evaluation of viable options for the installation the new water line. It was determined that the most viable option is to revise the open cut trench design to a location outside the paved roadway to minimize traffic and customer disruptions during construction.
3. Project 2016-02 – 34 Road Main Line Upgrade/Replacement Project – The preliminary design has been reviewed and comments made. The engineer will have the final design completed and delivered by June 10, 2016. The bid process will then commence with contractor selection recommendation for Board action at the August 4 Regular Board Meeting.
4. Booshway/Midlands Village Main Line Connection – Staff is soliciting construction proposals from three contractors to install approximately 450 feet of new 10" waterline to connect previously installed 10" waterlines in the Dove Creek Subdivision and the last constructed phase of the Midlands Village manufactured housing development. This work will start about the 2nd week of June.
5. Health Reimbursement Arrangement (HRA) Third Party Administrator (TPA) – Staff completed the necessary documents to transition from FlexMagic to 24 Hour Flex. 24 Hour Flex is working diligently to complete the conversion in a timely manner to restore the functionality of the District's HRA.

UNFINISHED BUSINESS

Colorado State Parks – Manager Tooker reported that he has a meeting scheduled with Mr. Pete Firmin on Thursday, June 9, 2016 to discuss the "Special Conditions" of the submitted Parking Area Lease. Staff will present the Lease to the Board for consideration when it becomes available.

Project 2016-03 Highway 50 Crossing – Staff presented a Staff Report pertaining to the engineering design proposals for completion of the waterline design for the Highway 50 Crossing. The US Bureau of Land Management has indicated that they need the final engineering design to review prior to granting final approval for the requested waterline right-of-way across their managed lands. Staff recommended award of the design project to Tetra Tech and requested Board authorization for Manager Tooker to sign the Tetra Tech Design Agreement. Director Genova moved to select Tetra Tech for completion of the final design for Project 2016-03, Highway 50 Crossing and to authorize Manager Tooker to sign the Design Agreement on behalf of the District. Director Diffendaffer seconded and the motion passed unanimously.

Open Board Position – Manager Tooker reported that two individuals have expressed interest in the open Board position. The Board requested that they be invited to attend the next Regular Board Meeting (July 7, 2016) for an informal interview by the Board.

NEW BUSINESS

Project MF/UF 2008-02 – HVAC/Heating System – Manager Tooker presented a Staff Report that identified the status of needed enhancements to the HVAC/Heating System of the MF/UF process area of the water treatment plant. Carollo Engineering has completed the design for the needed enhancements. Director Genova moved to have Staff proceed with soliciting quotes to purchase and install the HVAC/Heating system as designed by Carollo Engineering. Director Sparks seconded the motion which passed unanimously.

Project 2016-04 Effluent Pipe Manifold South – Manager Tooker identified the next phase of the Effluent Manifold Project. Director Genova moved to authorize Staff to secure the required engineering services and to move forward with soliciting bids for completion of Project 2016-04, Effluent Pipe Manifold South. Director Diffendaffer seconded the motion which passed unanimously.

ADJOURNMENT

The meeting was adjourned at 6:12 p.m. by the Chairman.

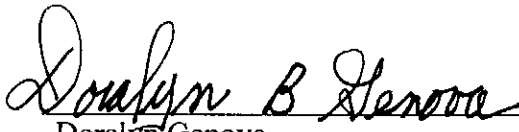
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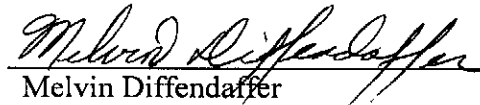
Dale Peck



Stan Sparks



Doralyn Genova



Melvin Diffendaffer