

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, OCTOBER 3, 2019**

BOARD MEMBERS PRESENT: Dale Peck, Chairman; Stan Sparks, Vice-Chair; Melvin Diffendaffer, Secretary, and Michael Slauson, Treasurer

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe, Brian Sheley; Greg Jacob; and Melissa Lemke

GUEST: Dan McElley, Clifton Water District Customer

REGULAR MEETING

Chairman Peck called the October 3, 2019 Regular Meeting to order at 5:05 p.m.

MINUTES OF THE SEPTEMBER 5, 2019 REGULAR MEETING

Director Diffendaffer moved to approve the September 5, 2019 Regular Meeting Minutes. Director Sparks seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Diffendaffer moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$120,656.05, plus Supplemental Checks of \$89,147.53, plus Benefits Checks of \$25,863.18, plus HRA Disbursements of \$4,736.74 for a total of \$240,403.50, with the exception of check #36922 payable to Worldwide Industries Corp. which is scheduled for action under Unfinished Business. Director Sparks seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the August 2019 Manager's Report.

INFORMATIONAL REPORT

Purchase of GVICo Water Shares – Manager Tooker reported that the District purchased nine (9) GVICo Water Shares in the Pioneer Meadows subdivision with 48 new residential units.

Nanofiltration Motor Control Center Repair – Manager Tooker reported that Eaton Corporation restored the Nanofiltration Motor control Center to normal operating condition to insure employee safety, operational safety and prevent catastrophic equipment failure with their repairs. Staff will turn on MCC and perform cleaning of the equipment this week.

Project 2019-01 Expansion/Renovation Administration Building – Staff has been meeting with FCI Construction discussing the development of the Not to Exceed amount for the Design Build project. FCI will prepare concept drawings for presentation at the November Board Meeting with cost estimated presented in December.

EXPRESS AGENDA

Director Sparks moved to approve the Express Agenda item as presented. Director Slauson seconded the motion which passed unanimously. The Express Agenda (*File 10/3/19*) item is as follows:

1. Partnership for Safe Water Award – The District once again received the award for maintaining this outstanding achievement status for 2018.

UNFINISHED BUSINESS

Project 2018-03 3.0 MG Storage Tank Painting – Assistant Manager Reinertsen reviewed the Staff Report (*File 10/03/19, 2019 Staff Report, Project file*) the advertising has been completed no subcontractor claims were received and Staff is requesting release the \$54,594.36 of Contract Retainage to Worldwide Industries, Corp. Director Diffendaffer made a motion to approve final payment to Worldwide Industries, Corp., in the amount of \$54,594.36 to release contract retainage. Director Sparks seconded the motion which passed unanimously.

Project 2019-03 North Transmission Pipeline Feasibility – RFQ Selection – Manager Tooker reviewed the Staff Report (*File 10/03/19, 2019 Staff Report, Project file*) reviewing the four (4) proposals the District received for the project. Based upon Staff's review of the four proposals Staff recommended the selection of Carollo Engineering. Director Diffendaffer moved to award Project 2019-03, North Transmission Pipeline Feasibility to Carollo Engineering and for Staff to begin contract negotiations with Carollo. Director Sparks seconded the motion which passed unanimously.

Project 2019-06 Front Street Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen reviewed the Staff Report (*File 10/03/19, 2019 Staff Report, Project file*) and reported the District received two bids for the project that exceeded the \$128,000 engineer's estimate and budget. Reinertsen reported that the bid compares to recent pricing and the Budget was underestimated. To move forward with the Project, Staff is requesting a transfer of \$80,000 from Contingency to the General Construction Line Upgrade and Replacement budget line item. Director Diffendaffer moved to transfer funds in the amount of \$80,000 from Contingency to the Non-Operating General Construction Line Upgrade and Replacement 2019 Budget line item to complete Project 2019-06. Director Sparks seconded the motion which passed unanimously.

Director Slauson moved to award Project 2019-06, Front Street Main Line Upgrade/Replacement Project to MA Concrete Construction Company and to accept the bid in the amount of \$170,751

and for Staff to prepare the construction agreement documents for final signatures. Director Diffendaffer seconded the motion which passed unanimously.

FY 2020 Budget – Manager Tooker presented the 2020 Proposed Budget, developed in conjunction with the Budget Committee. This is preliminary budget information and no action was requested or taken.

Board Vacancy – Manager Tooker reported the District’s attorney had not received any word from the judge reviewing the petition of inclusion of Tax Schedule Numbers 2943-121-00-181 and 2943-121-00-182 to the Clifton Water District Boundaries. Staff will update the Board at the November Board Meeting.

NEW BUSINESS

Briefing of Special District Association Annual Conference – Directors Peck, Diffendaffer and Slauson attended the 2019 Annual Conference in Keystone, Colorado from September 18-20, 2019. The Directors stated the Conference was excellent, presentations were well attended and provided highlights and information obtained from the conference to the Board.

Policy to Address Past Due Balances over 120 Days – Manager Tooker discussed developing a policy to address past due balances over 120 days. Currently, the District has XXXX properties that are \$XXXX past due. Policy development would also include coordination with Clifton Sanitation District because of our combined billing efforts. Staff will work on a proposed Policy and will discuss it with the Policy Committee for review and further Board action. No action at this time was requested.

District Served Complaint – Manager Tooker presented a Complaint filed in Mesa County District Court dated October 2nd by customer Gary Crist owner of 613 Americana Dr. He will forward to the District’s attorney to review the matter. No Board Action was requested.

EXECUTIVE SESSION

Manager’s Evaluation – At 7:33 p.m., Director Peck moved to go into Executive Session, as per C.R.S. 24-6-402 (4)(c) for the purposes of discussing confidential matters. Director Diffendaffer seconded and the motion passed unanimously.

Staff members, Tooker, Reinertsen, Sheley, Beebe, Jacob and Lemke exited the meeting.

The Board exited the Executive Session at 7:48 p.m.

Manager Tooker returned to the Meeting.

The Board provided Manager Tooker a verbal review of his performance. Director Peck moved to increase Manager Tooker's salary by 3%. Director Diffendaffer seconded and the motion passed unanimously.

ADJOURNMENT

The Regular Meeting was adjourned at 8:05 p.m. by Chairman Peck.

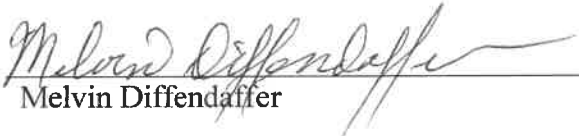
ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauson
