MINUTES OF BOARD OF DIRECTORS EMERGENCY MEETING
CLIFTON WATER DISTRICT
Friday, March 20, 2020

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Amanda Fleming; Deserai Mora

EMERGENCY MEETING

Chairman Peck called the Telephonic Emergency Meeting to order at 1:07 p.m. The stated purpose of this Emergency Board Meeting was to discuss the District’s Pandemic Plan actions and to select a Contractor to perform the emergency repairs needed at the District’s 3.7 MG Storage Tank site (Project RM 2019-01).

District Pandemic Continuity of Operations Plan – Manager Tooker reviewed the actions taken to date within the District’s Pandemic Continuity of Operations Plan (Pandemic Plan). This plan had been developed in 2009 during the H1N1 virus nationwide pandemic situation. Staff began updating the existing plan to reflect current conditions in early March, 2020. The Pandemic Plan identifies what actions and precautions are to be taken to ensure that essential operations can be performed during pandemic Declarations. The Pandemic Plan also identifies what needs to be done to ensure the safety of the community, staff members and the District’s facilities.

Manager Tooker identified some of the actions taken thus far:
- Social distancing between departments;
- Closing the front office to the general public, while administration staff work remotely;
- Suspending credit card convenience fees for customer payments;
- Conducting teleconference convenience meetings between staff, consultants, vendors, and customers;
- Sanitizing all work areas several times daily; and,
- Limiting non-essential deliveries.

Essential job duties and projects were identified by the District’s Leadership Team with daily teleconference meetings to provide timely updates to all staff members regarding situational awareness.

Manager Tooker discussed the mutual aid agreement that is in place with the City of Grand Junction should support be needed due to staffing levels, infrastructure repairs, or physical water production. Weekly status calls will be held between the leadership groups of Clifton Water, City of Grand Junction, and Ute Water.

No Board action required at this time and Staff will continue to keep the Board members apprised as operational status evolves.
Project RM 2019-01 Middle Storage Tank Emergency Repairs – Assistant Manager Reinertsen presented a verbal Staff Report regarding the three Contract Manager At Risk (CMAR) contractor qualification packages received for this project. Staff and the Burns and McDonnell evaluation team reviewed the proposals and determined that the qualification package submitted by PCL Construction, Inc., scored the highest on all the evaluation factors (File 20 RM 2019-01 Middle Water Tank Repairs-Pipeline Project Award Recommendation 03-19-20). Staff recommended the District enter into a CMAR emergency construction agreement with PCL Construction, Inc. for the Phase I Design Finalization and Guaranteed Maximum Price negotiation process for $23,509. Director McElley made a motion to award the Project RM 2019-01 3.7 MG Storage Tank Emergency Stabilization and Piping Repairs to PCL Construction, Inc., and direct the Manager to finalize the CMAR Construction Agreement. Director Diffendaffer seconded and the motion was passed unanimously.

ADJOURNMENT

The Emergency Meeting was adjourned at 2:02 p.m. by Chairman Peck.

ATTEST:

Dale Peck
Stan Sparks
Melvin Diffendaffer
Michael Slauson
Dan McElley

Minutes – December 19, 2019
Page 2 of 2