MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, August 6, 2020

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

Stan Sparks, Vice-Chair was absent.

STAFF MEMBERS PRESENT: Dale Tooker and Angie Beebe

REGULAR MEETING

Chairman Peck called the August 6, 2020 Regular Meeting to order at 5:01 p.m.

MINUTES OF THE July 9, 2020 REGULAR MEETING

Director Diffendaffer moved to approve the July 9, 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 $81,898.39, plus Supplemental Checks of $19,729.38, plus Benefits Checks of $26,460.04, plus HRA Disbursements of $5,305.22 for a total of $133,393.03. Director Diffendaffer seconded and the motion passed unanimously.

MANAGER’S REPORT

Manager Tooker reviewed the June 2020 Manager’s Report (08/06/2020 File, Manager’s Report).

INFORMATIONAL REPORT

Key Economic Indicators. Staff provided the Board with an update of the current Key Economic Indicators from April through July. Financial indicators remain strong with only 4.9% of the District’s customers in Discontinuation of Service status.
Discontinuation of Water Service Moratorium Restoration Process. Staff provided a report describing the process to collect from 942 past due accounts as a result of the Discontinuation of Water Service Moratorium that expired on July 31, 2020.


Drought and DRIP Status. Staff Provided an Informational Report (08/06/2020 File, DRIP, Informational Report) concerning the current D3 Sever Drought conditions and DRIP informational efforts.

EXPRESS AGENDA

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

Springbrook Software Upgrade – Staff will provide an update on the continued efforts and data processing to implement the upgrade of the billing software program.

Special District Association Virtual Annual Conference September 23-25, 2020 – The Special District Association will be holding the Annual Conference this year in September virtually. The virtual format will enable attendees to participate from your office or home. Registration information is available from Staff.

UNFINISHED BUSINESS

Project RM 2019-01.2 Middle Storage Tank Emergency Repair – Foundation Stabilization - Request for Qualifications – The Board discussed the Request For Qualifications process for selection a Geotechnical Contractor to perform the Foundation Stabilization. The Request For Qualifications will be advertised and results presented at the September meeting. No Board action taken.

Board Document Management Software Program – The Board reviewed the Staff Report (08/06/2020 File, Staff Report) and discussed the value and purpose of an electronic repository for Board meetings and information. The Board requested that Staff set up a demonstration of the system at a future meeting.
Out of District Service Requests Distribution System Evaluation – The Board reviewed the Staff Report (08/06/2020 File, Staff Report, Out of District Service Request) and preliminary findings of the Whitewater Distribution System Evaluation related to two Out of District Service Requests.

Haskins/Silver Sage LLC Dyer Road Parcel Tax ID #2969-072-00-287 – Director McElley moved to approve the Out of District Request of Mr. Haskins/Silver Sage LLC Dyer Road Parcel Tax ID #2969-072-00-287 with the following conditions:

1. Have the District’s hydraulic modeling engineer to determine adequacy of existing infrastructure to deliver water service can be provided and/or what upgrades would be the responsibility of the requester;
2. Total number of units served: seven (7) single family residential units.
3. Mesa County concurrence with water service above the 4800ft contour
4. The petitioner shall share with the costs of the pump station evaluation;
5. Any required water main installations shall be looped into the District’s existing distribution infrastructure;
6. The petitioner shall provide dedicated space/location for District installation and operation of a remote fill station should future operational needs dictate.

Director Diffendaffer seconded the motion seconded and the motion passed unanimously.

Long – Parcel Tax ID 2696-172-00-0591421 Whitewater Creek Rd - Director McElley moved to approve the Out of District Request of Mr. Long – 1421 Whitewater Creek Rd One (1) Unit Tax ID #2696-172-00-059 with the following conditions:

1. Have the District’s hydraulic modeling engineer to determine adequacy of existing infrastructure to deliver water service can be provided and/or what upgrades would be the responsibility of the requester;
2. Total number of units to be served; one (1) single family residential unit.
3. Mesa County concurrence with water service above the 4800ft contour.
4. Recorded Easement for water service line meter pit located on Reeder Mesa Road.
5. Any required water main installations shall be looped into the District’s existing distribution infrastructure.

Director Diffendaffer seconded the motion seconded and the motion passed unanimously.

Past Due Balance Accounts - Resolution No. 2020-05 Collection Policy for Delinquent Accounts
The Board reviewed the Resolution No 2020-05 and reaffirmed by consensus to proceed with the process to notify past due customers providing them with three options; pay balance in full; enter into a work out agreement; or abandon the water tap before certifying the past due amount to Mesa County Treasurer to be collected in conjunction with real property taxes.

Project 2019-01 Expansion/Renovation Administration Building – The Board requested to move this item to the end of the Meeting so that Staff can lead a walking tour of the facility.
NEW BUSINESS

Out of District Service Request - 4110 Hwy 50, Tax Parcel 2967-132-00-931 – The Board reviewed the Out of District Service Request. Director Slauson made the motion to approve the Out of District Service Request for one (1) Single Family Residential Water Tap for 4110 Hwy 50, Tax Parcel 2967-132-00-931 with the following conditions:
   1. Total number of units to be served; one (1) single family residential unit
   2. Grant of Easement for access is executed and recorded.

Director McElley seconded and the motion passed unanimously.

Project 2020-03 E Road, 32 Rd to 31 Rd – The Board reviewed and discussed the Project 202003 E Road Staff Report. The Project is in coordination with Mesa County’s E Road capital project. A memorandum of Understanding was developed to utilize the County’s selected contractor to install District improvements during the overall project. The Board reviewed the Memorandum of Understanding identifying a cost of $232,511 using the County’s low bidder K&D Constriction. The District’s 2020 Budget includes $350,000 allocated to the Project.

Director Michael Slauson moved to approve the Memorandum of Understanding with Mesa County for Project 2020-03 E Road, 32 Rd to 31 Rd authorizing Manager Tooker to sign the Document and Staff to expend identified funds within the District’s Non-Operational General Construction Line Upgrades 2020 Non-Operational Budget Item, for identified contractor costs and associated project support costs. Director Diffendaffer seconded and the motion passed unanimously.

Project 2019-01 Expansion/Renovation Administration Building – At the request of the Board, this item was moved to the end of the Meeting so that Staff could lead a walking tour of the facility. The walking tour included finish choices for flooring, walls, ceilings, light fixtures and colors of the interior of each of the building areas.

ADJOURNMENT

The Regular Meeting was adjourned at 7:14 p.m. by Chairman Peck.

ATTEST:

Dale Peck

Excused

Stan Sparks

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