MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, MARCH 1, 2018  

BOARD MEMBERS PRESENT: Dale Peck, Chairman; Stan Sparks: Vice-Chair; Dan McElley, Director  

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley, Melissa Lemke, Lacey Bouton, Isaac Brown and Jacob Lenihan  

GUESTS: Jerry Derby, Clifton Water District Customer; and Angie Fowler, SGM  

REGULAR MEETING  
Chairman Peck called the March 1, 2018 Regular Meeting to order at 5:00 p.m. The Chairman noted that Directors Genova and Diffendaffer had an excused absence from this meeting.  

GUEST: JERRY DERBY, CLIFTON WATER DISTRICT CUSTOMER  
Manager Tooker introduced Mr. Jerry Derby at 5:05 p.m. Mr. Derby is requesting relief from his January 11, 2018 water bill stating that he did not use 35,000 gallons of water that he was charged on his bill. Mr. Derby had purchased the property on December 5, 2017 and the balance of the water bill was paid at closing. The next bill, January 11, 2018 included charges for 35,000 gallons which Mr. Derby represented he did not use. Mr. Derby requested relief from all or a portion of his January bill.  

Mr. Derby exited the meeting at 5:15 p.m.  
Chairman Peck requested discussion of Mr. Derby’s proposal on his water bill. Staff reviewed the Staff Report (3/1/18, 2018 Staff Reports) and conditions related to Mr. Derby’s claim. Director McElley made motion to provide relief to Mr. Derby by adjusting the outstanding bill elimination the conservation Tier 2 and Tier 3 charges and calculating the bill based on the Tier 1 rate, in doing so the District complies with existing Bond Covenants and provides some relief to Mr. Derby. Director Peck seconded and the motion passed (2 yea and 1 no votes). The Board directed Staff to communicate the Board’s action by telephone and mail (3/1/18, 2018 Letters).  

Chairman Peck acknowledged and introduced Angie Fowler from SGM Engineering as a guest. In addition, without objection, Chairman Peck requested moving the Project 2017-02 – System Hydraulic Model and GIS Evaluation Proposal Selection up in the Agenda for discussion.  

Project 2017-02 – System Hydraulic Model and GIS Evaluation Proposal Selection  
Manager Tooker reviewed the Staff Report (3/1/18, 2018 Staff Reports) and identified the six proposals the District received and reviewed the rating evaluation table. Director Sparks moved to award Project 2017-02, System Hydraulic Model and GIS Evaluation to Black & Veatch to begin work
of the District’s GIS System and development of a system hydraulic model. Director McElley seconded the motion which passed unanimously.

MINUTES OF THE FEBRUARY 1, 2018 REGULAR MEETING

Director McElley moved to approve the February 1, 2018 Regular Meeting Minutes as submitted. Director Sparks seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Sparks moved to accept the Financial Report and Approve Accounts Payable Regular Checks of $93,854.19, plus Supplemental Checks of plus $35,235.63, plus Benefits Checks of $23,333.91 plus HRA Disbursements of $3,416.30 for a total of $155,840.03. Director McElley seconded and the motion passed unanimously.

MANAGER’S REPORT

Manager Tooker reviewed the January 2018 Manager’s Report.

INFORMATIONAL REPORT

None presented.

EXPRESS AGENDA

Director Sparks moved to approve the Express Agenda items as presented. Director McElley seconded the motion which passed unanimously. The Express Agenda (File 3/1/18) items are as follows:
2018 Pre-emptive Poly Replacement – The 2018 Pre-Emptive Poly Replacement Program began in earnest on Thursday, February 15th. As of Friday, February 23rd, 14 services have been updated.
Project 2018-01 Grand Valley Irrigation Company Canal Crossing – MA Concrete Construction began installation of the new water line crossing of the GVIC canal at the Mile Marker 10 reference location on Thursday, February 8th. The water line and new casing have been installed and the new concrete anchor walls are completed. Final backfill and site cleanup is expected to be completed by Wednesday, February 28th. Final project costs will be presented at the April Board Meeting.
2018 District Election – As of Friday, February 23rd, two candidates have submitted Self-Nomination forms to the District’s Designated Election Official (DEO). The final day to submit Self-Nomination forms is Friday, March 2nd. If on March 5th, the number of declared candidates is less than or the same as the number of Board positions open (3), the DEO can declare the election cancelled and deemed the candidates elected as of May 8, 2018.
UNFINISHED BUSINESS

Operating Policy #420 – Leak Adjustment Policy – Manager Tooker presented a Staff Report (3/1/18, 2018 Staff Reports) on Policy #420 Water Usage Fees, Section 10 - Unintentional Water Use (Leak Adjustment). As written, the policy is difficult to administer and explain to customers. Manager Tooker identified a Policy revision would simplify the existing language in Section 10 - Unintentional Water Use (Leak Adjustment) to establishing qualification criteria and remove the Tier 2 and Tier 3 water rates for confirmed customer leaks out of the control of the customer. Also identified in the Policy is compliance to the District’s Bond Covenants preventing the District from providing free water service. Director McElley moved to accept the revisions of Policy #420; Section 10 - Unintentional Water Use (3/1/18, Policy #410 Section 10 revision march 1, 2018) to provide customer assistance in the event of unintentional leak while remaining compliant with the District’s Bond Covenants and simplify the policy and its administration. Director Sparks seconded and the motion passed unanimously.

Project 2017-03 – 34 Road Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen presented the Staff Report (3/1/18, 2018 Staff Reports) informing the District had received seven (7) bid submittals. He reviewed the project requirements of this next phase of the non-operational general construction line upgrade project along 34 Road from F Road south to GVIC canal. Director Peck moved to accept the MA Concrete Construction Company bid in the amount of $108,735 for Project 2017-03 and directed staff to prepare construction agreement documents for final signatures. Director Sparks seconded and the motion passed unanimously.

NEW BUSINESS

Grand Valley Drought Condition Status – Assistant Manager Reinertsen presented the Staff Report (3/1/18, 2018 Staff Reports, Drought Response Plan) reporting on current snowpack and drought outlook information. At the monthly Water Manager’s Meeting in February, the decision was made that each utility would closely monitor their respective water sheds and reservoir levels through February. At the upcoming March 6th Water Manager’s Meeting, review of the data will be presented and a decision whether or not to make an early Stage I declaration will be made. Staff will update the Board of any such declaration.

Residential Development Fire Suppression – Assistant Manager Reinertsen reported on a Residential Development that will be utilizing individual residential fire sprinkler systems, which is new to the District. There is potential for the new development to request a 3/4-inch meter to achieve adequate flow rate. The District does not have an established Plant Investment Fee a ¾-inch tap and meter. Staff will keep the District Board updated on any future development of this situation and possible establishment of a proper Plant Investment Fee.

Water Acquisition Plan – Manager Tooker reported the Water Acquisition Plan will be moved from pending items of the Manager’s Report to the Policy Committee for further discussion.
**ADJOURNMENT**

The Regular Meeting was adjourned at 6:50 p.m. by the Chairman.

**ATTEST:**

[Signatures]

--Excused--

Doralyn Genova

[Signature]

Dan McElley

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