

**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING**

**CLIFTON WATER DISTRICT**

**OCTOBER 10, 2024**

**BOARD MEMBERS PRESENT:** Mel Diffendaffer, Michael Slauson, Wesley Davis & Nick Genova.

**ABSENT:** Dan McElley (excused)

**STAFF MEMBERS PRESENT:** Jessica Isley, Jennifer Pettingill, Jacob Lenihan, Ty Jones, Stephen Silva, Branden Edmonds, Isaac Brown, Kyle Bishop & Rene Fick.

**GUESTS PRESENT:** None.

**REGULAR MEETING – CALL TO ORDER**

Chairman Diffendaffer called the October 11<sup>th</sup>, 2024, Regular Meeting to order at 5:00pm.

**MINUTES OF THE SEPTEMBER 17<sup>TH</sup> 2024 MEETING**

Director Genova moved to approve the Minutes of the September 17<sup>th</sup>, 2024, Regular Meeting, seconded by Chairman Diffendaffer. Motion carried unanimously.

**FINANCIAL REPORT**

Treasurer Slauson moved to approve the Accounts Payable checks, in the amount of \$529,818.97, seconded by Chairman Diffendaffer. Motion carried unanimously.

- Revenue & Expense Analysis Report – Finance Manager Isley noted that water sales made up 83% of revenues for September, with ten taps sold when only six had been projected. Overall revenue in September fell short of projections, which is a first for FY2024. She added that water usage in the 4<sup>th</sup> quarter usually drops off, and therefore revenue is also

expected to decrease. As of 30 September, 55% of the budget has been spent and it is not anticipated that the full budget will be spent in 2024. The quarterly investment review was briefly discussed, along with the purchase of two treasury bonds at yields of 3.5% & 4.25% respectively. Finance Manager Isley noted that there is \$500k earmarked for reserves in the COLOTRUST account, and approx. \$109k in unmarked funds. She asked that the Board start to consider what to do with these funds.

## **FINANCE DEPARTMENT**

### Finance Staff Report

- 2025 Budget – Finance Manager Isley stated that the FY2025 draft budget is included in the board packet and cautioned that the 2024 fourth quarter projections are very rough numbers. No decision on the draft budget is being requested at this time.
- FY2023 Audit – The letter received from the Office of the State Auditor, regarding the FY2023 audit report that has yet to be submitted, was discussed. Finance Manager Isley explained that the 2023 financials are still being prepared and the expected submission date is October 18<sup>th</sup>. The goal is to submit the financials to the State as soon as possible but Board review and approval will be needed prior to submission. Finance Manager Isley asked the Board if a review via email is acceptable, noting the alternative would be to call a special meeting. Manager Jones offered to deliver hard copies of the financials. Director Genova asked if Board approval delivered via email would be acceptable and Finance Manager Isley responded that it would be. Chairman Diffendaffer questioned the next steps that could be taken by the State. Finance Manager Isley responded that the State could send their own auditors to complete the 2023 audit. She had consulted with the District's auditors and there did not appear to be an abundance of concern regarding the letter.

- **HUMAN RESOURCES DEPARTMENT**

### Human Resources Staff Report

- Current Openings – The Water Treatment Plant Operator position has been filled internally, leaving an opening in Distribution. Interviews for this position will be held next week.
- Employee Handbook Updates – The handbook is still under review and staff hope to present it to the Board at the November meeting.
- 2025 Rates or Renewals – Staff is waiting on 2025 rates or renewal costs for unemployment, worker's compensation, & disability.

## **ENGINEERING/CONSTRUCTION DEVELOPMENT**

### Engineering Report

- **Projects**
  - 32 ½ Road & E Road – The project is still out on bid with construction on the bridge over the Grand Valley Irrigation Company canal expected to start this fall.
  - 32 Road Water Main Extension – This in-house project involves installing a 10” water main from E Road, approximately 440 feet south, in early November with the goal of increasing the pressure to the 32 Road pump station.
- Water Treatment Plant Project – Assistant Manager Lenihan stated that a draft effluent pump station improvement technical memorandum is currently under review by staff. The technical memorandum for the electrical & Supervisory Control and Data Acquisition (SCADA) improvements is in progress.
- New Developments – The planned Golden Gate gas station on Willow Bend Road was briefly discussed, with Assistant Manager Lenihan explaining that this development is still in the planning stages. The lines to this lot have been flushed and a bacteriological test was also completed. Updates to the District’s Geographic Information System (GIS) now include these lines.
- Water Smart Grant – Revisions to the grant proposal are being considered due to the metering options still under staff evaluation. The grant proposal is due November 13<sup>th</sup>.
- Opengov Asset Management – Preliminary talks regarding the goals for this new system have taken place, and a discussion on GIS integration is planned for next week.
- **OPERATIONS**

### Operations Report

- Update to Operations Data Report – Assistant Manager Lenihan explained changes made to this monthly report. Water sales is now expressed as metered consumption with the intent of separating out metered consumption vs. plant outflow. Leak repairs and water loss data will be added to this report in the future.
- Zebra Mussel Sampling – Colorado Parks & Wildlife did some sampling for zebra mussel veligers (microscopic, free-floating larvae) at the retention pond. Manager Jones stated that there have been 315 negative tests since that initial positive test.

## ADMINISTRATION/OFFICE

### Staff Report

- Lead Service Line Inventory – The report, submitted to Colorado Department of Public Health & Environment (CDPHE), was discussed. Assistant Manager Lenihan explained the investigation methods used to determine the presence of lead in the District’s system, including the review of multiple different records, and field investigation. CDPHE indicated that written attestation from long-term staff members regarding any observation of lead in the system will also be accepted. Distribution Manager Dalley had written a letter noting that in his 27 years of employment with the District, he had not observed any lead or galvanized lines. The investigation resulted in 436 unknowns, and potholing was done on the percentage (20%) required by CDPHE. No lead was found. Assistant Manager Lenihan added that this is the final report to CDPHE regarding the lead service line inventory.
  
- Petition for Inclusion – Assistant Manager Lenihan stated that a petition for inclusion was received from Jeff Bockleman for 002 Willow Bend Road, Whitewater, under parcel number 2967-122-17-002. This is the location for the proposed Golden Gate gas station. Mr. Bockleman has indicated that he intends to also petition for the inclusion of the surrounding five lots. Assistant Manager Lenihan explained that those five additional petitions have not been submitted yet but requested Board approval to proceed with advertising the petition received, and approval to advertise the surrounding five lots upon receipt of the petitions. Director Genova moved to approve advertising the petition for inclusion for 002 Willow Bend Road and the surrounding five lots, pending receipt of the additional five petitions from Mr. Bockleman. The motion was seconded by Chairman Diffendaffer. Motion carried unanimously.
  
- Special Assessment Collection Procedures – Manager Jones explained that the District policy manual allows for utilization of Mesa County’s special assessment collection procedure for delinquent accounts. He added that the District has approximately twelve accounts that would qualify for this collection procedure where payment is collected through taxes. He commented that Clifton Sanitation District uses this procedure. The deadline for submitting these accounts to the county Treasurer is November 15<sup>th</sup>. By obtaining Board authorization today, customers will have the opportunity to address the Board at the November 14<sup>th</sup> meeting should there be opposition to the District opting to use the county’s collection procedures. Treasurer Slauson moved to authorize staff to start the customer notification process regarding Mesa County’s Special Assessment Collection Procedures for those accounts that qualify, seconded by Secretary Davis. Motion carried unanimously.

**ADJOURN MEETING:**

Meeting Adjourned at 6:05pm by Chairman Diffendaffer.


**ATTEST:**

  
Mel Diffendaffer

  
Michael Slauson

  
Nicholas Genova

*Excused*  
\_\_\_\_\_  
Dan McElley

  
\_\_\_\_\_  
Wesley Davis