

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, NOVEMBER 10, 2016**

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

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

REGULAR MEETING

Chairman Peck called the November 10, 2016 Regular Meeting to order at 5:00 p.m.

MINUTES OF THE OCTOBER 6, 2016 REGULAR MEETING

Director Genova moved to approve the October 6, 2016 Regular Meeting Minutes as submitted. Director Diffendaffer 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 \$132,593.66, plus Supplemental Checks of \$7,366.30, plus Benefits Checks of \$14,522.95, plus HRA Disbursements of \$6,102.71, for a total of \$160,585.62. Manager Tooker identified the voided check (#33821) that was mentioned in the Notes section of the Financial Package. Director Diffendaffer seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker stated there were no irregularities to be pointed out in the September 2016 Manager's Report. He did identify that the water production trends are continuing to track slightly behind 2015 production levels.

EXPRESS AGENDA

Director Genova moved to approve the single Express Agenda item. Director Diffendaffer seconded the motion which passed unanimously. The Express Agenda item is as follows:

Project 2016-03 – Highway 50 Crossing – Staff received the final, approved Right-of-Way easements from the Bureau of Land Management on Tuesday, September 27, 2016. Bid Advertising started on Thursday, November 3, 2016. The mandatory Pre-Bid Contractors Tour will be held on Wednesday, November 16 with contractor bids due on Tuesday, November 29, 2016 at 4 pm. Staff bid recommendation will be made at the December 1, 2016 Board of Directors Meeting.

UNFINISHED BUSINESS

FY 2017 Budget – Manager Tooker presented and reviewed the latest draft of the 2017 District Budget, focusing on the Non-Operational portion. The Board reviewed the listed Non-Operational construction projects and concurred with Staff recommendations.

Manager Tooker identified the statutory requirement of the Board to set the Budget Hearing for the 2017 Budget. Director Diffendaffer moved to set the Budget Hearing regarding the District's FY2017 Budget for Thursday, December 1, 2016 at 5:00 p.m. and have Staff secure the necessary postings and advertisement. Director Genova seconded and the motion passed. The Budget Committee will continue to refine the Budget for final presentation.

Manager Tooker identified the 2017 plan year premium cost increase provided by Rocky Mountain Health Insurance for Staff health insurance. The original premium increase for the plan year commencing January 1, 2017, was 28%. The carrier offered an option to change the plan year starting December 1, 2016 with an overall premium increase at 6.5%. Manager Tooker recommended Board approval to change the health insurance plan year to December 1, 2016 so that final budget numbers for the health insurance benefit could be included in the final 2017 Budget documents. Director Genova moved to change the 2017 Health Insurance Policy Plan renewal date to December 1, 2016. Director Diffendaffer seconded and the motion passed unanimously.

Project 2016-01 F ½ Road Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen reviewed the Staff Report (*File 11-10-16, 2016 Staff Reports*) regarding Project status. The contractor, Dirtworks Construction, LLC is on track to complete the project ahead of the contract completion date (December 19, 2016). Assistant Manager Guillory identified several project change orders issued to adjust new water line alignments and connections to the existing distribution system. Information only, no Board action required.

Project 2016-02 34 Road Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen reviewed the Staff Report (*File 11-10-16, 2016 Staff Reports*) regarding Project status. The contractor, Eagles Nest Contracting, LLC, has experienced several construction progress delays due to additional unidentified utilities in the intersection of F and 34 Roads. Assistant Manager Guillory clarified several of the change orders issued to address the conflicts with high pressure gas lines and additional telephone cables. The contractor will request additional contract time once the additional work in the intersection is complete. Information only, no Board action required.

NEW BUSINESS

Holiday Turkey or Ham – Director Sparks moved to continue the District's long-standing tradition of providing each employee and Board member with their choice of a turkey or a ham for their choice at the Thanksgiving holiday or the Christmas holiday. Director Genova seconded and the motion passed.

EXECUTIVE SESSION

At 6:10 p.m. Staff members Tooker, Reinertsen, Guillory, Beebe and Sheley exited the meeting.

At 6:15 p.m., Director McElley moved to go into Executive Session, as per C.R.S. 24-6-402 (4)(f) for the purposes of discussing personnel matters. Director Diffendaffer seconded and the motion passed unanimously. Directors Peck, Diffendaffer, Genova, McElley, and Sparks were present.

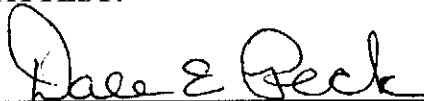
Manager Tooker entered the Executive Session at 6:40 p.m.
The Board adjourned the Executive Session at 6:55 p.m.

Manager's Evaluation – The Managers evaluation was completed and it was Board consensus to increase Manager Tooker's annual salary by 3.0%.

ADJOURNMENT

The meeting was adjourned at 6:56 p.m. by the Chairman.

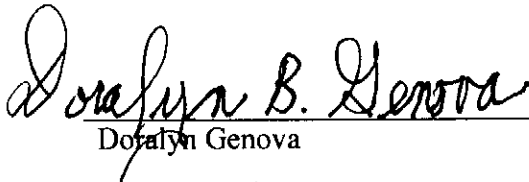
ATTEST:




Dale Peck



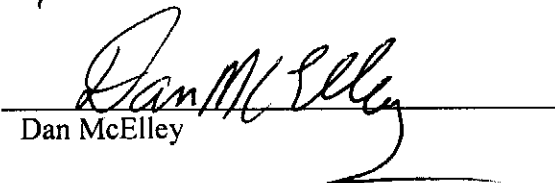
Stan Sparks



Dorothy Genova



Melvin Diffendaffer



Dan McElley