

**MINUTES OF THE PLANNING MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held January 6, 1999

Present were Chairman Ballagh, Vice-Chairman Lewis, Secretary Wheeler, Treasurer Garber, and Director Teal. Staff present were Dale Tooker and David Reinertsen.

Chairman Ballagh called the meeting to order at 5:00 p.m. noting that the time and place for said planning meeting was published in accordance with C.R.S. 29-1-106 (3)(a).

Planning items discussed by the Board included a review of the District's Strategic Plan, Projects 98-01 and 98-02, and other growth issues facing the District.

Chairman Ballagh left the meeting at 6:30 p.m.

By unanimous consent the meeting was adjourned at 7:00 p.m.

ATTEST:

George E. Wheeler
Secretary

John L. Ballagh

Paul Teal

[Signature]

Martin Garber

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held January 20, 1999

Present were Secretary Wheeler, Treasurer Garber, Director Teal, and Director Lewis. Chairman Ballagh had contacted staff and told them he would be coming in late. Chairman Ballagh arrived at the meeting at 9:15 p.m. Staff present were Dale Tooker, David Reinertsen, Larry Robinson, Ruth Kubin, and Cindy Day. Guests present were David Ash, Daryl Becker, Steve Walker - FCI Constructors, Kreg Obergefell - DKO Architecture, Bob Engelke, and Stan Seligman.

Manager Tooker stated that, since Chairman Ballagh would not be present until later and since the Board had not officially elected a Vice-Chair, Secretary Wheeler would chair the meeting.

Secretary Wheeler called the meeting to order at 7:30 p.m.

NEW OFFICE CONSTRUCTION - PROJECT 98-02 - Manager Tooker stated that, since the last meeting, the majority of the design had been finalized, and FCI had provided the District with a Guaranteed Maximum Price (GMP) of \$414,852.00 which included a proposed cost-savings program identifying an 80% owner 20% contractor savings disbursement. Manager Tooker gave each Board member a copy of the proposal from FCI at which time FCI provided a brief overview of cost components and identified what was contained in the cost options for the District. Also included with the FCI proposal was a preliminary schedule based upon a February 1, 1999, start date. After a lengthy discussion it was the consensus of the Directors to discuss this item when Director Ballagh would be present.

MINUTES OF NOVEMBER 18, 1998. Director Lewis moved to accept the minutes of the November 18, 1998, meeting. Director Garber seconded the motion. The motion to accept the minutes passed unanimously with minor changes.

MINUTES OF DECEMBER 16, 1998. Director Garber moved to accept the minutes of the December 16, 1998, meeting. Director Teal seconded the motion. The motion to accept the minutes passed unanimously as presented.

FINANCIAL REPORT AND ACCOUNTS PAYABLE. Director Lewis moved to approve the financial report paying the \$177,677.76 as shown on the report, \$54,907.86 as itemized on the supplemental report, and a transfer of funds of \$20,400.00. Director Garber seconded the motion. After some discussion, the motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the following express agenda items, and they were accepted as presented.

Grand Valley Irrigation Company Auction - Manager Tooker attended the Grand Valley Irrigation Company Auction on December 10, 1998. There were 53 delinquent irrigation share accounts. Bidding at the auction started at \$175.76. All available shares were purchased at \$220.00. The District did not purchase any shares at the auction.

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Indian Creek Pump Station - The physical connections have been made, the pump system has been constructed and delivered, and the building construction is in progress. The pumping system has operated since Monday, January 11, 1999. The original building will be demolished and equipment will be salvaged. Staff will provide a project final report to the Board when completed.

98CW156 (Colorado River Pipeline) - The Clifton Water District and the City of Grand Junction have filed an Application for Finding Reasonable Diligence for the Colorado River Pipeline Decree. Clifton Water District has decrees for 20 cfs and the City of Grand Junction has decrees for 80 cfs of the decree. Of the 100 total cfs, 18.57 cfs is absolute (11.61 cfs for Clifton Water District and 6.96 cfs for Grand Junction). The remaining 81.43 cfs conditional rights in the Colorado River Pipeline Decree is the subject of the Diligence Application. Denver Water filed an objection to the Application and a telephone status conference is scheduled for January 14, 1999. A Board report will be prepared upon the conclusion of the application.

RETENTION POND PROJECT - PROJECT 98-01 - Manager Tooker referred to his Staff Report on the Retention Pond Project wherein he stated that during the design stage of the retention pond, WestWater Engineering identified a possibility that the project may be considered a jurisdictional dam. This determination would require review and approval of the project by the State Engineer which could take three to four months. Manager Tooker stated that, because of this delay, staff was recommending delaying this project until the fall of 1999.

ORCHARD MESA PROPERTY TITLE SEARCH INFORMATION - Manager Tooker stated that he had received the title search information on the District's Orchard Mesa property. A copy of Schedule B of the title search information was included in the Board packet. Schedule B identifies related contracts and agreements for easements access. Manager Tooker stated that no action was needed on this item, however, staff would continue to evaluate the title search information, and the Board will be informed of any progress.

AUTHORIZE PURCHASE OF VEHICLES - The bids for two new District vehicles were opened on Thursday, January 14, 1999, at 4:00 p.m. The bids received for the 1999 four-wheel drive pick-up, full size, light duty were: Jim Fuoco - \$20,889.00; Western Slope Chrysler, Plymouth & Dodge - \$20,352.00; and Western Slope Ford - \$19,341.00. The bids received for the 1999 four-wheel drive one-ton cabin chassis "dually" were: Jim Fuoco - did not meet specs; Western Slope Chrysler, Plymouth & Dodge - \$26,493.00; and Western Slope Ford - \$24,256.00. Director Lewis moved to award the bid for the 1999 four-wheel drive pick-up, full size, light duty to Western Slope Ford for a price of \$19,341.00, and to award the bid for the 1999 four-wheel drive one-ton cabin chassis "dually" to Western Slope Ford at a price of \$24,256.00. Director Teal seconded the motion which passed unanimously.

WHITEWATER COMMERCIAL DEVELOPMENT - Manager Tooker told the Board that the previous agreement that had been drafted between the District and Gary Dean, Jurassic Development, had been put on hold by the developer because of other complications with the property. Staff will keep the Board informed as to the situation with this Agreement.

Chairman Ballagh entered the meeting at 9:15 p.m.

BOB ENGELKE/STAN SELIGMAN - HEARING WITH BOARD CONCERNING THE POLICY CUT-OFF DATE OF DECEMBER 31, 1998 - The Board had been presented with a Staff Report outlining this item and the conflict between Bob Engelke, Stan Seligman, and the District. Bob Engelke stated that he had delivered a check for the 25% deposit and signed the Subdivision Agreement forms for two different subdivisions on December 22, 1998. Neither of these subdivisions had been recorded in Mesa County at the time the payment was accepted by District staff, and Mr. Engelke stated that in the past he had paid the deposit for taps prior to final recording. Manager Tooker had contacted Mr. Engelke on December 31, 1998, to inform him that, unless these plats were recorded prior to the close of business on that day, the money would be returned and the subdivisions would be handled according to the District's New Construction Policy which states that developers will install their own water lines. Mr. Engelke had successfully recorded one plat prior to the close of business on December 31, however, the other plat was not recorded until after January 1, 1999, and Mr. Engelke was asking the Board for a variance to the New Construction Policy because he had not been informed of the necessity for having a "recorded" plat prior to December 31, 1998.

Mr. Seligman presented that he felt his situation was similar to Mr. Engelke's in that he was prepared to pay the money and could have had the subdivisions recorded prior to December 31 if he had been told about it earlier in the year. Director Garber moved that the District grant an exception to the New Construction Policy deadline to Mr. Engelke on Mountain Shadows Subdivision Filing 5. Director Lewis seconded the motion which passed unanimously. Director Lewis moved to deny a variance to the District's New Construction Policy to Mr. Seligman on Irish Walk Filings 2 and 3. Director Garber seconded the motion. Director Lewis read the Minutes from the July 15, 1998, meeting which stated:

"Director Garber moved that the developers of Irish Walk Subdivision be permitted to proceed with their proposal of paying for the taps and having the lines installed prior to the development being recorded with the stipulation that the proposal be made in writing. Director Teal seconded the motion. Manager Tooker stated that he was concerned that if a variance was granted to Irish Walk Subdivision, the District could have numerous other requests of this type prior to January 1, 1999, when the District's Construction Policy changes. Manager Tooker explained that several developers are attempting to get their developments recorded prior to January 1, 1999, to enable them to make a deposit on their taps and have the District install the water lines for the development. Manager Tooker foresees a variance in the policy with Irish Walk as a situation that would set a precedent for other developers. Manager Tooker did recognize that looping the system would benefit the District's distribution system. After additional discussion the question was called and failed unanimously. Director Ballagh suggested to Mr. Seligman that he work with District staff to write a proposal detailing his request to present to the Board of Directors for formal action."

Director Lewis stated that because of these Minutes he saw no reason to grant a variance to the New Construction Policy. The motion passed unanimously. Mr. Seligman questioned if there was an appellate procedure and was told that he could contact his attorney. After Mr. Engelke and Mr. Seligman left, some discussion took place about the situation with Mr. Seligman and Irish Walk Filing 2 and 3. Director Lewis moved to reconsider his previous motion on denial of Irish Walk

Filing 2 and 3 because of the Agreement that there is currently between the District and Stan Seligman on Irish Walk Subdivision. Director Garber seconded the motion and it passed unanimously. After more discussion, Director Lewis moved to deny the variance on Irish Walk Filing 3. Director Garber seconded the motion which passed unanimously. It was the consensus of the Directors that Irish Walk Filing 2 needed to be recorded prior to the District doing any further construction.

SEXUAL HARASSMENT POLICY - Manager Tooker stated that staff is in the process of upgrading the District's Sexual Harassment Policy. In the chain of command for the policy, Manager Tooker felt that a Board member needed to be identified as the Employee Representative to be able to be contacted if the need arose. After some discussion it was the consensus that Director Teal will be listed as the Employee Representative of the Board with is understood that any Board member could be contacted if an individual was more comfortable with someone other than Director Teal.

COST OF AWWA PARTICIPATION - A Staff Report was included in the Board packets identifying the time and expenses related to Manager Tooker's participation in regard to AWWA.

AVAILABILITY OF SERVICE POLICY - The current Availability of Service Policy has a charge of \$7.00 per month for an Availability of Service fee calculated. Manager Tooker questioned if the Board wanted to revise this policy. It was decided that Manager Tooker make the appropriate changes in the policy for approval at the February 17, 1999, Board of Directors meeting.

NEW OFFICE CONSTRUCTION - Director Lewis moved to approve the guaranteed maximum price (GMP) as presented from FCI Constructors, Inc. and proceed with the construction of the new office. Director Teal seconded the motion. By consent without a motion it was decided by the Board that the new office would be a brick structure, Office Outfitters would supply the carpet, the roofing would be the 40-year Owens Corning asphalt shingles, and that infrared light switches would be installed in selected rooms. The motion passed unanimously. Manager Tooker will present the Board with a new GMP with the allowances for the changes that were discussed. The contract will be ready for signatures at the planning meeting on February 3, 1999.

ELECTION OF OFFICERS OF THE BOARD - Director Lewis moved to elect John Ballagh as Chairman, George Wheeler as Secretary, Martin Garber as Treasurer, and Paul Teal as Vice Chairman. This motion died for lack of a second. Director Wheeler moved to elect John Ballagh as Chairman of the Board, Dickie Lewis as Vice-Chairman, George Wheeler as Secretary, and Martin Garber as Treasurer. Director Lewis seconded the motion which passed unanimously.

DESIGNATE PUBLIC PLACE FOR MEETINGS AND PLACES WITHIN THE DISTRICT BOUNDARIES FOR POSTING OF NOTICES OF PUBLIC MEETINGS -

Director Lewis moved that the designated meeting place for the regular monthly meeting be at the Water District Office at 137 Third Street in Clifton. Director Lewis further moved that notices for public meetings be posted at the Clifton Fire Station, Clifton Branch of the Mesa County Clerk's office, and the Clifton Sanitation #2 office. Director Wheeler seconded the motion and it passed unanimously.

STATUS REPORT FROM ATTORNEY OGLE CONCERNING COLORADO RIVER ENDANGERED FISH RECOVERY PROGRAM - Director Wheeler moved to enter into executive session for this discussion since it was regarding a memorandum from Attorney Ogle summarizing the current status of the on-going Recovery Program negotiations. Director Lewis seconded the motion and it passed unanimously at 10:00 p.m.

Director Lewis moved to exit from the executive session. Director Garber seconded the motion and it passed unanimously.

Director Wheeler moved to adjourn the meeting. Director Lewis seconded the motion which passed unanimously.

At 11:15 p.m. the meeting was adjourned.

ATTEST:

George S. Wheeler
Secretary

John L. Balogh

Paul Teal

[Signature]

Martin Garber

**MINUTES OF THE PLANNING MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held February 3, 1999

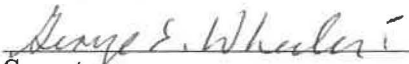
Present were Chairman Ballagh, Vice-Chairman Lewis, Treasurer Garber, and Director Teal. Secretary Wheeler entered the meeting at approximately 5:45 p.m. Staff present were Dale Tooker and David Reinertsen.

Chairman Ballagh called the meeting to order at 5:00 p.m. noting that the time and place for said planning meeting was published in accordance with C.R.S. 29-1-106 (3)(a).


The Board and staff discussed District planning concerning the construction of the new retention pond, infrastructure development, capacity, and the construction of the new office.

By unanimous consent the meeting was adjourned at 7:00 p.m.

ATTEST:


Secretary









**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held February 17, 1999

Present were Chairman Ballagh, Vice Chairman Lewis, Secretary Wheeler, Treasurer Garber, and Director Teal. Staff present were Dale Tooker, David Reinertsen, Larry Robinson, Ruth Kubin, and Cindy Day. Guests present were Merle Weaver - CMC Weaver, Nanette Lintott - Quick Temps, Ward Scott - ReMax 4000, David Ash - FCI Constructors, and Kreg Obergfell - DKO Architecture.

Chairman Ballagh called the meeting to order at 7:30 p.m.

GUESTS. Chairman Ballagh introduced the Board and staff to Mr. Merle Weaver and Ms. Nanette Lintott. Mr. Weaver is the owner of CMC Weaver and had concerns about work that he did for Mr. Kerry Stanley while Mr. Stanley of Stanley Construction performed the District's General Construction work. Ms. Lintott is the owner of Quick Temps. Ms. Lintott stated that Stanley Construction owes her \$4,380.00 for labor which Stanley Construction hired for work that the firm did for the District while performing the District's general construction work. After a brief discussion, it was the consensus of the Board that Staff work with Mr. Weaver and Ms. Lintott in reaching closure on these matters.

MINUTES OF JANUARY 6, 1999. Director Garber moved to accept the minutes of the January 6, 1999, meeting. Director Teal seconded the motion. The motion to accept the minutes as presented passed unanimously.

MINUTES OF JANUARY 20, 1999. Director Lewis moved to accept the minutes of the January 20, 1999, meeting. Director Garber seconded the motion. The motion to accept the minutes with several changes passed unanimously.

ORCHARD MESA PROPERTY. Ward Scott was present to discuss the status of the District's Orchard Mesa property. Director Lewis moved to enter into executive session. Director Garber seconded the motion and it passed unanimously. After 15 minutes in executive session, Director Lewis moved to exit from the executive session. Director Garber seconded the motion and it passed unanimously. Director Lewis moved to instruct staff to work with Mr. Scott and Attorney Krohn to draft a counter proposal and contract accepting the offer. Director Garber seconded the motion and it passed unanimously. Director Lewis moved that a surveyor be hired to survey the property and to assure that the easements for the District's water lines are firmly in place. Director Garber stated that he thought that was a managerial decision. Manager Tooker stated that there was a line item in the budget to cover such items. The motion died for lack of a second. Mr. Scott requested that he be allowed to order a title commitment in the name of the buyer. It was the consensus that Mr. Scott would get the title commitment started.

FINANCIAL REPORT AND ACCOUNTS PAYABLE. Director Garber moved to approve the financial report paying the \$177,677.76 as shown on the report, \$54,907.86 as itemized on the supplemental report, and a transfer of funds of \$20,400.00. Director Teal seconded the motion. Director Garber stated that his W-2 form showed that he earned \$25.00 more in 1998 than the

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other Board members because of collecting his pay checks on a monthly basis. It was decided that it was permissible because of the time frame Director Garber was switched from monthly payments. After a brief discussion, the motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the following express agenda items, and they were accepted as presented.

98CW156 (Colorado River Pipeline Decree) - A telephone status conference was held on January 14, 1999. Denver Water's objections were based upon the historical objections of the City of Grand Junction on other Denver Water filings. During the very short conference, Denver Water and the City of Grand Junction appeared to reach an agreement indicating that Denver would remove their objections to 98CW156.

Automatic Payroll Deposit for Employees and Board - Staff is testing a program to provide automatic deposit of payroll checks for the employees and the Board. Testing will take place on February 12 with the goal of implementing an optional program beginning in March.

Drainage Plan for Charles A. Strain Water Treatment Plant (CASWTP) - Banner and Associates is nearing the completion of a drainage plan for the area surrounding the treatment and shop facilities located on the District's Gunderson Island property. A drainage plan has been included in the construction planning of the new office and is incorporated in the flood plain permit with Mesa County.

Retention Pond - Project 98-01 - The retention pond design has been submitted to the Colorado Department of Public Health and Environment (CDPHE) for review. The submittal to the CDPHE is a courtesy and is done in good faith since the project is optional and is not a required treatment process that would necessitate CDPHE approval. Any review comments from the CDPHE will be passed on to the Board of Directors when available.

Consumer Confidence Reports - Staff has been working on the District's Consumer Confidence Report (CCR) that (by regulation) will be mailed to each customer of the District annually. The CCR will report the details of the District's water quality and regulatory compliance history. The CCR will be mailed to all customers by October 1999.

Respirator Program - Assistant Manager Reinertsen has implemented a respirator protection program at the CASWTP. The program is a continuation of the District's Safety Program and it governs the proper use of respirators at District facilities.

Chlorine Safety and Risk Management Program - The CASWTP staff attended an OSHA required Chlorine Handler Training Workshop. The workshop is a continuation of the District's Safety Program and is in preparation of the District's Risk Management Program. Don Taylor, Colorado Chlorine Consultants, performed a preliminary assessment of the CASWTP chlorine facilities.

This is the first step in completing the Risk Management Program which is required to be completed by June 1999.

RECONSIDERATION OF BOARD ACTION ON IRISH WALK FILING 3. Staff had expected Mr. Stan Seligman to attend the meeting to request that the Directors reconsider their action at the January 20, 1999, Board meeting concerning Irish Walk Filing 3. A short discussion took place concerning the development, however, since Mr. Seligman was not present, no action was taken at this time.

NEW OFFICE CONSTRUCTION - PROJECT 98-02. Kreg Oberfell of DKO Architecture and Dave Ash of FCI Constructors, Inc. were in attendance at the meeting to present proposed brick and asphalt roofing shingles styles and colors so that the materials could be ordered. Assistant Manager Reinertsen stated that plans had been submitted to Mesa County and were progressing through the approval process with the County. After some discussion, the consensus of the Directors was to accept colors and styles as presented by Mr. Oberfell and Mr. Ash.

AVAILABILITY OF SERVICE CHARGE POLICY. Manager Tooker stated that an updated version of the Availability of Service Charge Policy was included in the Board packets. Changes were made in Section 3, paragraph 3.4, stating that the average monthly usage charge calculated for 1998 was \$17.39. Forty-six percent of the average monthly usage charge from 1998 calculates out to \$8.00 per month for the Availability of Service Fee. Director Wheeler moved to accept the following resolution to adopt the revised Availability of Service Charge.

*WHEREAS the District has reviewed the Availability of Service Charge Policy; and
WHEREAS the Availability of Service Charges are equitable revenue contribution toward
the repayment of debt incurred by the District; and*

*WHEREAS the Availability of Service Charge Policy is for those customers who benefit
from the availability of water service; and*

*WHEREAS all revenue generated by the Availability of Service Charge shall be used to
repay the principle and interest on bonds and other outstanding indebtedness; and*

*WHEREAS in the 1999 fiscal year the District still has indebtedness for the Water Revenue
Bonds; and*

*WHEREAS the said percentage of Availability of Service charge shall be redetermined
annually by the Board.*

*NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Clifton Water District
will increase the Availability of Service Charge for the 1999 fiscal year to 46% of the average water bill in 1998
which is equal to \$8.00 per month.*

Director Lewis seconded the motion which passed unanimously.

NEW CONSTRUCTION POLICY. An updated version of the New Construction Policy was included in the Board packets. Paragraph 6 contained additional language stating that payment for the main line extension tap would only be accepted by the District once the proposed development is officially recorded in Mesa County and a signed, recorded plat is provided to the District. Director Lewis moved to adopt the following resolution to accept the revised New Construction Policy.

*WHEREAS the District has reviewed the New Construction Policy; and
WHEREAS the District wishes to clearly define the responsibilities of the customer and
developer in the process of purchasing a main line extension tap; and
WHEREAS payment for such main line extension tap shall only be accepted by the
District once the development is officially recorded in Mesa County.*

*NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Clifton Water
District accept the revision to the New Construction Policy #310 on February 17, 1999.*

Director Garber seconded the motion which passed unanimously.

PLANT INVESTMENT FEE POLICY. Manager Tooker stated that staff was recommending the acceptance of the revised Plant Investment Fee Policy which included changes in paragraph 4.1 stating that the payment for Plant Investment Fees would only be accepted by the District upon the customer providing proof that the parcel of land was recorded in Mesa County. Director Garber moved to adopt the following resolution to accept the revised Plant Investment Fee Policy.

*WHEREAS the District has reviewed the Plant Investment Fee Policy; and
WHEREAS the District wishes to clearly define the responsibilities of the customer in the
process of purchasing a water tap; and
WHEREAS payment for such Plant Investment Fees shall only be accepted by the District
once proof has been provided that the parcel has been recorded in Mesa County.*

*NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Clifton Water
District accept the revision to the Plant Investment Fee Policy #410 on February 17, 1999.*

Director Wheeler seconded the motion which passed unanimously.

SEXUAL HARASSMENT POLICY. Manager Tooker stated that staff along with Attorney Bechtel had completed the revised Sexual Harassment Policy for the District which would be included in the District Personnel Manual. Director Wheeler moved adoption of the following resolution to accept the changes to the District's Sexual Harassment Policy.

*WHEREAS the Clifton Water District is committed to providing a work place for its
employees free from discrimination including sexual harassment; and
WHEREAS sexual harassment is considered to be serious misconduct; and
WHEREAS the Clifton Water District will not tolerate the harassment of any District
employee by anyone including any supervisor, co-worker, vendor, or customer of the District; and
WHEREAS all employees have the responsibility to maintain the workplace free of
harassment and report misconduct when it occurs.*

*NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Clifton Water
District accept the revision to the Sexual Harassment Policy on February 17, 1999.*

Director Garber seconded the motion. Manager Tooker stated that Attorney Bechtel was satisfied that this policy would meet the needs of the District. The motion to adopt the above resolution passed unanimously.

PROPERTY EVALUATION AND INSURANCE COVERAGE. Included in the Board packet is a letter dated January 24, 1999, from Jamie Hamilton of Home Loan and Investment Company. Mr. Hamilton's letter indicated that a value assessment had been performed on the District's property. The assessment identified that the District's complete insurance coverage was approximately \$6 million short of today's replacement costs. Increasing the District's complete insurance coverage to \$12,000,000 would cost an additional \$4,383.00 annually. Manager Tooker

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said that the 1999 budget included funds for the increase in the coverage. Director Wheeler moved to increase the blanket coverage from \$6 million to \$12 million at an additional cost of \$4,383.00 per year. Director Lewis seconded the motion which passed unanimously. Manager Tooker continued by stating that the Conditions in Coverage Insurance also mentioned in Mr. Hamilton's letter covering floods and earthquakes would need more consideration before a recommendation to the Board regarding the coverage could be made.

BUDGET ADJUSTMENT FOR 98-02. Manager Tooker told the Directors that the 1999 budget was prepared prior to final decisions of the new office being completed and the budget line item amount was \$400,000. Manager Tooker recommended that the Board approve a \$110,000 budget adjustment for the New Office Construction line item. The \$110,000 will increase the total amount to \$510,000 to accommodate the additional items that are not covered under the FCI contract which will be necessary for the final completion of the project. Director Lewis moved to adjust the line item for the new office construction by \$110,000 to total \$510,000 and reduce the contingency line item by \$110,000. Director Teal seconded the motion and it passed unanimously.

PURDY MESA LIVESTOCK WATER COMPANY. Manager Tooker stated that he had received a packet of information from Ed Studebaker of Purdy Mesa Livestock Water Company (PMLWC) informing the District that they would like to sell their company to the District and questioning if the District was interested in this proposition. Director Wheeler moved to enter into executive session for discussion of real estate purchases. Director Lewis seconded the motion which passed unanimously. After some discussion Director Lewis moved to exit from the executive session. Director Wheeler seconded the motion which passed unanimously. The consensus of the Board was that the District is not interested in the purchase of Purdy Mesa Livestock Water Company at this time.

OTHER NEW BUSINESS. Manager Tooker stated that he wished to dispose of the hypalon from the "out of service" 10 million gallon storage reservoir. Manager Tooker continued by explaining that the Grand Junction Drainage District was interested in the hypalon. Rather than pay for the removal of the hypalon in the construction of the new retention pond, Manager Tooker recommended that the hypalon be conveyed to the Grand Junction Drainage District. Chairman Ballagh turned the chair over to Vice Chairman Lewis and excused himself from the discussion because of his position as Manager of the Grand Junction Drainage District. Director Garber moved that the District transfer the hypalon from the old 10 million gallon storage reservoir to the Grand Junction Drainage District as an intergovernmental transfer in the amounts that they need, at their expense, and at their liability. Director Wheeler seconded the motion. Director Lewis stated that it was a common occurrence between governmental agencies to exchange usable items and used the transfer of water with the City of Grand Junction and the acquisition of one of the District's storage tanks as specific examples. The consensus of the Directors was that it was in the best interest of the District to convey the hypalon to the Grand Junction Drainage District and other such governmental agencies without compensation. This does not include non-governmental and/or private individuals wishing to have or purchase the hypalon. The motion passed unanimously with Director Ballagh abstaining.

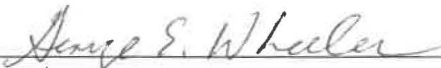
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Director Ballagh resumed the position of Chair of the meeting.

Director Lewis moved to adjourn the meeting. Director Wheeler seconded the motion which passed unanimously.

At 10:48 p.m. the meeting was adjourned.

ATTEST:


Secretary









**MINUTES OF THE PLANNING MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held March 3, 1999

Present were Chairman Ballagh, Vice-Chairman Lewis, Treasurer Garber, Secretary Wheeler, and Director Teal. Staff present was David Reinertsen. Attorney Nat Keever was present as a guest.

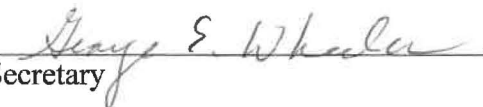
Chairman Ballagh called the meeting to order at 5:00 p.m. noting that the time and place for said planning meeting was published in accordance with C.R.S. 29-1-106 (3)(a).

The Board toured the construction site for the new office. Also, a tour of the exterior immediate grounds of the water treatment plant including the reclaimed pond at the Grand Junction Pipe gravel pit, the material scrap storage areas, and the retention pond was taken.

After the tours, the meeting proceeded into the treatment plant where Attorney Keever discussed various water issues including the current state of affairs with the 15 Mile Reach and Endangered Species cases.

By unanimous consent the meeting was adjourned at 7:00 p.m.

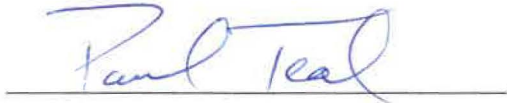
ATTEST:


Secretary









**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held March 17, 1999

Present were Chairman Ballagh, Vice Chairman Lewis, Secretary Wheeler, Treasurer Garber, and Director Teal. Staff present were Dale Tooker, David Reinertsen, Larry Robinson, Ruth Kubin, and Cindy Day.

Chairman Ballagh called the meeting to order at 7:30 p.m.

MINUTES OF FEBRUARY 3, 1999. Director Wheeler moved to accept the minutes of the February 3, 1999, meeting. Director Garber seconded the motion. The motion to accept the minutes as presented passed unanimously.

MINUTES OF FEBRUARY 17, 1999. Director Garber moved to accept the minutes of the February 17, 1999, meeting. Director Lewis seconded the motion. The motion to accept the minutes with a couple of changes passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE. Director Lewis moved to approve the financial report paying the \$80,554.04 as shown on the report, \$97,871.21 as itemized on the supplemental report, and a transfer of funds of \$400.00. Director Teal seconded the motion. After a brief discussion, the motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the following express agenda items, and they were accepted as presented.

New Office Construction - Project 98-02 - Progress - The building permit was issued February 22, 1999, and construction on the new office began. FCI is estimating a June 8 completion date. Site preparation has been completed. Footers, stemwall, and floor will be completed by March 12. Underground electrical, septic system, and building drainage is complete. An updated time line for the projected completion of the new office was presented to the Board members at the meeting.

Retention Pond - Project 98-01 - Status - Review comments from the Colorado Department of Public Health and Environment have not been received. WestWater Engineering is preparing a quote for the preparation of the review process by the State Engineer's office.

Recent Water Complaints Concerning Green Stains - The District has received approximately half-dozen customer complaints concerning green water stains on fixtures and appliances. Laboratory staff has investigated each of the water complaints. Each customer has had a water softener and is in a home built within the last two years. Staff believes that the water softeners in conjunction with our lower hardness nanofiltration (NF) water are creating an extremely aggressive water within the home plumbing system. This aggressive water is leaching copper out of the home plumbing and thus producing the green stains on fixtures and appliances in the house. The corrosivity of the District's water has been a concern since the planning and start of the NF project. CASWTP staff will be performing corrosion control studies on the effluent. The data will be used to recommend a course of action to reduce or minimize the corrosivity of the District's water.

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Sexual Harassment Policy - District staff will be given the new District Sexual Harassment Policy on the week of March 15. The District's attorney, Betty Bechtel, is scheduled to present a District-wide mandatory meeting concerning the Sexual Harassment Policy on March 17, 1999.

Property Insurance Coverage - Home Loan and Investment Company has been contacted and has increased the property coverage to \$12 million as directed by the Board at the February 17, 1999, Board meeting.

Automatic Payroll Deposits - The automatic payroll deposit program allowing District employees to receive their pay directly into their bank accounts was tested and used for the first time for the March 12, 1999, pay day. The program is optional for employees who desire to have automatic deposit for their payroll checks.

ORCHARD MESA PROPERTY - Director Lewis moved to enter into executive session to discuss the sale of District owned property. Director Teal seconded the motion and it passed unanimously. After a 15 minute discussion, Director Lewis moved to exit from the executive session. Director Garber seconded the motion which passed unanimously. Director Lewis moved that Board direct staff to work with Attorney Krohn to draft a letter regarding the District's position that the District's land in Valle Vista Subdivision was zoned and accepted as subdivision property many years ago and that the District has water lines in the area and the County, in approving subdivisions further south, has directed developers to get water from the District and the District is opposed to the County excluding our property from the 201 sewage area and, in addition, the District seriously questions the exclusion of any property in that area from the 201 sewage area. Director Lewis further stated that the original private sewer system was deemed unusable by the County and if not for that failure, the property could be usable today. Director Garber seconded the motion and it passed unanimously.

JOHN WHITING/HIDDEN VALLEY WATER - Director Ballagh stated that he had been informed that Mr. Whiting had made an offer to sell Hidden Valley Water Company to the District and had never received a response from the District. Manager Tooker stated that Mr. Whiting's offer was presented to the Board at a previous meeting and, as directed, Manager Tooker had contacted Whiting's attorney, Kelly Summers. Manager Tooker notified Mr. Summers that the District was not interested in purchasing the Hidden Valley Water Company for the price or terms presented in the offer. It was the consensus of the Directors that this item would be discussed at a future planning meeting.

DISTRICT'S EXPOSURE TO MECHANICS LIENS - Manager Tooker stated that staff had requested Attorney Krohn evaluate the District's exposure to contractors and sub-contractors filing mechanics liens against the District for uncompensated services. Attorney Krohn stated that the District is covered under the Public Works Statute whether the District is working under its Water Activity Enterprise or any other District activity. This Statute prevents a contractor or sub-contractor from filing a mechanics lien against the District. In a related issue concerning warranty issues, Manager Tooker stated that staff has in place an inspection procedure for all new

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construction. The inspections and enforcement of District specifications should prevent failures associated with sub-standard installation. Manager Tooker continued by stating that failures within the one year warranty period are rare if an installation is done properly. Director Ballagh then suggested that the District consider that under the New Construction Policy, where developers are financially responsible for the development's water system, the District is self-insuring itself for these failures with the realized savings from the developers installing the system versus the District installing the system. It was the consensus of the Board that staff would proceed with the New Construction Policy and not require any additional bonding or warranty by the owner/ developer. Staff will continue to work on the details of this situation.

RECENT DEVELOPMENTS - "PROGRAMMATIC BIOLOGICAL OPINION" (PBO) FROM FISH AND WILDLIFE SERVICE (FWS) - Manager Tooker stated that the FWS draft PBO is a positive step in the recovery program. It was the Board consensus that nothing needed to be done with this topic until Attorney Keever gave a written report to the Board regarding this matter.

GARAGE/SHOP - PROJECT 97-01 - WARRANTY RELEASE - Manager Tooker stated that a letter to Ron Ashley, Ashley Construction, had been included in the Board packet for Chairman Ballagh's signature releasing Ashley Construction from the one year warranty in regards to the Garage Shop Project. Director Garber moved to approve the letter and have Chairman Ballagh sign said letter. Director Lewis seconded the motion and it passed unanimously.

MESA COUNTY BOARD OF COMMISSIONERS DINNER - Manager Tooker stated that the Mesa County Board of Commissioners were holding a dinner meeting at 6:00 p.m. on March 30, 1999, at Tiara Rado's Pinon Grill. Directors Ballagh and Teal will attend the meeting.

1998 AUDIT - Manager Tooker stated that a draft copy of the 1998 Audit had been presented in the packets for the Board to review. The Board identified changes that needed to be made in the audit prior to the April 21, 1999, meeting. Mary Brenes of Chadwick, Steinkirchner, and Davis, P.C. will present the audit at the April 21 meeting.

COLORADO NATIVE GARDEN PROJECT - Manager Tooker read a letter from Mr. Greg Trainor requesting funding from the District to support the Botanical Society's Colorado Native Garden Project. The letter requested the District to sign a letter of support if funding was denied. Director Wheeler moved that the District send a letter of support without contributing any money for the project. Director Lewis seconded the motion and it passed unanimously.

PERSONNEL ISSUES - EXECUTIVE SESSION - Director Lewis moved to enter into executive session for discussion of personnel issues. Director Teal seconded the motion which passed unanimously. After some discussion Director Lewis moved to exit from the executive session. Director Garber seconded the motion and it passed unanimously.

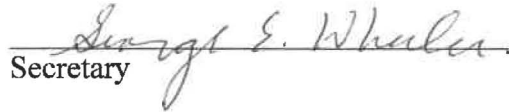
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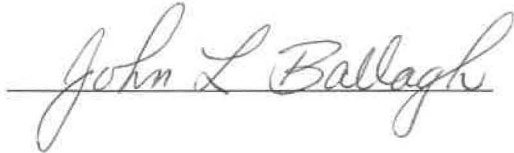
Director Lewis moved to authorize the firm of Dufford, Waldeck, Milburn, and Krohn to participate in and be paid with District funds to represent the Board and employees regarding actions of the staff at the Water Treatment Plant concerning the fluoride issue. Director Teal seconded the motion which passed unanimously.

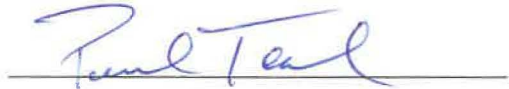
Director Garber moved to adjourn the meeting. Director Wheeler seconded the motion which passed unanimously.

At 10:45 p.m. the meeting was adjourned.

ATTEST:


Secretary









**MINUTES OF THE PLANNING MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held April 7, 1999

Present were Chairman Ballagh, Vice-Chairman Lewis, Treasurer Garber, Secretary Wheeler, and Director Teal. Staff present was Dale Tooker and David Reinertsen.

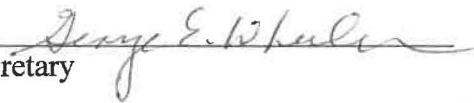
Chairman Ballagh called the meeting to order at 5:00 p.m. noting that the time and place for said planning meeting was published in accordance with C.R.S. 29-1-106 (3)(a).

Discussion took place regarding the treatment plant, distribution, and office. The directors requested that Manager Tooker design a flow chart of the District for discussion at the next planning meeting. After this discussion, the Board toured the new office.

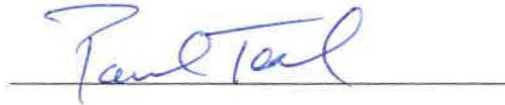
By unanimous consent the meeting was adjourned at 7:00 p.m.

ATTEST:

Secretary


Secretary









**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held April 21, 1999

Present were Chairman Ballagh, Vice Chairman Lewis, Secretary Wheeler, Treasurer Garber, and Director Teal. Staff present were Dale Tooker, David Reinertsen, David Payne, Ruth Kubin, and Cindy Day. Mary Brenes of Chadwick, Steinkirchner, Davis & Co., P.C. was present as a guest.

Chairman Ballagh called the meeting to order at 7:30 p.m.

1998 AUDIT. Ms. Brenes from Chadwick, Steinkirchner, Davis & Company, presented the District's 1998 audit. Ms. Brenes explained the audit and notes attached to the audit.

MINUTES OF MARCH 3, 1999. Director Garber moved to accept the minutes of the March 3, 1999, meeting. Director Wheeler seconded the motion. The motion to accept the minutes as presented passed unanimously.

MINUTES OF MARCH 17, 1999. Director Lewis moved to accept the minutes of the March 17, 1999, meeting. Director Teal seconded the motion. The motion to accept the minutes with some changes passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE. Director Garber moved to approve the financial report paying the \$177,294.41 as shown on the report, \$135,834.61 as itemized on the supplemental report, and a transfer of funds of \$400.00. Director Teal seconded the motion. After a brief discussion, the motion to approve the financial report passed unanimously.

EXPRESS AGENDA. The Directors reviewed the following express agenda items, and they were accepted as presented.

Retention Pond - Project 98-01 - Status - Eric Pennal of the District's staff has completed the paperwork necessary to submit the Retention Pond Project to the State Engineers office. A report will be presented to the Board upon the review and comments submitted by the State Engineers office on this project.

Hidden Valley Water Company - Manager Tooker sent a correspondence to Kelly Summers (Mr. John Whiting's attorney) in response to Mr. Whiting's offer to sell the Hidden Valley Water Company to the District. The correspondence requested information to assist staff in making a recommendation to the Board for a counter-proposal to Mr. Whiting.

Sarah Bramble - Colorado Compensation Insurance Authority - An Industrial Hygiene Sampling and Evaluation of the CASWTP Chemical Handling Practices was done by Sarah Bramble of the Colorado Compensation Insurance Authority. Ms. Bramble made recommendations regarding chemical handling procedures. These recommendations were evaluated and implemented where appropriate.

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Sediment Testing from Price Stubb Diversion - Staff had requested that the Bureau of Reclamation (BOR) provide the District with a chemical analysis of the sediment upstream from the Price Stub Diversion Dam on the Colorado River. This request was in response to the proposed construction of a fish ladder at the site which, during construction, could displace the sediment and potentially effect the District's water quality. Bob Norman of the BOR provided the preliminary data to Laboratory Director/ Plant Superintendent Robinson. Robinson requested further clarification of the data and interpretation of the impact of the BOR project. BOR staff will address Robinson's concern and complete a report which will be discussed at a future date.

NEW OFFICE CONSTRUCTION - PROJECT 98-02 - PROGRESS. As of Friday, April 16, 1999, the office project is moving along ahead of schedule. Crews have finished the roofing, the exterior brick veneer, electrical rough-in, plumbing rough-in, preliminary heating and cooling, insulation, and the installation of windows and glazing. Manager Tooker explained the Partial Payment Estimate #2 being made to FCI Constructors, Inc. Assistant Manager Reinertsen distributed an updated progress schedule for the completion of the new office. The estimated completion date of June 8, 1999, is still being used to allow for any complications that may arise.

STATUS OF ORCHARD MESA PROPERTY. Manager Tooker stated that there was a copy of the letter sent to Grand Junction City Mayor Janet Terry and Chairman of the Mesa County Board of Commissioners Kathy Hall by the District's Attorney Rich Krohn in regard to the proposal of removing District-owned property on Orchard Mesa from the 201 Sewer Service area. No response has been made since this letter was sent. Manager Tooker will keep the Board informed in this matter.

RESOLUTION AMENDING DISTRICT'S 457 DEFERRED COMPENSATION PLAN. Manager Tooker explained to the Board that District employees are allowed to participate in a 457 Deferred Compensation Plan. The 457 Deferred Compensation Plan is a non-qualified, tax-deferred, voluntary salary reduction plan which is supplemental to long-term retirement plans. Manager Tooker stated that because of the Small Business Job Protection Act of 1996 (SBJPA) which effected all eligible Section 457 Plans of State and Local Government employers, the District needed to adopt a resolution amending the District's 457 Deferred Compensation Plan. The resolution would need to state that assets of the 457 Plan are for the exclusive benefit of the participant and designated beneficiary which is in direct conflict to the law prior to the enactment of the SBJPA, which required that all amounts in the plan were the sole property of the employer, subject to the employers general creditors. Director Lewis moved to adopt the following resolution.

**RESOLUTION AMENDING THE CLIFTON WATER DISTRICT'S
457 DEFERRED COMPENSATION PLAN**

WHEREAS the Clifton Water District has employees that are rendering valuable services; and

WHEREAS the Clifton Water District has established a 457 Deferred Compensation Plan for employees that serves the interest of the District by providing a reasonable supplemental retirement security for employees; and

WHEREAS the Clifton Water District has determined that the continuance of the Deferred Compensation Plan will serve these objectives; and

WHEREAS the amendments to the internal revenue code Small Business Job Protection Act of 1996 have been enacted that require changes to the structure of and allow enhancement of the benefits of the Deferred Compensation Plan.

NOW THEREFORE BE IT RESOLVED that the Clifton Water District hereby amends and restates the Lincoln Financial Group Section 457 Deferred Compensation Plan.

BE IT FURTHER RESOLVED that all amounts of compensation declared under the plan, all property and rights purchased with such amounts, and all income attributable to such amounts, property, or rights shall be applied to the purchase of one or more annuity contracts (within the meaning of the Section 457 sub-paragraph g sub-paragraph 3 of the Code) for the exclusive benefit of the participants and their beneficiaries. In no event shall the amounts so held or applied be subject to the rights or claims of any creditor of the employer nor shall any portion of such amounts be used in any manner for or diverted to purposes other than for the exclusive benefit of the participants and their beneficiaries.

ADOPTED on this 21st day of April, A.D., 1999.

Director Garber seconded the motion. The motion passed unanimously.

CHILDREN'S WATER FESTIVAL. In previous years the District has committed to pay up to \$1,000 to cover one-fourth of the cost of the Children's Water Festival. Director Lewis moved to authorize monetary participation up to \$1,000 in the Children's Water Festival. Director Teal seconded the motion. Director Lewis stated that he wanted to the minutes to show that the reason behind granting this money is because it has a direct impact on education of water resources and water usage on the western slope. The motion passed unanimously.

638 BEAN RANCH ROAD. Staff reported to the Board of Directors that Mr. Chad Wallace was performing a repair to the irrigation system for District water customer Christine Bukowski at 638 Bean Ranch Road in the Indian Creek Subdivision. During this procedure, Mr. Wallace operated District valves, intentionally cut Clifton Water District's distribution line because it was "in his way," and made a non-acceptable repair to the District's system. District staff were made aware of the situation because a customer called to inquire about how long she would be without water. At that time, a District distribution crew was dispatched to determine the problem and observed Wallace making the repair. Manager Tooker stated that this was the second such incident of this matter involving the same parties within the same specific location. This situation prompted Manager Tooker to confront Mr. Chad Wallace on unauthorized acts according to the District's policy. In addition, Manager Tooker sent correspondence to Christine Bukowski, Chad Wallace, and Dan Brown in regard to correcting this situation. After some discussion it was decided that staff will formulate a policy which specifically addresses the ownership of the District's distribution lines and responsibility for charges incurred when District staff has to make a repair in such an incident. In addition, Manager Tooker will correspond with

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Attorneys' Bechtel and Krohn in regard to Dan Brown, more specifically Q Enterprises, being in breach of their Agreement with the District. Manager Tooker will keep the Board informed in regard to this situation.

SHOSHONE CALL. The Shoshone Power Plant placed an early call on the river for their available water to be released to generate power. Manager Tooker explained that in an average and above average year, this call is not made. The release through the Shoshone Power Plant is non-consumptive and actually benefits the Grand Valley. Manager Tooker further stated that depletion of stored water from the upper Colorado River basin reservoirs over consecutive dry years would be cause for concern but it was still premature at this time. After some discussion it was the consensus of the Board for staff to look at this issue more closely and present a full report at a later meeting.

OTHER NEW BUSINESS. Manager Tooker stated that the United States Fish and Wildlife Service and Colorado Division of Wildlife were poisoning non-native fish species in the pond that is east of 34 Road. There is a pipe that allows free-flow of water between the east pond and the District's pond west of the road. Fish in the District's pond have been poisoned. Staff will continue investigating this situation and will inform the Board of the outcome.

Director Ballagh stated that at the Special District Association (SDA) Board meeting on Friday, April 16, he was elected as President of the Board. Director Ballagh explained that this action had been taken because changes were needed within the structure of the SDA Board. Director Ballagh also stated that he believe it was time for similar action to take place with the present Water District Board. Chairman Ballagh stated that he would entertain motions to rearrange the Board. Director Garber nominated Dickie Lewis as Chairman. Director Teal seconded the nomination. Director Lewis nominated Director Garber for Vice-Chair with Director Wheeler seconding the motion. Director Garber nominated Director Wheeler for treasurer, with Director Lewis seconding the nomination. Director Wheeler nominated Director Teal for secretary with Director Garber seconding the motion. The nominations were all accepted and passed unanimously.

Directors Ballagh and Teal stated that he would not be present at the May 19, 1999, Board meeting. Their absences will be excused.


PERSONNEL ISSUES. Manager Tooker stated that the District had been successful in hiring Tim Smith as a laborer. Tim is in his second week with the District. Manager Tooker told the Board that one of the meter readers had strained a muscle in her neck and had been off work with the injury for over a week. The meter reader now is back on modified duty.

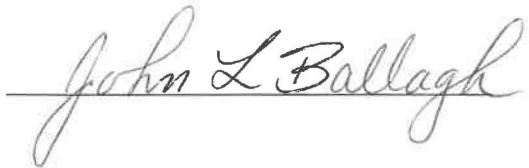
Director Ballagh moved to adjourn the meeting. Director Garber seconded the motion which passed unanimously.

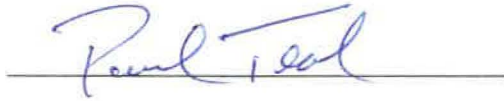
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At 9:40 p.m. the meeting was adjourned.

ATTEST:


Secretary









**MINUTES OF THE PLANNING MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held May 5, 1999

Present were Chairman Lewis, Vice-Chairman Garber, Treasurer Wheeler, Secretary Teal, and Director Ballagh. Staff present was Dale Tooker and David Reinertsen.

Chairman Lewis called the meeting to order at 5:10 p.m. noting that the time and place for said planning meeting was published in accordance with C.R.S. 29-1-106 (3)(a).

Manager Tooker presented a memo concerning the 1999 Manager's Goals which also contained a job description for the Manager's position.

Manager Tooker presented a flow chart depicting the present and future water needs and capacities of the Clifton Water District. The Board and staff discussed the chart and the improvements needed.


Staff explained the activity of the Fish and Wildlife Service on the land just north of the Charles A. Strain Water Treatment Plant southeast of the intersection of E 1/4 Road.

A budget committee of Directors Ballagh, Teal, and Wheeler was selected to review the budget before it is presented to the full Board.

Director Garber made a motion to suspend the planning meetings until further notice. Director Teal seconded the motion which passed unanimously.

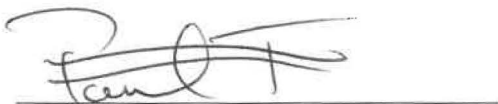
By unanimous consent the meeting was adjourned at 8:25 p.m.

ATTEST:


Secretary











CLIFTON WATER DISTRICT

P.O. Box 100, 137 Third Street
Clifton, Colorado 81520

Office (970) 434-7328
Fax (970) 434-7338

Treatment Plant
(970) 434-5571

Laboratory
(970) 434-7624

RESOLUTION

WHEREAS John L. Ballagh has served on the Clifton Water District Board of Directors since May 7, 1986, and as Chairman of the Board of Directors of the Clifton Water District since May 20, 1992; and

WHEREAS John L. Ballagh's service has been outstanding; and


WHEREAS the Clifton Water District and Board of Directors recognize John L. Ballagh's continuing efforts with the Special District Association of Colorado; and

WHEREAS John L. Ballagh's efforts with the Special District Association of Colorado have been recognized by being elected to serve as the President of the Special District Association of Colorado.

NOW THEREFORE BE IT RESOLVED that the Clifton Water District and Board of Directors express their appreciation for John L. Ballagh's efforts.

BE IT FURTHER RESOLVED that this resolution be presented to John L. Ballagh as an expression of appreciation for his dedication to the Clifton Water District.

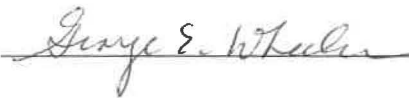
ATTEST:



Secretary







**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held May 19, 1999

Present were Chairman Lewis, Vice Chairman Garber, and Treasurer Wheeler. Directors Teal and Ballagh were previously excused from this meeting. Staff present were Dale Tooker, David Reinertsen, Larry Robinson, Ruth Kubin, and Cindy Day.

Chairman Lewis called the meeting to order at 7:30 p.m.

MINUTES OF APRIL 7, 1999 - Director Wheeler moved to accept the minutes of the April 7, 1999, meeting. Director Garber seconded the motion. The motion to accept the minutes as presented passed unanimously.

MINUTES OF APRIL 21, 1999 - Director Garber moved to accept the minutes of the April 21, 1999, meeting. Director Wheeler seconded the motion. The motion to accept the minutes with some changes passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE - Director Garber moved to approve the financial report paying the \$103,060.06 as shown on the report, \$40,644.20 as itemized on the supplemental report, and a transfer of funds of \$107,394.16. Director Wheeler seconded the motion. After a lengthy discussion, the motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the following express agenda item, and it was accepted as presented. Director Lewis requested that the Hidden Valley Water Company item be discussed in executive session.

New Office Construction - Project 98-02 - Progress - As of Friday, May 14, 1999, the office project is continuing to move along ahead of schedule. Interiors have been dry-walled, textured, and painted. The building has been secured with all windows and locking doors installed. The drainage plan and final grading for the site has been started.

RESOLUTION RECOGNIZING CHAIRMAN BALLAGH - A resolution recognizing John L. Ballagh for his service to the District as Chairman of the Clifton Water District Board and recognizing his contribution to the Special District Association as their new President was presented. Director Wheeler moved to accept the following resolution.

RESOLUTION

WHEREAS John L. Ballagh has served on the Clifton Water District Board of Directors since May 7, 1986, and as Chairman of the Board of Directors of the Clifton Water District since May 20, 1992; and

WHEREAS John L. Ballagh's service has been outstanding; and

WHEREAS the Clifton Water District and Board of Directors recognize John L. Ballagh's continuing efforts with the Special District Association of Colorado; and

WHEREAS John L. Ballagh's efforts with the Special District Association of Colorado have been recognized by being elected to serve as the President of the Special District Association of Colorado.

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NOW THEREFORE BE IT RESOLVED that the Clifton Water District and Board of Directors express their appreciation for John L. Ballagh's efforts.

BE IT FURTHER RESOLVED that this resolution be presented to John L. Ballagh as an expression of appreciation for his dedication to the Clifton Water District.
Director Garber seconded the motion and it passed unanimously.

INDIAN CREEK ESTATES/DAN BROWN - Manager Tooker stated that he and Assistant Manager Reinertsen met with Attorney Bechtel to discuss Indian Creek Estates. Attorney Bechtel prepared a letter to Mr. Dan Brown for Chairman Lewis to sign. The letter informed Mr. Brown that he was in breach of the December 10, 1995, Agreement with the District. Director Garber moved that Chairman Lewis sign the letter as presented to the Board with a minor correction. Director Wheeler seconded the motion and it passed unanimously.

FISH AND WILDLIFE SERVICE ENDANGERED SPECIES UPDATE - After the United States Fish and Wildlife Service (USFWS) poisoned the fish in the ponds on both sides of the 34 Road treatment plant access, Manager Tooker and Assistant Manager Reinertsen met with Mr. Dave Soker from the USFWS to discuss the problem and the future plans of the USFWS, the Colorado Division of Wildlife (CDOW), and the Colorado State Parks concerning the future land uses of the property that they own just north of the District's property. Manager Tooker stated that he and Assistant Manager Reinertsen had another meeting scheduled for May 20, 1999, with the USFWS, CDOW, and the Nature Conservancy to discuss this situation. Manager Tooker will present any additional information on this item to the Board at a later date.

PRELIMINARY REPORT CONCERNING CASWTP WATER QUALITY GOALS AND PARAMETERS - A preliminary report of the CASWTP water quality goals and parameters was included in the Board packets for review. Manager Tooker stated that this was preliminary information which would be included in a more comprehensive report at a later date. Director Garber stated that he would like to wait for all the Board members to be present for a detailed discussion on this item.

BOARD AND SUPERVISORS SEXUAL HARASSMENT MEETING - Manager Tooker stated that he had scheduled Attorney Bechtel to present a seminar on sexual harassment to the Board of Directors and District staff supervisors. The meeting is scheduled for Monday, May 24, 1999, at 3:00 p.m. at the District office.

MANAGER'S JOB DESCRIPTION - Manager Tooker distributed a memo containing the draft Manager's Job Description for Board review. This item will be discussed at the next Board meeting.

DISTRICT'S PROPERTY AND LIABILITY INSURANCE WITH HOME LOAN INSURANCE COMPANY

- Manager Tooker stated that the District's Property and Liability Insurance is up for renewal in May. Home Loan has recently performed a value assessment of the District's property, and as a result, the District increased its coverage to \$12 million. Because of these recent changes, the 1999-2000 premium was not available for this meeting. The renewal and the premium for 1999-2000 will be available at the next Board meeting for Board approval. Manager Tooker stated that he had not put the District's Property and Liability Insurance up for competitive bid because the District was getting excellent service from Home Loan and Insurance. Home Loan provided the District with its very first property value assessment to realign insurance coverage with actual property values as well as a number of reviews of insurance needs on various District construction contracts and documents.

OTHER NEW BUSINESS - Director Garber wanted to confirm that the monthly planning meetings have been suspended for the summer. Also, Director Garber informed staff that at the last planning meeting a committee was formed to review the budget before it is presented to the entire Board.

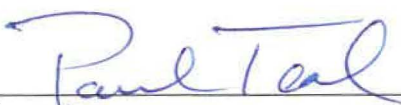
EXECUTIVE SESSION - Director Garber moved to enter into executive session for discussion of the District's Orchard Mesa property, Hidden Valley Water Company, and any personnel issues that may need to be addressed. Director Wheeler seconded the motion and it passed unanimously.

After approximately 30 minutes, Director Wheeler moved to exit from the executive session. Director Garber seconded the motion which passed unanimously.

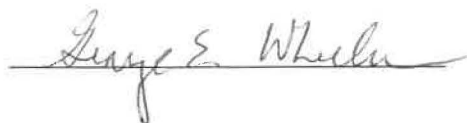
Director Wheeler moved to adjourn the meeting. Director Garber seconded the motion which passed unanimously.

At 9:31 p.m. the meeting was adjourned.

ATTEST:


Secretary







**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held June 16, 1999

Present were Chairman Lewis, Vice Chairman Garber, Treasurer Wheeler, Secretary Teal and Director Ballagh. Staff present were Dale Tooker, David Reinertsen, Dave Payne, Ruth Kubin, and Cindy Day.

Chairman Lewis called the meeting to order at 7:30 p.m.

MINUTES OF MAY 5, 1999 - Director Garber moved to accept the minutes of the May 5, 1999, meeting. Director Ballagh seconded the motion. The motion to accept the minutes with one minor correction passed unanimously.

MINUTES OF MAY 19, 1999 - Director Wheeler moved to accept the minutes of the May 19, 1999, meeting. Director Teal seconded the motion. The motion to accept the minutes as presented passed unanimously.

Chairman Lewis presented Director Ballagh with a plaque honoring his service as Chairman of the Board of Directors.

FINANCIAL REPORT AND ACCOUNTS PAYABLE - Director Ballagh moved to approve the financial report paying the \$79,675.12 as shown on the report, \$59,450.65 as itemized on the supplemental report, and a transfer of funds of \$400.00. Director Wheeler seconded the motion. After a lengthy discussion, the motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the following express agenda items. Director Lewis requested that the New Office Construction item be discussed further.

Electronic Transfer of Funds Program Update - As of Friday, June 11, 1999, the District has 258 customers signed up for automatic withdrawal of funds for payment of their water services. These 258 customers represent 3.2% of the active taps of the District. Staff is running a 30 day trial period of sending out a note and electronic transfer form to each new customer in the District. Other avenues to attract electronic transfer customers are reminders in the newsletter and the on-hold message.

November 1999 Election Calendars - Staff received notice that the November 1999 Election Calendars are now available. Staff does not foresee an election issue for November 1999, and unless directed by the Board, staff will not request election information.

NEW OFFICE CONSTRUCTION - PROJECT 98-02 - PROGRESS - As of Friday, June 11, 1999, the new office construction was almost finished. The carpet and furniture were installed and the two items delaying the opening of the new office were Public Service and U.S. West. A tentative moving date of Friday, July 2, 1999, is planned. The office will be closed on Friday for moving and then reopen on Tuesday, July 6, 1999, at the new office location. Assistant Manager Reinertsen explained the problems in getting the three-phase electricity into the new office, and Manager Tooker explained the obstacle in getting phone service on the desired date.

FISH AND WILDLIFE SERVICE ENDANGERED SPECIES UPDATE - Manager Tooker and Assistant Manager Reinertsen met with the United States Fish and Wildlife Service (USFWS), Colorado State Parks, and The Nature Conservancy (TNC) on May 20, 1999, concerning the current status and future plans of the property just north of the District's Gunderson Island property. This property is north of the District's Gunderson Island property, east of the 34 Road alignment, and south of the E 1/4 Road alignment which extends to the Colorado River and is more commonly known as the Bounds property. The intention of the USFWS is to use the ponds in this area as brooding and grow-up ponds for endangered species. TNC, USFWS, and Colorado State Parks worked together to establish easements so that USFWS may utilize the property for endangered species. In addition, easements in place allow the Colorado State Parks to develop a trail system to access the Colorado River and eventually connect with the River Front Trail System. Staff expressed concerns to the USFWS, Colorado State Parks, and TNC about the future uses of this property and the impact to the Water District. The intent of the meeting was to open the lines of communication and state the District's concerns and displeasure with being left out of the planning and progression of this project to this point. Manager Tooker told the others that the District may be interested in purchasing any of the land adjoining the District's property under certain conditions. In addition, landscape changes including dikes and flood plain alteration that may be a part of the USFWS's plans demand that the Clifton Water District be included in the planning of these projects because it will directly effect District's assets. Additional meetings are planned with the District and USFWS.

Manager Tooker stated that in a related issue, Anita Martinez from the Division of Wildlife contacted him on June 9th requesting permission to enter the District's property to trap, identify, and count fish from ponds located on District property. Manager Tooker denied access to the Colorado Division of Wildlife for this purpose stating that the situation with the USFWS, Colorado State Parks, TNC, and the Division of Wildlife has made the Clifton Water District re-evaluate its cooperation with governmental agencies for this purpose. Director Ballagh proposed a policy regarding access to District owned property, and he presented this policy in draft form for consideration at a future meeting after staff has written his proposal into a formal policy. Director Ballagh moved that staff present to the Board a listing of properties adjacent to any District-owned property on which the District may be interested in purchasing a first right of refusal. Director Garber seconded the motion. After some discussion, the motion passed unanimously.

DISTRICT'S PROPERTY AND LIABILITY INSURANCE WITH HOME LOAN AND INSURANCE COMPANY - Included in the Board packet was the 1999 - 2000 premium for the District's Property and Liability Insurance with Home Loan and Insurance Company. Since the premiums were within the budgeted range for 1999, Director Ballagh moved acceptance of the insurance and liability premium faxed quote from Home Loan and Insurance Company dated June 10, 1999, for the amount of \$16,023.00. Director Wheeler seconded the motion. The motion passed unanimously.

WATER TREATMENT PLANT WATER QUALITY GOALS AND PARAMETERS - At the May 19, 1999, Board meeting, staff presented the Board with a preliminary report on the water quality goals and parameters from the water treatment plant. At that meeting, the Board requested that this discussion take place in the presence of the full Board. Treatment Plant Foreman Dave Payne explained some of the positive aspects of using the nanofiltration units and also explained the obstacles that were faced by the treatment plant operators during the past year. Treatment Plant Foreman Payne stated the operation and maintenance costs were lower during the first year of operation than those costs estimated during initial studies.

INDIAN CREEK ESTATES - Included in the Board packet was a response letter from Dan Brown dated June 1, 1999, regarding the letter that was sent to him after the last Board meeting. Manager Tooker stated that this was informational at this time since Mr. Brown still had not presented the District with his costs to install the water line serving Indian Creek Estates.

RISK MANAGEMENT PLAN - CHAIN OF COMMAND (COC) FLOW CHART - Assistant Manager Reinertsen distributed the Clifton Water District chain of command to the Board members. Assistant Manager Reinertsen stated that he had prepared a Risk Management Plan which is mandated by the EPA which would be submitted to EPA on June 17, 1999. A copy of the Risk Management Plan is available for review. Assistant Manager Reinertsen presented the highlights of the Risk Management Plan. It was the consensus of the Board that School District 51 be presented with a copy of the Risk Management Plan because of the Mt. Garfield Outdoor Classroom which is held on Gunderson Island. Director Ballagh moved to accept the plan as prepared and post it according to applicable regulations. Director Teal seconded the motion and it passed unanimously.

WATERMARK OF EXCELLENCE AWARD - Manager Tooker stated that he had established an employee recognition award named the Watermark of Excellence Award. The awards are open to all employees excluding the Manager and department supervisors. In June and December of each year, the three department supervisors each make a written recommendation to the Manager of an employee in their department that has demonstrated exemplary work performance and is deserving of this Award. After a presentation by each supervisor, the Manager and supervisors will select the recipient of the Watermark of Excellence Award. At the end of the year, one of the two Award winners will be selected as the Employee of the Year. Recognition and Awards will be funded by the Employee Clothing/Award line item in the 1999 budget. Manager Tooker continued by inviting the Board members a luncheon to introduce the Award winner. The luncheon will be held at the new office on June 30, 1999, from Noon to 1:00 p.m.

NEW CONSTRUCTION POLICY AMENDMENT - Manager Tooker stated that there were changes that needed to be made to the New Construction Policy because of a conflict between District policy and Public Service Company's installation of gas and electric service. This change would require the customer/developer to install a District-supplied meter pit assembly as a part of the construction project. Director Wheeler moved to approve the changes in the Construction Policy in Sections 6.3.1 and 7.1.3. Director Ballagh seconded the motion. It passed unanimously.

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June 16, 1999
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WATER USAGE FEE POLICY AMENDMENT - Manager Tooker stated that because of the incidents that had been happening in Indian Creek Estates, he was proposing a change to the Water Usage Fee Policy which would add a penalty or fine of \$1,000.00 in the event that unauthorized personnel manipulated, altered, or otherwise changed the District's distribution system without prior approval. Director Ballagh moved to accept the proposed changes to the Water Usage Fee Policy. Director Garber seconded the motion. After a lengthy discussion wherein several changes were made to the policy, the motion was defeated unanimously. A revised Water Usage Fee Policy will be presented at the next Board meeting.

LANDSCAPE CONCEPT OF NEW OFFICE - Manager Tooker stated that a concept of landscaping for the new office had been included in the Board packet. District staff will be completing the landscaping with in-house labor. This item was informational at this time.

EXTEND SORTER CONTRACT - The Board was informed that, due to the large number of new subdivisions that made preliminary payment prior to January 1, 1999, and were included under the old Construction Policy, staff was recommending that the Board approve a 30 day extension to the Sorter contract which was dated July 1, 1998. Staff had expected the construction work to be completed by the end of June, however, unforeseen delays will extend the work through June and into July. Director Garber moved to extend to contract with Sorter Construction for a period of 31 days through July 31, 1999. Director Teal seconded the motion and it passed unanimously.

PRELIMINARY PLANNING INFORMATION - Manager Tooker stated that a preliminary Capital Improvement Plan Summary and Individual Capital Improvement Project descriptions were included in the Board packet. This item was informational only.

RECOVERY PROGRAM INFORMATION - A memorandum from Tom Pitts, Project Coordinator, Water Consult, was included in the Board packet. The memo was information that Mr. Pitts had presented to the Grand Valley Water Users Association Board of Directors and Orchard Mesa Irrigation District Board of Directors at their meetings. Manager Tooker stated that if the Board was interested, he could schedule to have Mr. Pitts make a presentation at a future Board meeting. The consensus was that it was not necessary at this time.

BILLING PERIODS - Director Lewis stated that he had an individual approach him about the Water District billing on a yearly or quarterly cycle. This item was only briefly discussed. Director Lewis will let the gentleman know that he can pay in advance but the billing will continue to take place monthly.

MANAGER'S JOB DESCRIPTION - At 10:49 p.m., Director Garber moved to enter into executive session to discuss this item. Director Teal seconded the motion and it passed unanimously.

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June 16, 1999
Page Five

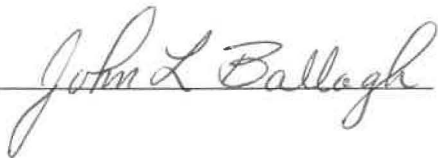
At 11:29 p.m. Director Wheeler moved to exit from the executive session. Director Garber seconded the motion which passed unanimously.

Director Wheeler moved to adjourn the meeting. Director Teal seconded the motion which passed unanimously.

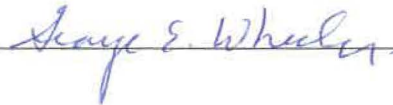
At 11:32 p.m. the meeting was adjourned.

ATTEST:


Secretary







**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held July 21, 1999

Present were Vice Chairman Garber, Treasurer Wheeler, Secretary Teal, and Director Ballagh. The absence of Chairman Lewis was excused. Staff present were Dale Tooker, David Reinertsen, Larry Robinson, Ruth Kubin, and Cindy Day. Guests present were Jamie Hamilton of Home Loan and Insurance and Sue Kiser, Marge Miller and Rhea Gavry with Mesa County Water Association.

Vice Chairman Garber called the meeting to order at 7:30 p.m. The meeting began with a tour of the new office facility.

JAMIE HAMILTON - HOME LOAN AND INSURANCE - Mr. Jamie Hamilton gave a brief summary of the District's insurance coverage. Mr. Hamilton explained the policy exclusions in the General Liability Section and then answered questions asked by the Board members. Mr. Hamilton departed from the meeting at 8:00 p.m.

SUE KISER, MARGE MILLER, RHEA GAVRY - MESA COUNTY WATER ASSOCIATION - A letter from Greg Trainor, President of Mesa County Water Association, was included in the Board packets. The letter was requesting financial assistance to fund an educational video focusing on the Grand Valley's special water issues. Ms. Kiser, a board member of the Mesa County Water Association, stated that their organization was in the process of raising funds for the video. Ms. Gavry stated that she is the co-owner of Independent Media Network, a regional non-profit documentary and educational film producer, working with the Mesa County Water Association on this production. Ms. Kiser stated that the Mesa County Water Association was requesting funding from the District to assist with the production of the video. Ms. Kiser and Ms. Gavry stated that the budget for the hour long video is \$55,000. Accordingly, \$5,000 has been received from the Bacon Foundation and the Colorado Historical Society has indicated that if Mesa County Water Association could raise \$20,000 locally they would commit to the other \$30,000. After fielding several questions from the Board, the representatives for Mesa County Water Association exited from the meeting at 8:17 p.m.

MINUTES OF JUNE 16, 1999 - Director Ballagh moved to accept the minutes of the June 16, 1999, meeting. Director Teal seconded the motion. The motion to accept the minutes with several corrections passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE - Director Ballagh moved to approve the financial report paying the \$93,324.72 as shown on the report, \$137,780.50 as itemized on the supplemental report, and a transfer of funds of \$400.00. Director Wheeler seconded the motion. After a brief discussion, the motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the following express agenda items. New Office Open House was moved from the express agenda to new business. All other items were accepted as presented.

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New Office Construction - Project 98-02 - Progress - Construction of the new office is complete. Staff moved operations of the office on Friday, July 2, 1999, and opened in the new facility on Tuesday, July 6. FCI is continuing to make minor adjustments and repairs. Final project costs will be completed by the August meeting.

Indian Creek Estates/Dan Brown Report - Staff received a detailed report from Dan Brown concerning costs for the Indian Creek Estates project. Staff is evaluating the data and will have a report and recommendations to the Board at the August meeting.

Hidden Valley Water Company/John Whiting - Staff received a response from Mr. Kelly Summers (John Whiting's attorney) to the request made earlier to provide information concerning the Hidden Valley Water Company system. Staff is evaluating the information and will have a report and recommendations to the Board at the August meeting. In addition, Manager Tooker met with Bob Jasper, Kathleen Sellman, and Tom Dixon from Mesa County concerning Hidden Valley Water Company, the Eli Fresquez development, and other planning issues in the Whitewater area.

Watermark of Excellence Award - On June 30, 1999, the District recognized Tyler Lehmann, David Payne, and Eric Pennal as the Watermark of Excellence nominees for January through June 1999. A luncheon was held, for the entire staff and Board members, where the nominees were presented their awards. The Watermark of Excellence Award was presented to David Payne who was nominated by Plant Superintendent Larry Robinson. The award ceremony was well received as an excellent way to recognize exemplary performance.

Operator Certification Upheld - Staff members Tooker, Robinson, and Sheley were exonerated by the Colorado Plant Operators Certification Board for their actions in the fluoride incident of February 4, 1998. Previous employee Edgar Ellis had brought allegations to the Colorado Plant Operators Certification Board alleging that Tooker, Robinson, and Sheley falsified data and requested that their Colorado Plant Operators Certification licenses be revoked. The Colorado Plant Operators Certification Board determined that there was insufficient information presented to support an allegation of submitting falsified data.

WATER USAGE FEE POLICY AMENDMENT (UNAUTHORIZED MANIPULATION/REPAIR OF DISTRICT SYSTEM) - An updated copy of the Water Usage Fee Policy with the changes requested by the Board at the last meeting was presented. Director Ballagh moved adoption of the following resolution for the Amendment to the Water Usage Fee Policy, #420. Director Teal seconded the motion.

RESOLUTION FOR THE WATER USAGE FEE POLICY #420

WHEREAS the Clifton Water District has reviewed the Water Usage Fee Policy; and
WHEREAS the District has experienced unauthorized personnel operating valves, intentionally unearthing, cutting, and repairing the District's distribution system without the knowledge of the District; and

WHEREAS the District has experienced customer complaints and water service disruptions from unauthorized activities; and

WHEREAS the District has realized the necessity to implement a penalty for unauthorized activities associated with the District's facilities.

NOW THEREFORE BE IT RESOLVED that the Clifton Water District Board of Directors amend the Water Usage Fee Policy to include penalties for the unauthorized manipulation/repair of the District's facilities.

BE IT FURTHER RESOLVED that the Water Usage Fee Policy #420 is effective July 22, 1999.

The motion passed unanimously.

PROPERTY AND FACILITIES ACCESS POLICY - Board members were provided a policy addressing procedures for accessing District-owned property and facilities as proposed by Director Ballagh at the June 21, 1999, Board meeting. Director Ballagh moved to accept the following resolution adopting the Properties and Facilities Access Policy, #920. Director Wheeler seconded the motion.

RESOLUTION FOR THE PROPERTY AND FACILITIES ACCESS POLICY #920

WHEREAS the Clifton Water District has identified the necessity to set procedures and guidelines to effectively deal with requests to access District-owned property and facilities; and

WHEREAS the District receives numerous requests to use and/or access District-owned properties and facilities; and

WHEREAS the District wishes to provide direction to staff concerning the approval and/or denial of any access request; and

WHEREAS the District wishes to establish guidelines for such requests; and

WHEREAS the District wishes to establish rules that govern the activities and behavior of individuals and organizations that access District facilities; and

WHEREAS the District wishes to protect District-owned properties and facilities from operations and/or activities not in harmony with the goals and objectives of the District.

NOW THEREFORE BE IT RESOLVED that the Clifton Water District Board of Directors institute the Property and Facilities Access Policy;

BE IT FURTHER RESOLVED that the Property and Facilities Access Policy #920 is effective July 22, 1999.

The motion passed unanimously.

MESA COUNTY WATER ASSOCIATION, INC. REQUEST - Director Garber questioned the other members in regard to donating funds to the Mesa County Water Association for the video production on Grand Valley water. Director Ballagh moved to contribute \$1,000 toward the production of the video which will be included in the fiscal year 2000 budget, contingent upon the Association raising locally the \$20,000 **and** receiving the \$30,000 from the Colorado Historical Society. Director Wheeler seconded the motion. After some discussion, the motion passed unanimously.

MONEY PURCHASE PENSION TRUST AMENDMENT - Included in the Board packet in this regard were:

- 1) A letter dated June 29, 1999, from Susan Hamrick, Lincoln Financial Group;
- 2) Amendment #2 amending Clifton Water District Money Purchase Pension Trust;
- 3) Original definition page from the Clifton Water District Pension document identifying the definition for compensation Paragraph 1.13; and
- 4) Page 6 of the Pension Adoption Agreement identifying employee eligibility.

Manager Tooker stated that staff had identified a problem with Baden, Gage, and Schroeder (the new plan administrator hired by Lincoln National) expecting contributions to be made by the District for the benefit of new employees based upon an entire years salary. Baden, Gage, and Schroeder interprets the definition of contribution to be 5% of the employees' annual salary

regardless of the qualification date of the employee. The conflict arises because Baden, Gage, and Schroeder expect 5% of the employees' entire annual salary to be contributed. The intention of the District is to contribute 5% of the employees' salary after they become eligible for the pension (the first month after six months of employment). Staff requested Lincoln Financial Group to prepare an amendment to correct this discrepancy. Amendment #2 Amending the Clifton Water District Money Purchase Pension Trust was recommended to correct this problem. Director Ballagh moved to adopt the amendment. Director Wheeler seconded the motion. After discussion, Director Ballagh moved to defer his previous motion until legal counsel could be received. Director Wheeler seconded the motion which passed unanimously.

PERSONNEL MANUAL SECTION 10 ANNUAL LEAVE CHANGES - Manager Tooker stated that Section 10 of the Personnel Manual needed to be changed to alleviate the confusion caused by the wording for the accrual of annual leave. The amended policy sets an accrual rate for annual leave based upon length of service. In addition, the maximum amount of accrued annual leave that an employee can have was increased to 300 hours. Director Ballagh moved acceptance of the proposed changes to Section 10 of the Personnel Manual. Director Teal seconded the motion. After discussion, the motion to accept the amendment to Section 10 passed with a few corrections.

REQUEST TO PURCHASE 30 SHARES OF GVICO STOCK - Manager Tooker presented a staff report to the Board in regard to the future water needs of the District and the necessity for the District to purchase water shares to meet these needs. Manager Tooker stated that the District had been offered 30 shares of Grand Valley Irrigation Company (GVICO) stock at a total price of \$7,000. Previously, staff had been authorized to pay up to \$205 per share and Manager Tooker requested that the Board approve the purchase of these 30 shares even though the cost per share was \$233.33. Director Teal moved that the District purchase 30 shares of GVICO stock at \$233.33 per share for a total of \$7,000. Director Wheeler seconded the motion. After some discussion the motion passed unanimously. Director Teal moved to amend his motion to read that Manager Tooker could pay up to \$233.33 per share for as many shares as he could purchase. Director Wheeler seconded the amendment. The motion to accept the amended motion passed unanimously.

NEW OFFICE OPEN HOUSE - Manager Tooker stated that a tentative date for an open house at the new office was scheduled for Friday, October 8, 1999, from 3:00 p.m. until 5:00 p.m. After some discussion the open house for the new office building will be held October 22, 1999, from 3:00 p.m. to 5:00 p.m.

OTHER NEW BUSINESS - Assistant Manager Reinertsen stated that he had been involved in two planning meetings put on by the Mesa County Sheriff's Department in conjunction with the Mesa County Community Preparedness Coalition regarding the Year 2000 issues (Y2K). Assistant Manager Reinertsen stated that a coalition including Mesa County, City of Grand Junction, law officials, medical providers, utility purveyors, and financial institutions were attempting to come together with a statement about how all groups and agencies are prepared to handle Y2K issues. This statement will be placed in the fall issue of *Waterline*, and will also be distributed to customers shopping at City Market for approximately two weeks this fall.

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In other new business, Assistant Manager Reinertsen stated that he had checked into a sign for the new District office. Preliminary figures for a piece of sandstone which would have the District's name etched into it were close to \$2,500. After some discussion, it was decided that other options for a sign for the District office will be investigated.

Director Ballagh moved to enter executive session at 11:25 p.m. Director Teal seconded the motion which passed unanimously.

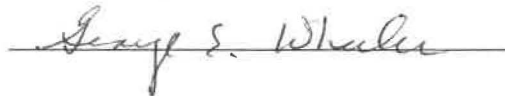
Director Wheeler moved to exit the executive session at 11:50 p.m. Director Teal seconded the motion which passed unanimously. Director Ballagh moved to adjourn the meeting. Director Wheeler seconded the motion which passed unanimously.

At 11:51 p.m. the meeting was adjourned.

ATTEST:


Secretary











CLIFTON WATER DISTRICT

P.O. Box 100, 137 Third Street
Clifton, Colorado 81520
Office (970) 434-7328
Fax (970) 434-7338

Treatment Plant
(970) 434-5571

Laboratory
(970) 434-7624

RESOLUTION FOR THE PROPERTY AND FACILITIES ACCESS POLICY

WHEREAS the Clifton Water District has identified the necessity to set procedures and guidelines to effectively deal with requests to access District-owned property and facilities;

WHEREAS the District receives numerous requests to use and/or access District-owned properties and facilities;

WHEREAS the District wishes to provide direction to staff concerning the approval and/or denial of any access request;

WHEREAS the District wishes to establish guidelines for such requests;


WHEREAS the District wishes to establish rules that govern the activities and behavior of individuals and organizations that access District facilities;

WHEREAS the District wishes to protect District-owned properties and facilities from operations and/or activities not in harmony with the goals and objectives of the District;

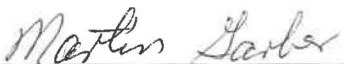
NOW THEREFORE BE IT RESOLVED that the Clifton Water District Board of Directors institute the Property and Facilities Access Policy;

BE IT FURTHER RESOLVED that this resolution adopting the Property and Facilities Access Policy become effective on July 22, 1999.

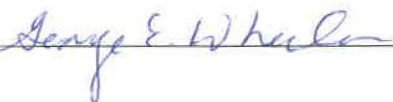
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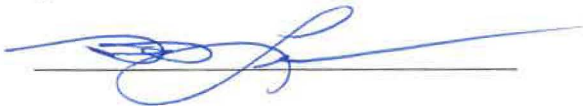


Secretary











CLIFTON WATER DISTRICT

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RESOLUTION FOR THE WATER USAGE FEE POLICY

WHEREAS the Clifton Water District has reviewed the Water Usage Fee Policy;
WHEREAS the District has experienced unauthorized personnel operating valves, intentionally unearthing, cutting, and repairing the District's distribution system without the knowledge of the District;

WHEREAS the District has experienced customer complaints and water service disruptions from unauthorized activities;

WHEREAS the District has realized the necessity to implement a penalty for unauthorized activities associated with the District's facilities;

NOW THEREFORE BE IT RESOLVED that the Clifton Water District Board of Directors amend the Water Usage Fee Policy to include penalties for the unauthorized manipulation/repair of the District's facilities.

BE IT FURTHER RESOLVED that this resolution amending the Water Usage Fee Policy will become effective on July 22, 1999.

ATTEST:

Paul Teal
Secretary

Martin Garber

John L. Ballagh

George E. Wheeler

[Signature]

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held August 18, 1999

Present were Chairman Lewis, Vice Chairman Garber, Treasurer Wheeler, Secretary Teal, and Director Ballagh. Staff present were Dale Tooker, David Reinertsen, Larry Robinson, Ruth Kubin, and Cindy Day. Mrs. Barbara Wimmer was present as a guest.

Chairman Lewis called the meeting to order at 7:30 p.m.

GUESTS - Mrs. Barbara Wimmer stated she was requesting the following: 1) variance from the District Policy of a \$20 meter testing charge; 2) a new meter; and 3) leak adjustments for 1999, 1997, and 1995. Mrs. Wimmer had disagreed with her water usage and according to District policy, staff tested the meter. The meter was tested and was operating one percent fast which is within accuracy standards. In addition, Mrs. Wimmer stated that on Sunday, August 15, 1999, distribution employee Tino Villarreal was dispatched to her home to check for a leak and low pressure. Villarreal shut off the water because Mrs. Wimmer was not home and the meter was registering a flow of approximately three gallons per minute. Upon returning, employee Villarreal could not explain the low pressure or air in the system. Director Ballagh moved that Mrs. Wimmer's water bill and any penalties be held in abeyance until a full report was received from the distribution staff of the Water District. Director Wheeler seconded the motion which passed unanimously. Mrs. Wimmer was told that responses to her requests would be forthcoming.

MINUTES OF JULY 21, 1999 - Director Garber moved to accept the minutes of the July 21, 1999, meeting. Director Ballagh seconded the motion. The motion to accept the minutes with corrections passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE - Director Wheeler moved to approve the financial report paying the \$44,470.39 as shown on the report, \$24,985.88 as itemized on the supplemental report, and a transfer of funds of \$400.00. Director Teal seconded the motion. The motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the following express agenda items. New Office Construction was moved from the express agenda. All other items were accepted as presented.

Clifton Sanitation District Cost Comparison - Staff prepared a cost evaluation report that is included in the Board packets for the services that the Water District provides to the Sanitation District. The monthly cost to the District in providing these services is \$250.50 direct employee costs and \$80.00 for estimated facilities rental, storage, and cleaning. The total monthly expense is \$330.50. The District receives \$750 per month from the Clifton Sanitation District.

Project 98-01 - Settling Pond - The District has received plan approval from the Colorado Department of Public Health and Environment and is awaiting approval from the State Engineer Office. Alan Pearson, Principal Engineer, Dam Safety Branch, with the State Engineer Office, inspected the site on August 5, 1999. Design comments and recommendations have been sent to WestWater Engineering based upon Mr. Pearson's inspection. An approved plan is expected within the next 60 days.

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Purchase of Water Shares - Staff executed the purchase of 30 shares of GVICo stock at a price of \$7,000.00.

Personnel Manual, Section 10, Annual Leave - Staff prepared and distributed in the Board packets the corrected Personnel Manual Section 10, Annual Leave Policy. Revisions and corrections to the annual leave computation table have been made.

Mesa County Water Association Funding Request - Staff contacted and prepared a letter to Greg Trainor from the Mesa County Water Association informing him of the decision of the Board to contribute \$1,000 to the video project contingent upon the Association raising locally the \$20,000 **and** receiving the \$30,000 from the Colorado Historical Society.

Hidden Valley Water Company - Staff has returned correspondence to Mr. Kelly Summers, John Whiting's attorney, but have not had the opportunity to meet and discuss Mr. Whiting's proposal.

NEW OFFICE CONSTRUCTION - Construction of the new office is completed. Francis Constructors, Inc. (FCI) continues to complete the "punch list" items. Assistant Manager Reinertsen presented a New Office Construction Project Costs Status Report stating the costs were 98% complete and that the final project should come in approximately \$25,000 under the guarantee maximum price of \$412,068.

INDIAN CREEK ESTATES/DAN BROWN - Manager Tooker stated that he met with Dan Brown in regard to Indian Creek Estates on Tuesday, August 17, 1999, and presented a Staff Report with spreadsheets for the Board to review. After some discussion, Director Ballagh moved to send Mr. Brown a letter thanking him for the information he provided and stating that the District intended to stay with the original contract. Director Garber seconded the motion and it passed unanimously.

ATTORNEY KEEVER'S WATER ISSUES STATUS REPORT - Manager Tooker reiterated Attorney Keever's letter dated August 9, 1999, regarding the status of water issues. Attorney Keever reported that a signed decree in the Colorado River Pipeline matter should be received within a month, the Preliminary Draft Biological Opinion is still being discussed, and that there are several issues still to be determined.

OTHER UNFINISHED BUSINESS - Manager Tooker stated a letter from Attorney Krohn in regard to the District's Orchard Mesa property would be forthcoming.

APPOINT PERSON TO PREPARE NEXT YEAR'S BUDGET - Director Garber moved to appoint Manager Tooker to prepare the Clifton Water District 2000 budget. Director Wheeler seconded the motion which passed unanimously.

BUDGET COMMITTEE - Manager Tooker requested a meeting with the Budget Committee. The meeting was scheduled for August 25, 1999, at 8:35 a.m.

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CLIFTON WATER DISTRICT PROPERTY AND ADJACENT LAND OWNERS -

Preliminary maps showing land owners adjacent to District property were presented on three of the District's properties. The Board discussed the District's property with no action taken.

CHARLES A. STRAIN WATER TREATMENT PLANT REPORT -

Manager Tooker and Plant Superintendent Robinson gave a verbal progress report on two studies that staff is undertaking. One study deals with corrosion control and the other is an evaluation of new chemicals to be used in the treatment process. The Board discussed the information with no action taken.

UPPER COLORADO RIVER ENDANGERED FISH RECOVERY PROGRAM

INVITATION - Manager Tooker stated staff would be attending the luncheon and presentation in regard to the Endangered Fish Recovery Program on Monday, August 30 and conveyed the invitation to the Board. Director Ballagh stated that he would attend.


Director Ballagh moved to enter executive session at 9:55 p.m. to discuss property and personnel issues. Director Garber seconded the motion which passed unanimously.

Director Wheeler moved to exit the executive session at 11:25 p.m. Director Garber seconded the motion which passed unanimously. Director Wheeler moved to authorize staff to pay up to \$250.00 for claims brought against the District at the discretion of the Manager for any physical damages or property damage. Director Wheeler's motion continued by stating that any claim greater than the insurance deductible amount that could be settled this way can be brought to the Board for approval. Director Garber seconded the motion and it passed unanimously.

Director Ballagh moved to adjourn the meeting. Director Wheeler seconded the motion which passed unanimously.

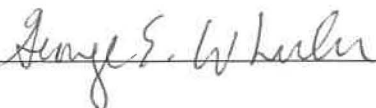
At 11:50 p.m. the meeting was adjourned.

ATTEST:


Secretary









**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held September 22, 1999

Present were Chairman Lewis, Vice Chairman Garber, Treasurer Wheeler, Secretary Teal, and Director Ballagh. Staff present were Dale Tooker, David Reinertsen, Larry Robinson, Ruth Kubin, and Cindy Day.

Chairman Lewis called the meeting to order at 7:30 p.m.

MINUTES OF AUGUST 18, 1999 - Director Garber moved to accept the minutes of the August 18, 1999, meeting. Director Wheeler seconded the motion. The motion to accept the minutes with corrections passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE - Director Ballagh moved to approve the financial report paying the \$41,415.33 as shown on the report and \$23,214.79 as itemized on the supplemental report. Director Garber seconded the motion. The motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the following express agenda items. New Office Construction was moved from the express agenda. All other items were accepted as presented.

Children's Water Festival - The District had previously committed up to \$1,000.00 toward producing the annual Children's Water Festival. The Festival has been completed and the District's share for 1999 is \$637.00.

Electronic Transfer of Funds (ACH) Status - Currently, there are 210 customers signed up for the District's ACH program. This program speeds up the process of posting payments to individual accounts thus saving time for staff to complete other duties. Staff will continue to encourage customers to use this payment option for their convenience.

Meter Replacement Status - To date, 73% of the meters in the distribution system have been replaced with touch-read meters. Groups A and D are 100% complete, Group B is approximately 80% complete, and Group C will be the final group to be completed in the year 2000.

Mesa County Sheriff's Department Staff Tours - District staff met with Mesa County Sheriff Department shift Lieutenants and Sergeants for tours of District facilities. These tours were performed as a part of staff's continuing efforts to develop and emergency response plan and increase site security awareness.

Indian Creek Estates/Dan Brown - Staff received confirmation from Mr. Brown that he had received the information sent to him by the District. The recapture data and accounting information sent to him is acceptable. Staff will proceed according to the Dan Brown/Indian Creek Estates Agreement.

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Clifton Water District Money Purchase Pension Trust - Attorney Frey was directed to prepare correspondence to Lincoln National and Baden Gage and Schroeder (BG&S) concerning the District's retirement accounts. As a result of Attorney Frey's letter, both Lincoln National and BG&S have rescinded their previous interpretations and have corrected their files accordingly. Attorney Frey has reassured staff that this action is sufficient to correct the situation.

New Construction Subdivision Data - Staff compiled data for the Board concerning total and pending taps for subdivisions that have been constructed, are nearing construction and are in the design phase. All of the data is prepared to assist the Board in comparing data as it pertains to the District's New Construction Policy. The report identifies 539 taps that are projected for 1999 through 2000 with an estimated income of \$1,427,000 when completed.

Distribution System Award - J. Tyler Lehmann received the Rocky Mountain Section American Water Works Association Distribution System Operation of the Year Award for 1999. The award was presented to Mr. Lehmann at the 1999 Annual Conference.

MRS. BARBARA WIMMER - The Board received a staff report in regard to Mrs. Wimmer's requests. Director Ballagh moved that the District waive the \$20.00 meter testing charge. Director Wheeler seconded the motion. The motion to waive the meter testing charge was unanimously defeated. Director Ballagh moved to allow a leak adjustment for Mrs. Wimmer for the 1995 leak in the amount of \$27.20. Director Teal seconded the motion. The motion to award the leak adjustment of \$27.20 was unanimously defeated.

HIDDEN VALLEY WATER COMPANY - The Board received a staff report in regard to the District purchasing Hidden Valley Water Company. After a brief review, it was the Board's consensus that Manager Tooker write a letter to Mr. Summers, John Whiting's attorney, stating that the District is not presently interested in the purchase of Hidden Valley Water Company, however, may reconsider at a later date. In addition, it was the consensus of the Board that Manager Tooker write a letter to Mr. Whiting advising him of the new Plant Investment Fee Policy #410 wherein he will be required to pay 70% of the out-of-District Plant Investment Fee for each additional unit that the Hidden Valley Water Company master meter serves.

WATER USAGE FEE POLICY AMENDMENT - The Board received a staff report regarding the corrections to the Water Usage Fee Policy #420. Director Ballagh moved that the Water Usage Fee Policy #420 be amended to allow customers up to 180 days to request a leak adjustment from the District. Director Garber seconded the motion which passed unanimously. After some discussion it was the consensus of the Board that staff work on the amendment to the Water Usage Fee Policy for presentation at the October 20, 1999, Board meeting.

PRELIMINARY BUDGET - Manager Tooker presented a preliminary budget to the Board with a brief explanation. After some discussion Director Lewis stated that the Board would review the presented budget for discussion at the October Board meeting.

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OTHER UNFINISHED BUSINESS - Director Wheeler questioned if the District had a backup construction company for repairs if the District crew was occupied. Assistant Manager Reinertsen stated that he was working on establishing a call-contract with pre-negotiated rates with contractors. The call-contract will be for work that the District cannot do whether it is out of the scope of our capabilities or whether we are over-burdened.

Assistant Manager Reinertsen stated that the District submitted a Risk Management Plan (RMP) in June as stated by law. The Clifton Water District will be participating in a joint public forum with the Mesa County Local Emergency Planning Committee (LEPC) in January/February 2000. An article will be in the upcoming issue of *Waterline* notifying the customers of the District about this forum.

Assistant Manager Reinertsen stated that, as a part of the Mesa County Y2K Preparedness Coalition, he will be taking part in a forum at Two Rivers Plaza on September 23, 1999, at 7:00 p.m. to answer questions in regard to the District's Y2K readiness.

SPECIAL DISTRICT ASSOCIATION (SDA) DEBRIEFING - Board members discussed the information that was presented to them at the annual Special District Association meeting held in Snowmass on September 9-10, 1999. Staff will prepare a notebook with received information and notes.

CHRISTAMS PARTY - Manager Tooker stated that staff has scheduled the 1999 Christmas party for the Holiday Inn on Friday, December 3, 1999. Manager Tooker requested the approval of \$1,500.00 for the Christmas party. Director Wheeler moved to expend up to \$1,500.00 for the 1999 Christmas party. Director Teal seconded the motion which passed unanimously.

OTHER NEW BUSINESS - Director Lewis questioned if anyone knew the status of the subdivision that was going in south of Indian Creek Estates. The District has not received information in this regard.

Director Lewis stated that the Board should recognize distribution employee Tyler Lehmann's award with a letter of commendation for his personnel file.

Director Lewis questioned Assistant Manager's Reinertsen's trip to Craig, Colorado, where he took part in a radio meter reading demonstration. Assistant Manager Reinertsen gave some detail on the demonstration and stated that he would be receiving some additional information from other companies that provide radio meter reading equipment.

Director Ballagh moved to enter executive session at 10:15 p.m. to discuss property and personnel issues. Director Teal seconded the motion which passed unanimously. Director Ballagh moved to exit the executive session at 11:45 p.m. Director Wheeler seconded the motion which passed unanimously. Director Ballagh moved to adjourn the meeting. Director Wheeler seconded the motion which passed unanimously.

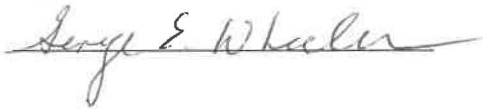
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At 11:46 p.m. the meeting was adjourned.

ATTEST:


Secretary







**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held October 20, 1999

Present were Vice Chairman Garber, Treasurer Wheeler, Secretary Teal, and Director Ballagh. The absence of Chairman Lewis was excused. Staff present were Dale Tooker, David Reinertsen, Dave Payne, Ruth Kubin, and Cindy Day. Chris Johnson of Capital Investment Council was present as a guest.

Vice-Chairman Garber called the meeting to order at 7:30 p.m.

CHRIS JOHNSON - CAPITAL INVESTMENT COUNCIL - Mr. Johnson gave a brief explanation of the current financial picture and how the District's portfolio is performing. Mr. Johnson left the meeting at 7:50 p.m.

Director Garber stated that because of the quantity of material in the packets and the limited time to review it, he would like to adjourn this meeting no later than 10:30 p.m., and defer anything not being discussed at this meeting to a special meeting on next Wednesday, October 27, 1999, at 7:30 p.m. at the Water District office.

MINUTES OF SEPTEMBER 22, 1999 - Director Wheeler moved to accept the minutes of the September 22, 1999, meeting. Director Ballagh seconded the motion. The motion to accept the minutes with corrections passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE - Director Ballagh moved to approve the financial report paying the \$57,542.91 as shown on the report and \$27,288.96 as itemized on the supplemental report. Director Wheeler seconded the motion. The motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the following express agenda items. New Office Construction was moved from the express agenda. All other items were accepted as presented.

Y2K Forum - Assistant Manager Reinertsen attended a public forum on September 23, 1999, sponsored by the Mesa County Y2K Preparedness Coalition. The forum panel included local representatives from Mesa County Public Works, City of Grand Junction Public Works, the Federal Aviation Administration, Public Service Company, US West, a local computer consultant, and a member of the local financial institution association. These representatives presented their individual organizations' plans and operational parameters set up to deal with Y2K issues. There were approximately 75 citizens in attendance. No specific questions were posed relative to Clifton Water District's preparedness.

Office Sign - Staff located and unearthed a large, heavy rock on District property to be used for the office sign. Letters have been ordered and should be installed in November. Staff decided to take this approach instead of purchasing a rock or having a sign fabricated thus reducing the overall cost.

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Hidden Valley Water Company Correspondence - As directed, a letter was sent to John Whiting, Hidden Valley Water Company, informing him of the recent changes in the Plant Investment Fee Policy #410. A second letter was also sent to Kelly Summers, John Whiting's attorney, stating that the District was not currently interested in purchasing Hidden Valley Water Company but may reconsider at a later time.

Mesa County Sheriff's Department Robbery Information - District office staff attended a presentation by Lissah Norcross, a property crimes investigator with the Mesa County Sheriff's office, that dealt with robbery and theft. This awareness training was quite beneficial to staff and fit well with the District's overall risk management programs and operational efforts.

Water Quality Report - The District's Annual Drinking Water Quality Report was mailed to customers during the week of October 4. Copies of the Water Quality Report are also available at the customer service window and drive-up.

New Office Open House - The open house for the office is being held Friday, October 22, 1999, between the hours of 1 and 4 p.m. Invitations have been sent to entities and individuals that do not receive the District newsletter.

RAW WATER PRE-SEDIMENTATION POND PROJECT - A Staff Report was included in the packets for the Board members to review. Director Ballagh moved that staff be authorized to: prepare the documents for the piping project for competitive bid; purchase the materials that are specified in that bid; and make a reasoned, documented decision concerning oversight with the present engineering firm or another engineering firm. Director Teal seconded the motion. After some discussion the motion passed unanimously.

PROJECT 98-02 - NEW OFFICE - FINAL REPORT - A Staff Report was included in the packet with final figures for Project 98-02. Director Wheeler moved to pay Francis Constructors Inc. (FCI) \$10,825.77 as final payment on the original contract, place an advertisement showing final construction of same, and make a \$6,237.00 payment to FCI that represents the 20% cost savings agreement. Director Ballagh seconded the motion which passed unanimously. The board instructed staff to prepare a letter stating that the District is pleased with FCI's professionalism, capability to perform a job, and timeliness completing our project. The letter will be prepared for the Chairman of the Board's signature and presented to FCI at the November meeting.

WATER USAGE FEE POLICY AMENDMENT - An amended Water Usage Fee Policy was presented to the Directors. Manager Tooker gave an explanation of the changes being proposed in the policy. After some discussion, it was the consensus that the Water Usage Fee Policy be further revised and printed for acceptance at the October 27, 1999, meeting.

PRELIMINARY BUDGET - Director Ballagh moved to defer discussion of the preliminary budget to next meeting. Director Wheeler seconded the motion which passed unanimously

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137 THIRD STREET APPRAISAL - Manager Tooker stated that Edward Frost and Associate had been contacted to perform an appraisal of the office building at 137 Third Street in Clifton. The appraisal was not yet available for distribution, however, it is expected to be presented at the November meeting.

AUTHORIZE AUDIT BID - Director Ballagh moved to seek bids for the District's financial audit for the fiscal year 1999. Director Teal seconded the motion and it passed unanimously.

ROCKY MOUNTAIN SECTION AMERICAN WATER WORKS ASSOCIATION (RMSAWWA) TIME - Manager Tooker reiterated his memorandum to the Board dated September 28, 1999, detailing the time (and associated costs) he has spent on RMSAWWA projects through September 1999.

EMPLOYEE AWARDS PROGRAM - It was the consensus of the Board to defer discussion of this topic until next week.

CONTINUATION OF TURKEY TRADITION - Each year, the Board approves the purchase of either a turkey or ham to be given during the holiday season to the Board members and staff. Director Ballagh moved to continue this tradition for 1999. Director Teal seconded the motion which passed unanimously.

HIDDEN VALLEY WATER COMPANY - The District received a letter from Mr. Kelly Summers, the attorney for Hidden Valley Water Company, requesting a variance from the Water Usage Fee Policy requiring a payment of 70% of the Plant Investment Fee for each sub-unit being served by the master meter. The request was based on extenuating circumstances regarding the Waggoners, who had purchased a lot from Mr. Whiting, located within the Hidden Valley Water Company service area. Director Ballagh moved that the District waive the out-of-District Plant Investment sub-unit fee of \$2,625 for Hidden Valley Water Company. Director Teal seconded the motion. The motion failed unanimously. Director Ballagh moved that staff contact Attorney Summers informing him that his request was not approved by the Board. In addition, if staff does not receive a response from Mr. Summers within five business days, the District would begin working directly with the Waggoners to get the sub-unit fee paid. Director Wheeler seconded the motion which passed unanimously.


COLOTRUST ACCOUNT - Staff presented an informational report to the Board in regard to the money that the District currently has in the ColoTrust Account. There was a brief discussion on this item with no action necessary.

At approximately 10:30 p.m., the consensus of the Board was to adjourn the meeting and reconvene next Wednesday at 7:30 p.m. at the Water District office.

At 10:30 p.m. the meeting was adjourned.

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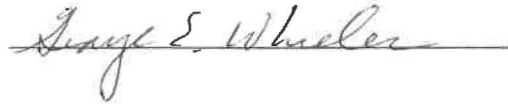
ATTEST:


Secretary









**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held October 27, 1999

Present were Chairman Lewis, Vice Chairman Garber, Treasurer Wheeler, Secretary Teal, and Director Ballagh. Staff present were Dale Tooker, David Reinertsen, Dave Payne, and Cindy Day.

Chairman Lewis called the meeting to order at 7:30 p.m. stating notices for the change of the date of the meeting had been posted in three public places within the Clifton Water District and one such notice posted in the office of the Mesa County Clerk and Recorder in accordance with C.R.S. 32-1-903(2)].

WATER USAGE FEE POLICY AMENDMENT - An amended Water Usage Fee Policy was presented to the Directors. Director Garber moved to adopt to amended Policy 420 Water Usage Fees effective October 27, 1999. Director Ballagh seconded the motion which passed unanimously.

PRELIMINARY BUDGET - Manager Tooker stated that the preliminary budget was presented in the Board packets. Director Ballagh moved to set a budget hearing date for the 2000 Budget for 7:30 p.m. on November 17, 1999, and to authorize Manager Tooker to publish notice of said hearing in accordance with C.R.S. 29-1-106 et. seq. Director Wheeler seconded the motion. After some discussion the motion passed unanimously.

EMPLOYEE AWARDS PROGRAM - Chairman Lewis deferred this item to the executive session.

STAFF REPORT BILLING CYCLES - A proposed schedule was presented to the Board for meter reading and the billing cycles. Assistant Manager Reinertsen explained the information in the memorandum. No action was taken.

IN-HOUSE REPAIR AND MAINTENANCE CREW - Assistant Manager Reinertsen reiterated a staff report and requested funds to purchase a dump truck with 1999 funds. After some discussion Director Ballagh moved to transfer \$37,000 from the 1999 contingency line to the 1999 vehicle line item based on the recommendation from staff. Director Garber seconded the motion which passed unanimously. Director Ballagh moved that staff be authorized to spend up to \$55,000 for the purchase of a new five-yard dump truck and a compatible trailer capable of hauling the District's backhoe. Director Garber seconded the motion. After some discussion, the motion passed.

OTHER NEW BUSINESS - Manager Tooker presented a newsletter from the Bureau of Reclamation entitled Upper Colorado River Fish Passage Update. This item was informational.

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An invitation from the Colorado River Water Conservation District was presented to the Board for a legislative reception for Mesa and Garfield County legislators. Director Ballagh and Manager Tooker will attend.

Manager Tooker informed the Board that there was a conditional water right for sale on the Colorado River. Manager Tooker continued by recommending not to pursue the purchase of the water right due to a 1977 appropriation date and estimated cost. No action was taken on this item.

Director Lewis stated that Kent Holsan from Clifton Fire Protection District had written a letter in regard to the Fire District, Clifton Sanitation #2, and the Water District joining together in the purchase of equipment for confined space entries. This letter along with a staff report will be presented at the November 17, 1999, meeting.


Director Garber moved to enter into executive session at 9:55 p.m. to discuss personnel issues. Director Wheeler seconded this motion which passed unanimously.

Director Wheeler moved to exit from the executive session at 12:06 a.m. Director Garber seconded the motion which passed unanimously.

Director Wheeler moved to adjourn the meeting at 12:06 a.m. Director Garber seconded the motion, and it passed unanimously.

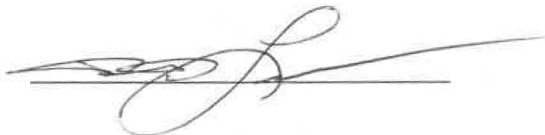
At 12:06 a.m. the meeting was adjourned.

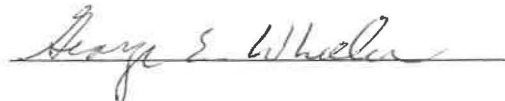
ATTEST:


Secretary









**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held November 17, 1999

Present were Chairman Lewis, Vice Chairman Garber, Secretary Teal, and Director Ballagh. Treasurer Wheeler entered the meeting at approximately 9:00 p.m. Staff present were Dale Tooker, David Reinertsen, Dave Payne, Ruth Kubin, and Cindy Day. Dave Ash and Mark Preuss with FCI Constructors, Inc. and Kreg Obergfell with DKO Architecture were present as a guests.

BUDGET HEARING FOR 2000 PROPOSED BUDGET - Chairman Lewis called the Budget Hearing on the 2000 Budget to order at 7:30 p.m. noting that the time and place for said hearing was published in accordance with C.R.S. 29-1-106 (3)(a). Chairman Lewis further stated that notices for the Budget Hearing had been posted in three public places within the Clifton Water District and one such notice posted in the office of the Mesa County Clerk and Recorder in accordance with C.R.S. 32-1-903(2). Seeing no public was present for comment, Chairman Lewis closed the public meeting.

At 7:32 p.m. Chairman Lewis called the regular meeting to order.

FINAL PAYMENT OF NEW OFFICE PROJECT - It was noted that advertisement for the final payment to FCI Constructors had appeared in the Daily Sentinel. Checks for the final payment in the amount of \$10,825.77 and a second check for the 20% cost-savings in the amount of \$6,237.00 were given to FCI. Director Ballagh moved that Chairman Lewis sign a letter of commendation for FCI and DKO and present it to them. Director Teal seconded the motion which passed unanimously. The letter of commendation was presented to Dave Ash and Kreg Obergfell.

MINUTES OF OCTOBER 20, 1999 - Director Garber moved to accept the minutes of the October 20, 1999, meeting. Director Teal seconded the motion. The motion to accept the minutes with corrections passed unanimously.

MINUTES OF OCTOBER 27, 1999 - Director Ballagh moved to accept the minutes of the October 27, 1999, meeting. Director Teal seconded the motion. The motion to accept the minutes with corrections passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE - Director Ballagh moved to approve the financial report paying the \$52,591.09 as shown on the report and \$52,587.28 as itemized on the supplemental report. Director Garber seconded the motion. The motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the following express agenda items. All items were accepted as presented.

Colorado Department of Public Health Treatment Plant Inspection - On Tuesday, November 9, 1999, Dwayne Watson from the Colorado Department of Public Health and Environment made his annual inspection of the Charles A. Strain Water Treatment Plant. Mr. Watson gave the District an excellent review of the treatment plant's exceptional conditions, the treatment plant staff, and made the comment that his job is to find something wrong but he could not find anything to be addressed at this time.

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Dump Truck Purchase - Staff has purchased a five-yard dump truck from Burt Chevrolet, Denver, Colorado, to be used by the Repair and Maintenance Crew as discussed at the October 27, 1999, meeting of the Board of Directors.

Hidden Valley Water Company - Agreement with Waggoner's - Manager Tooker has finalized an agreement for the Waggoner's on Blair Road within the Hidden Valley Water Company for payment of the multiple unit Plant Investment Fee as directed by the Board.

Settling Pond Project -

Backwash Pond Cleaning - Treatment and distribution staff successfully cleaned the backwash pond. In previous years, the District has contracted this service out, however, this year, treatment plant staff and distribution Repair and Maintenance Crew performed the duties. The backwash pond cleaning is required prior to the cleaning of the settling pond to allow the raw water settling pond to be cleaned effectively.

Settling Pond Cleaning - Prior to the water being turned out of the Grand Valley Canal, treatment plant staff cleaned the settling pond with fire hoses preparing for winter production from the Colorado River.

AWARD DISTRICT'S 1999 AUDIT - A staff report was presented to the Board with recommendations for the award of the 1999 Clifton Water District Audit. The three companies presenting proposals and their bid amounts for the audit were: Bondi and Company, LLP at \$6,400; Chadwick, Steinkirchner, Davis and Company, P.C. at a "not to exceed" amount of \$4,500; and Dalby Wendland and Company at \$6,150. Director Ballagh moved to accept the proposal from Chadwick, Steinkirchner, Davis and Company, P.C. Director Garber seconded the motion. After some discussion, the motion passed unanimously.

DISTRICT PROPERTY ISSUES - Director Ballagh moved to enter into executive session at 8:10 p.m. for discussion of District property. Director Teal seconded the motion which passed unanimously. At 8:25 p.m., Director Garber moved to exit from executive session. Director Ballagh seconded the motion and it passed unanimously. Director Ballagh moved that the District list the 137 Third Street property with Ward Scott at ReMax 4000 at a price to be determined after consultation with Mr. Scott. Director Garber seconded the motion which passed unanimously after discussion. Director Ballagh moved that the District list the District's Orchard Mesa property which is approximately 46 acres with Ward Scott at ReMax 4000 at a price to be determined after consultation with Mr. Scott. Director Teal seconded the motion which passed unanimously.

OTHER UNFINISHED BUSINESS - Manager Tooker reported that the District currently has three credit cards with a company that charges an annual fee. Manager Tooker has obtained new credit cards from a company that does not charge an annual fee. After a brief discussion, Manager Tooker was directed to prepare a policy concerning District credit card issuance and usage.

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REQUEST FROM CLIFTON SANITATION #2 AND CLIFTON FIRE DEPARTMENT FOR CONFINED SPACE RESCUE EQUIPMENT - A staff report was included in the packets for the Board members to review. Director Ballagh moved that the District donate the Water District's value of the tripod and winch retrieval system to the combined Clifton Sanitation District #2 and the Clifton Fire Protection District Confinement Space Rescue Program. Director Teal seconded the motion which passed unanimously. Staff will draft a letter stating that the District supports the endeavors of the Program.

GRAND VALLEY IRRIGATION COMPANY (GVICo) ANNUAL MEETING - DECEMBER 4, 1999 - The annual meeting of the GVICo is Saturday, December 4, 1999 at Fruita Monument High School Auditorium at 1:00 p.m. Directors Lewis and Teal signed the proxy which will be sent to GVICo.

GVICO ANNUAL AUCTION - DECEMBER 9, 1999 - The GVICo Annual Auction is Thursday, December 9, 1999 at 10:00 a.m. at the GVICo office. Director Garber moved that staff attend the annual auction of the GVICo and be allowed to pay up to \$225 per share for water stocks. Director Wheeler seconded the motion which passed unanimously.

REQUEST FOR OUT-OF-DISTRICT SERVICE AT 1900 REEDER MESA ROAD - A staff report was included in the Board packet which recommended approval of the out-of-District service at 1900 Reeder Mesa Road. Director Ballagh moved to grant out-of-District service to 1900 Reeder Mesa Road. Director Teal seconded the motion which passed unanimously after some discussion.

GUNNISON AVENUE WATER LINE PROJECT - A staff report was presented to the Board at the meeting in regard to seeking bids for installation of a water line along Gunnison Avenue. Director Garber moved to authorize staff to publicize bids for this project. Director Wheeler seconded the motion which passed unanimously.

2000 BUDGET - The Board packet contained the 2000 Budget, Budget Message, and Resolution. It was the consensus of the Board to discuss the budget in the executive session.

Director Garber moved to enter into executive session at 9:55 p.m. to discuss the Manager's performance evaluation and budget. Director Teal seconded this motion which passed unanimously.

Director Garber moved to exit from the executive session at 12:00 midnight. Director Wheeler seconded the motion which passed unanimously.

Director Garber moved to adjourn the meeting at 12:00 midnight. Director Wheeler seconded the motion, and it passed unanimously.


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At 12:00 midnight the meeting was adjourned.

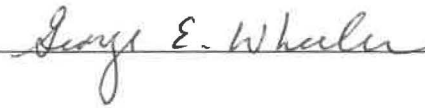
ATTEST:



Secretary









**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
CLIFTON WATER DISTRICT**

Held December 15, 1999

Present were Chairman Lewis, Vice Chairman Garber, Secretary Teal, Treasurer Wheeler, and Director Ballagh. Staff present were Dale Tooker, David Reinertsen, Dave Payne, Ruth Kubin, and Cindy Day.

BUDGET TRANSFER HEARING FOR 1999 BUDGET - Chairman Lewis called the Budget Transfer Hearing on the 1999 Budget to order at 7:30 p.m. noting that the time and place for said hearing was published in accordance with C.R.S. 29-1-106 (3)(a). Chairman Lewis further stated that notices for the Budget Hearing had been posted in three public places within the Clifton Water District and one such notice posted in the office of the Mesa County Clerk and Recorder in accordance with C.R.S. 32-1-903(2). Seeing no public was present for comment, Chairman Lewis closed the public hearing.

At 7:31 p.m. Chairman Lewis called the regular meeting to order.

MINUTES OF NOVEMBER 17, 1999 - Director Garber moved to accept the minutes of the November 17, 1999, meeting. Director Ballagh seconded the motion. The motion to accept the minutes with corrections passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE - Director Ballagh moved to approve the financial report paying the \$19,578.31 as shown on the report and \$24,720.18 as itemized on the supplemental report. Director Wheeler seconded the motion. The motion to approve the financial report passed unanimously.

EXPRESS AGENDA - The Directors reviewed the express agenda items. All items were accepted as presented.

GVICo Annual Auction - December 9, 1999 - Manager Tooker and Assistant Manager Reinertsen attended the GVICo Auction on December 9, 1999. There were 38 shares available. The high bid was \$325 and all 38 shares were purchased at \$325. Staff was authorized to spend up to \$225 per share. No shares were purchased by Clifton Water District .

Cafeteria Plan for Employment Benefits Utilizing an IRS Section 125 - Manager Tooker is exploring a number of employee benefits that are available through a Cafeteria Plan using an IRS Section 125 pre-tax-dollar contribution for premium payments. Information will be compiled and presented to the Board at a later date.

Confined Space Entry Safety Training - On December 8 and 9, sixteen Clifton Water District employees successfully completed a four-hour Confined Space training class. In addition to the CWD employees, one member of the Clifton Fire District and one member of Clifton Sanitation #2 attended the training session. The class covered OSHA requirements as well as the recent changes made to the CWD program.

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Chemical Changes at Charles A. Strain Water Treatment Plant - As reported in previous Board meetings, water treatment plant staff have been evaluating an alternative antiscalant to be used in the nanofiltration plant that would eliminate the use of sulfuric acid for pH adjustment. The studies were completed, and the information was favorable. Water Treatment Plant staff made the change to the new antiscalant on November 16, 1999.

Whitewater Map - Staff prepared a map for demonstration purposes as requested by the Board to show the Whitewater area and particularly Reeder Mesa Road, Blair Road, and the Whiskey Flats area. The map is on display in the Board Room.

Settling Pond Project (98-02) - Staff previously reported to the Board that they were having difficulties with WestWater Engineering in completing the design of the raw water settling pond, Project 98-02. Manager Tooker met with Steve LaBondi from WestWater Engineering to work through a number of differences concerning the project. Staff believes it to be in the best interest of the District that WestWater Engineering remains as the design engineer for the submittal to the State Engineer. Staff will continue to work with WestWater making the necessary changes in the project so that a less confusing package can be submitted to the State Engineer for their approval.

Y2K - On December 7, Assistant Manager Reinertsen attended a planning session at the Incident Command Center (ICC) located at the Mesa County Sheriff's Department regarding the final preparations for public services and utilities for the Y2K event. The incident center will be staffed from 9:00 p.m. December 31, 1999 through 4:00 a.m. January 1, 2000 by emergency service personnel and representatives from several local service providers (St. Mary's, US West, news media outlets, etc.). The ICC will be responsible for coordinating resource allocation and public information services should there be any Y2K incidents or excessive public celebrations.

Project 99-02 - 4 MG Settling Pond (Phase 1) - The Project has been put out to bid with a bid opening date of January 18, 2000, at 4:30 p.m. The award of this project will be on the agenda for January 19, 2000. Staff has ordered the materials which should be delivered prior to the end of the year.

PERSONNEL MANUAL CHANGES TO SECTION 5 (REGULAR WORK SCHEDULE)

Chairman Lewis requested staff to prepare proposed changes for Section 5, Regular Work Schedule. Director Ballagh moved adoption of Section 5 as revised and presented in the packet. Director Garber seconded the motion. After some discussion, a motion to accept the revised Section 5, Regular Work Schedule, failed unanimously. Staff will prepare necessary changes to said section for presentation at the next meeting.

PERSONNEL MANUAL CHANGES TO SECTION 8 (8.7 CHANGES IN

COMPENSATION LEVELS) - Chairman Lewis requested staff to prepare proposed changes to the District's Personnel Manual in Section 8.7, Changes in Compensation Level. Director Ballagh moved adoption of the revised Section 8.7. Director Teal seconded the motion. After some discussion, the motion failed unanimously. Staff will prepare necessary changes to said section for presentation at the next meeting.

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PERSONNEL MANUAL CHANGES TO SECTION 9 (TRAVEL) - A Travel Policy identifying updated methods of travel reimbursement for the District Personnel Manual was presented. Director Wheeler moved to accept the updated Section 9, Travel, of the District's Personnel Manual. Director Garber seconded the motion. After some discussion wherein changes were made to the policy, the motion passed unanimously.

AWARD CLIFTON PROJECT 99-01 (GUNNISON AVENUE) - Assistant Manager Reinertsen distributed bid recap sheets for Project 99-01. The bids were opened at 4:30 p.m. December 14, 1999. The six bids were received were: Skyline Contracting, Inc. - \$12,500; Stanley Construction, Inc. - \$14,971; Rocky Mountain Ponds & Dirtwork, LLC - \$15,980; Taylor Constructors - \$19,000; Ben Dowd Excavating, Inc. - \$22,150; and Sorter Construction - \$33,210. Director Ballagh moved to award Clifton Project 99-01 (Gunnison Avenue) to Skyline Contracting for a contract price of \$12,500. Director Garber seconded the motion which passed unanimously.

2000 BUDGET - The 2000 Budget was presented for approval. Manager Tooker stated that the modifier on the District's Worker's Comp had increased which would necessitate an increase of \$2,000 in the line item. Director Ballagh moved to increase the Worker's Compensation line item by \$2,000, removing \$2,000 from the contingency fund. Director Wheeler seconded the motion which passed unanimously. Director Ballagh moved that the 2000 Budget be adopted, sign the budget resolution, and submit the paperwork to the appropriate agencies. Director Garber seconded the motion which passed unanimously.

OTHER UNFINISHED BUSINESS - Manager Tooker stated that the engagement letter from CSD needed Board signatures. Director Ballagh moved to authorize the necessary parties to sign the letter. Director Wheeler seconded the motion. After a brief discussion, the motion passed unanimously.

1999 BUDGET TRANSFER - Staff requested a budget transfer from Reserves to adjust the following 1999 line item budgets: Water Treatment Plant Utilities - \$163,000 to \$200,000 - \$37,000 budget adjustment due to the changes in Public Service Interruptible Rates and incorrect estimating; Transmission and Distribution Safety - \$3,200 to \$4,000 - \$800 increase due to incorrect estimating; Distribution Utilities - \$ 6,200 to \$8,500 - \$2,300 increase due to incorrect estimating; General and Administrative Utilities - \$4,000 to \$8,300 - \$4,300 increase due to incorrect estimating; and General Construction New Subdivisions - \$300,000 to \$482,000 - \$182,000 increase due to the carryover of fiscal year 1998 new construction projects. The total budget transfer for 1999 in the amount of \$226,400.00 will be taken from District Reserves. Director Garber moved that the board authorize the budget transfer for 1999, sign the budget resolution, and submit the paperwork to the appropriate agencies. Director Teal seconded the motion which passed unanimously.

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PURDY MESA LIVESTOCK AGREEMENT - Director Lewis requested staff to include this item for discussion because of the current District Agreement with Purdy Mesa Livestock Water Company. At 9:05 p.m., Director Ballagh moved to enter into executive session to discuss the existing contract with Purdy Mesa and District property issues. Director Teal seconded the motion which passed unanimously.

At 9:40 p.m., Director Wheeler moved to exit the executive session. Director Teal seconded the motion which passed unanimously.

DISTRICT PROPERTY ISSUES- Director Ballagh moved to accept the listing contract for the property located at 137 Third Street in the amount of \$79,900. Director Garber seconded the motion which passed unanimously. Director Garber moved to list the District's Orchard Mesa property (approximately 46 acres) with Ward Scott from ReMax 4000 for a price of \$149,900. Director Wheeler seconded the motion which passed unanimously.

ORCHARD MESA IRRIGATION DISTRICT EASEMENT - At the July 1997 meeting, Jim Rooks with Orchard Mesa Irrigation District requested a right-of-way for the Orchard Mesa Irrigation District for the canal that is bordering the northwest portions of the District's Orchard Mesa property. Director Wheeler moved to grant Orchard Mesa Irrigation District a non-exclusive easement to maintain and access their canal through District property after Attorney Krohn reviews the documents presented to the District by Orchard Mesa Irrigation District. Director Teal seconded the motion which passed unanimously after some discussion.

OTHER NEW BUSINESS - Jim Stimrick from Fruita Marketing contacted Manager Tooker concerning the remaining 30 shares of Grand Valley Irrigation Company stock that Fruita Marketing still owns. Mr. Stimrick requested \$250.00 per share. Director Wheeler moved that the District offer Fruita Marketing \$233.33 per share for a total of \$7,000, or up to \$250.00 per share if necessary. Director Garber seconded the motion which passed unanimously.

MANAGER'S PERFORMANCE APPRAISAL - Director Teal moved to enter executive session for discussion of personnel matters and the manager's performance appraisal. Director Garber seconded the motion which passed unanimously at 10:02 p.m.

At 10:25, Director Ballagh moved to exit from the executive session. Director Garber seconded the motion which passed unanimously.

Director Ballagh moved to increase Manager Tooker's salary \$1,100 per year. Director Garber seconded the motion which passed unanimously.

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NEW POLICY - BOARD PROTOCOL - Chairman Lewis informed Manager Tooker that he had prepared and sent a proposed Board policy concerning Board Protocol to the Directors. Director Garber moved to enter executive session for discussion of the proposed Board Protocol policy. Director Wheeler seconded the motion which passed unanimously at 10:32 p.m. Manager Tooker was dismissed from the meeting.


At 11:14 p.m., Director Garber moved to exit from executive session. Director Teal seconded the motion which passed unanimously.

Chairman Lewis resigned as Chairman and Martin Garber was appointed Chairman pro tem until official reorganization of the Board could be accomplished at the next regular Board meeting.

Director Ballagh moved to adjourn the meeting. Director Teal seconded the motion which passed unanimously.

At 11:15 p.m. the meeting was adjourned.

ATTEST:


Secretary





