MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
May 7, 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, Deserae Mora, Tyler Lehmann, Brian Sheeley, Angie Beebe, Amanda Flemming

REGULAR MEETING-Meeting held telephonically and virtually

Chairman Peck called the May 5, 2020 Regular Meeting to order at 5:11 p.m.

MINUTES OF THE APRIL 2, 2020 REGULAR MEETING- Meeting held telephonically and virtually
Director Mcelley moved to approve the April 2, 2020 Regular Meeting Minutes. Director Slauson seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Slauson moved to accept the Financial Report and Approve Accounts Payable Regular Checks of $240,134.34, plus Supplemental Checks of $35,216.70 plus Benefits Checks of $28,020.37, plus HRA Disbursements of $1659.21 for a total of $305,030.62. Director Sparks seconded and the motion passed unanimously.

OATH OF OFFICE
Director Peck administered the Oath of Office and installed to the board of directors, Dan Mcelley and Michael Slauson for two-year terms, Melvin Diffendaffer and Stan Sparks for 3-year terms. All Directors signed the Oath of Office.

REORGANIZATION OF THE BOARD
Director Diffendaffer moved to retain Dale Peck as the Chairman, Stand Sparks as Vice Chairman, Melvin Diffendaffer as Secretary, Michael Slauson as Treasurer, and Dan Mcelley as Director. Direct Sparks seconded and the motion passed unanimously.

As of May 7, 2020, the Clifton Water District Officers are as follows:
Chairman/President Director Peck
Vice-Chairman/Vice President Director Sparks
Secretary Director Diffendaffer
Treasurer Director Slauson
Director Director Mcelley
MANAGER'S REPORT

Manager Tooker reviewed the March 2020 Manager’s Report.

INFORMATION REPORT

Emergency COVID-19 Pandemic Continuation of Operations Plan District Response: Staff provided a verbal update and reported that staff continues to stay vigilant by continuing to follow safety procedures and practices by ensuring proper sanitation of work space areas and deliveries, limiting person to person contact, working remotely, working alternate work schedules, and utilizing electronic methods for work business transactions. The Administration Office remains closed to the public and notification to customers about alternate payment options have been communicated via the CWD website, Facebook page and signage posted in front of the main office building.

Key Financial Indicators: Staff presented an Information Report (05-07-2020 File, 2020 Staff Reports, Key Economic Indicators COVID) trending Cash Reserves and Past Due accounts over the previous three years. At the current time, the District has not observed any significant financial concerns in the first two months of the Continuation of Operations Plan District Response activity. Staff will continue to update the report monthly.

HRA 2019 Utilization: Staff presented an Informational Report (05-07-2020 File, 2020 Staff Reports, HRA 2019 Utilization) concerning the 2019 HRA usage and the District’s savings of $1,054,651 over the last 9 years. The HRA continues to be a valuable employee benefit and has demonstrated a significant overall benefit cost savings initiative for the District. As demonstrated in prior years, the District experienced another year of cost savings due to employee underutilization of the HRA in 2019.

2020 Preemptive Poly Replacement Program: Staff presented an Information Report (5-7-2020 File, 2020 Staff Reports, Preemptive Poly Replacement). In 2020, the Poly Replacement Program will focus on completion of the remaining poly service lines in Parkwood Estates (56 services) and Clifton Village South Subdivision (80 services), located east of 32 Road between Bunting and Mesa Avenues. The Poly Service Line Replacement Program is a proactive approach to replace service lines in advance of and emergency leak. This action reduces the number of emergency call outs resulting in a cost savings as we are able to forecast materials and labor costs for planned repairs.

EXPRESS AGENDA

Director Slauson made the motion to approve the Express Agenda items as presented. Director Diffendaffer seconded and the motion passed unanimously. The Express Agenda items are as follows:

Smallwood Drive Waterline Upgrade/Replacement:
The advertisement for construction bids has been published in the Daily Sentinel with the mandatory pre-bid tour scheduled for May 7th. The Bid Opening is scheduled to take place on
Tuesday, May 26th with Contract award recommendations being presented to the Board at the June 4, 2020 Regular Board Meeting.

Purchase of GVICO Shares: Fifteen shares of GVICO Water Shares were purchased in March.

UNFINISHED BUSINESS

Project 2019-01 Expansion/Renovation Administration Building: Staff provided update to the Board on the status of the building permit and once issued site excavations will begin. FCI Constructors has started site mobilization activities including construction site fencing as well as changes to the District’s site security fencing, landscape and vegetation clearing, and re-establishment of the site automatic gate access to the east at the manually operated “gravel pit” gate. FCI is in compliance with our COVID-19 safety precautions.

Project RM 2019-01 Middle Storage Tank Emergency Repair: As identified in Project RM2019-01 CMAR Contract dated April 23, 2020, PCL Construction and Burns and McDonald have finalized the design and delivered a Guaranteed Maximum Price of $1,155,051 for the emergency repairs. Amendment 1 to the April 23, 2020 Contract for the amount of $1,155,051 is presented for Board approval effective May 7, 2020. Director Sparks made the motion to approve the Amendment 1 in the amount of $1,155,051, to the original April 23, 2020 contract to complete Project RM 2019-01 Middle Storage Tank Emergency Repair. Director McElley seconded and the motion passed unanimously.

Policy #420 - Fire Line Plant Investment Fee: Board consensus that they would like to table the discussion to a future board meeting.

NEW BUSINESS

Employee Wellness Award: Staff presented a Staff Report (05-07-2020 File, 2020 Staff Report, Employee Wellness Award) reviewing the annual summary of the District’s 2019 Health Reimbursement Arrangement (HRA) utilization. The District realized an HRA Expense Budget to actual savings of $114,220 which is a 42% savings in 2019 and an accumulative savings of $1,054,631 over the past nine years. The Wellness Award was developed in 2003 as a way to reward employees for their efforts to remain healthy and reduce the dependence of insurance. Director McElley moved to approve the Employee Wellness Award based upon 10% monetary award HRA balance over $1,000 or additional time off (1 day for each $3000 unspent HRA) to be funded from Payroll Expense and not associated with the HRA funding source. Director Slausan seconded the motion and the motion passed unanimously.

Employee Assistance Program: The Board discussed the value and expense of establishing an Employee Assistance Program (EAP) to assist employees in resolving personal problems that may be adversely affecting the employee’s work performance. EAP’s have assisted workers with issues such as alcohol or substance abuse, marital/relationship issues, separation and divorce concerns, work concerns, and depression and anxiety. The annual cost of the Employee Assistance Program is $522 for 22 employees. Director Diffendaffer moved to approve the
Employee Assistance Program at an annual cost of $522 for 22 employees. Director Slauson seconded and the motion passed unanimously.

Water Share Rental Agreements for 2020: Staff reviewed a Staff Report (5-07-2020 File, 2020 Staff Report, GVICO Share Rental Agreement CSD and Diffendaffer) water share rental requests. The District has received two requests to rent GVICO Water Shares for the 2020 irrigation season. The two requests are: Clifton Sanitation District for 35 shares and Melvin Diffendaffer, 544 33 ¼ Road for 3 shares. The District has operated under a previously approved GVICO Water Share Rental Agreement. Staff has determined there are adequate Irrigation Shares available without jeopardizing the District’s operation. Director Slauson made the motion to rent GVICO water shares according to the conditions of the District’s Water Share Agreement to the Clifton Sanitation District (35 shares) and Melvin Diffendaffer (3 shares). Director McElley second and the motion passed unanimously while Director Diffendaffer was abstained from this item.

EXECUTIVE SESSION

None

ADJOURNMENT

The Regular Meeting was adjourned at 7:06 p.m. by Chairman Peck.

ATTEST:

Dale Peck

Melvin Diffendaffer

Dan McElley

Stan Sparks

Michael Slauson

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