

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
April 1, 2021**

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, Angie Beebe, Jake Lenihan, Tyler Lehmann,

GUESTS PRESENT: Michael Santo-Attorney, Bechtel & Santo

REGULAR MEETING

Chairman Peck called the April 1, 2021 Regular Meeting to order at 5:03 p.m.

MINUTES OF THE March 4, 2021 REGULAR MEETING

Director Slauson moved to approve the March 4, 2021 Regular Meeting Minutes. Director Diffendaffer 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 \$404,289.70, plus Supplemental Checks of \$322,530.26, plus Benefits Checks of \$28,683.28, plus HRA Disbursements of \$9,309.40, for a total of \$764,812.64. Director Sparks seconded and the motion passed unanimously.

Personnel Policy Revision- Because Attorney Santo is in attendance, Chairman Peck requested this item be moved to follow the Financial Report.

Michael Santo the District's Employment Attorney explained the required updates to Section 2. General of the Personnel Manual and the importance of educating and training employees on harassment and discrimination. He explained in further detail the Genetic Information Protection Act and how it was enacted and gave examples on how this Act would be used.

Mr. Santo explained the update to Section 12 Sick Leave/Disability based on the Healthy Families Workplace Act (HFWA) which was enacted by the Families First Coronavirus Response Act (FFCRA) and the requirement to provide all employees with Sick Leave beginning January 1, 2021. Mr. Santo discussed the requirements of both Acts describing how employees can utilize leave for themselves, a family member, or in the event of a public emergency. The Board discussed with Mr. Santo how the current District Policy for Sick Leave accrual will need to be revised from a current accrual rate of 4-hrs/month (0.46-hr for each 20-hr worked) to 8.67-hrs/month (1-hr for each 20-hr worked).

The Board requested a clean final copy of both Section 2 and Section 12 to be provided at the May 6, 2021 Board Meeting for consideration. No action was taken.

MANAGER'S REPORT

Manager Tooker reviewed the February 2021 Manager's Report (*04/01/2021 File, Manager's Report*).

INFORMATIONAL REPORT

Drought Status Update – Assistant Manager Reinertsen gave an update reporting that Mesa County remains in a D3 Extreme Drought and D4 Exceptional Drought status. The DRIP Committee has been working on the GNOME campaign and advertising venues to help get information distributed to Grand Valley Residents regarding the drought conditions. A billboard with the GNOME campaign will be placed in the Clifton service area. A Press Conference was held on Wednesday March 31st at the Los Colonias Boat Launch with members from The City of Grand Junction, Ute Water, Town of Palisade, and Clifton Water providing a status update on their water sources and on how the lingering effects of the drought conditions from 2020 are going to be affecting the Mesa County Area this year.

Project 2020-01 27 Inch Transmission Line Upgrade – Assistant Manager Reinertsen reported that due to the weather conditions experienced in March, deliveries on material for this project were delayed and parts originally ordered out of Texas had to be re-ordered from a supplier in California due to fitting sizes. A change in field conditions and pipe alignment caused Black and Veatch to redesign the project to accommodate field conditions. Connections to the 27-inch with the 30-inch line have been made and the contractor has completed 50% of the 30-inch pipe installation.

Lead and Copper Regulation (LCR) – Manager Tooker reported on the Lead and Copper Rule explaining that EPA has published extensive revisions to the Lead and Copper Rule (LCR). Most significantly, all water service lines installed prior to 1986 from the main line to the meter pit and from the meter pit to the home will need to be physically inspected to confirm if lead lines were used. If lead service lines are discovered the water utility must be replaced. Additionally, all schools and daycare facilities must be inspected regardless installation date and will require sampling to be performed on 20% of the locations each year with all locations being sampled within 5 years. Staff will be working on the development of the plan and engaging with Black and Veatch to utilize the GIS system to track service lines and sampling activity.

Springbrook Upgrade Update – Staff reported that they continue to work with Springbrook and Paymentus to re-establish the connection to the customer portal on the District's website. Functionality for customers on the website will include several options for viewing and paying their bills online. Restoration of the payment functionality is projected the first week of May.

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:

Project RM 2019-01.3 Middle Water Storage Tank-Tank Painting – The District’s contractor, WBS Coatings has completed final coating application of the tank ceiling girders and plates. Final coating applications on the walls, center support columns, and floor surfaces is scheduled for completion by the week of April 25th with water integrity testing to commence the first week of May. The contractor is still on scheduled for completion of all project work by May 15th.

Project 2020-05 20-inch AC Waterline Upgrade – The design package for this upgrade project is complete. Advertising for construction bids is scheduled to start the week of April 4, 2021 with the Public Bid Opening scheduled for Thursday, April 29, 2021. Contract award recommendation will be presented to the Board at the May 6, 2021 Regular Board Meeting. Construction start will be contingent on procurement and receipt of PVC pip materials, planned for mid to late June 2021. The paving by Mesa County of the E Road Project is still scheduled for late Summer/early Fall 2021.

Project 2020-03 E Road Waterline Upgrade – The County’s contractor has concentrated project construction activities on irrigation system upgrade and installations during March. The County project schedule indicates completion of approximately 90% of the water system upgrades by the middle of May. The final components of the water system to be completed in August and includes the relocation of a fire hydrant and four water meter pits on the north side of E Road that were installed during the County’s 32 and E Road project completed in 2018. The relocation is due to the County decision to install new sidewalks on that side of E Road.

FY 2020 Audit – Chadwick, Steinkirchner, Davis & Co., began the virtual performance of the FY 2020 Audi. This has normally been completed with auditors onsite reviewing documents. This year the information is being securely transmitted to the auditors. A Draft Audit is projected to be delivered to the Board at the June 3, 2021 meeting.

2020 Consumer Confidence Report – Annual the Consumer Confidence Report (CCR) is distributed to pursuant to the Colorado Drinking Water Regulations and published to the District’s website and notification on our Customer’s Billing Statements for April and May. The 2020 CCR is included in the Board Packet.

UNFINISHED BUSINESS

Project 2019-01 Expansion/Renovation Administration Building – The Board toured the new building and the progress of the construction. Manager Tooker Reported that a temporary occupancy is expected to be approved by May 3, 2021. FCI is expected to provide updated costs for the renovation of the existing office space. An amendment to the existing contract will be provided to the Board for consideration at the May 6, 2021 Board Meeting.

ADJOURNMENT

The Regular Meeting was adjourned at 7:25 p.m. by Chairman Peck.

ATTEST:

Dale Peck

Stan Sparks

Melvin Diffendaffer

Michael Slauson

Dan McElley