

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, JANUARY 3, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley, Melissa Lemke, and Amanda Fleming

REGULAR MEETING

Chairman Peck called the January 3, 2019 Regular Meeting to order at 5:00 p.m. He noted that Dan McElley; Treasurer was absent and excused from the meeting.

MINUTES OF THE DECEMBER 6, 2018 REGULAR MEETING

Director Diffendaffer moved to approve the December 6, 2018 Regular Meeting Minutes. Director Sparks seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Diffendaffer moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$172,227.09, plus Supplemental Checks of \$148,585.44, plus Benefits Checks of \$25,671.36, plus HRA Disbursements of \$19,114.17 for a total of \$365,598.06. Director Sparks seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the November 2018 Manager's Report. He noted the District had sold 131 Water Taps through November. This is a notable increase of 72.4% compared to 2017. The Board questioned the discrepancy of Water Treatment Plant Outflow verses Water Sales. Manager Tooker explained that the Manager's Report does appear to indicate more water was sold compared to what was produced by the Water Treatment Plant. Manager Tooker explained this is a result of errors discovered in the meter accuracy which was addressed in December and should show better results in December's Manager Report.

INFORMATIONAL REPORT

None presented.

EXPRESS AGENDA

Director Diffendaffer moved to approve the Express Agenda items as presented. Director Slauson seconded the motion which passed unanimously. The Express Agenda (*File 1/3/19*) items are as follows:

Project 2018-03 – 3.0 MG Storage Tank Painting – The District’s contractor, Worldwide Industries, is scheduled to mobilize equipment to the tank site on Wednesday, January 2, 2019. The work is scheduled to start Friday, January 4th, weather permitting. The contractor plans to work seven day weeks for the first ½ of the planned work scope. District staff worked with the Grand Valley Water Users Association to drain the water from the 3.0 MG Storage Tank into the US Government Highline Canal in preparation for the contractor’s project start-up.

Halliburton 8” Water Main Extension Project – Skyline Contracting has completed installation of a new 8” water main upgrade along 32 Road. This 8” upgrade was a project done in a cost share arrangement with Halliburton Energy Services to provide for additional fire flows to new and existing fire hydrants related to a planned building expansion at the south end of their facilities. The work included upgrading approximately 740 feet of 4” water line.

UNFINISHED BUSINESS

James M. Robb Colorado State Parks Project – Lease Term Request – Manager Tooker stated the Colorado State Parks one-year lease for parking area between the State of Colorado acting through the Department of Natural Resources and the District lease renewal is approaching. He reported that he has received a request from their representative, Pete Firmin requesting a five-year lease agreement with the District. Board Chairman Peck moved to approve a three-lease. Director Diffendaffer seconded and the motion passed unanimously.

District Facilities Tour – Manager Tooker gave a virtual tour of the District’s infrastructure serving the Whitewater area south of the Colorado River along 32 Road/CO Hwy 141 up to the Whitewater pump station, and the South and North Whitewater Tanks. The tour provided a visual of a portion of Whitewater’s infrastructure to familiarize the Board. These virtual tours will continue through the year.

3288 F Road – Unauthorized Water Use Penalty/Status – Assistant Manager Reinertsen provided an update to the Board that the property owner had removed all of the plumbing fixtures within the metal pole barn building, and he confirmed the plumbing fixtures were removed. The property owner fulfilled the conditions placed on the property owner from the October 4, 2018 Board Meeting (*File 10/4/18, Minutes*) including paying the one-time Unauthorized Water Use Penalty of \$50.00, and bringing the account current. This is informational to the Board and no further action is required.

NEW BUSINESS

FY 2018 Audit Services – Chadwick Steinkirchner, Davis & Co., P.C. – Manager Tooker presented the Letter of Engagement for FY 2018 Audit Services to be provided by Chadwick, Steinkirchner, Davis & Co. The cost of the FY 2018 Audit is not to exceed \$9,100 (*File 1-3-19, 2018 Audit*). Director Sparks moved to accept the Letter of Engagement by Chadwick, Steinkirchner, Davis & Co., P.C. and further authorized the Board President and District Manager to sign the engagement letter. Director Diffendaffer seconded and the motion passed unanimously.

Designating Time, Location and Postings of Meetings – Resolution 2019-01 – Director Slauson moved to adopt Resolution 2019-01 (1/3/19 File, Resolutions), A Resolution Designating Time, Location and Posting of Meetings for 2019. Director Sparks seconded and the motion passed unanimously. Resolution Text is as follows:

**RESOLUTION 2019-01
RESOLUTION DESIGNATING MEETING TIME, PLACE
AND 24-HOUR POSTING LOCATION**

WHEREAS, the Clifton Water District designates that all Regular Board of Directors Meetings will be held the first Thursday of each month at 5:00 p.m. located at the Clifton Water District Office, 510 34 Road, Clifton Colorado; and

WHEREAS, the Clifton Water District designates that the posting places for all Board of Directors meetings are the Clifton Water District Office and the following three additional locations; Clifton Sanitation District Office, Clifton Fire Department, and the United Postal Service, Clifton Branch Facility; and

WHEREAS, the Clifton Water District designates that the 24-hour Agenda Notice will be posted at the Clifton Water District Office; and

BE IT FURTHER RESOLVED, that this Resolution be adopted this 3rd day of January 2019.

Resolution 2019-02 Adopting Availability of Service Charge for 2019 – Manager Tooker presented a Staff Report (1/3/19 File, 2019 Staff Reports, Availability of Service) summarizing the 2018 average customer billing amounts used to calculate the 2019 Availability of Service Charge. Director Diffendaffer moved to adopt Resolution 2019-02 Resolution For the Availability of Service Charge for 2019 (1/3/19 File, Resolutions) setting the In-District Availability of Service rate at \$17.24 per month and the Out-of-District Availability of Service rate at \$25.86 per month. Director Sparks seconded and the motion passed unanimously. Resolution Text is as follows:

**RESOLUTION 2019-02
RESOLUTION FOR THE AVAILABILITY OF SERVICE CHARGE FOR 2019**

WHEREAS, the District has reviewed the Availability of Service Charge Policy; and

WHEREAS, the Availability of Service Charges are considered to be an equitable revenue contribution toward the repayment toward debt incurred by the Clifton Water District; and

WHEREAS, the Availability of Service Charge Policy is for those customers who benefit from the immediate availability of water service even though they are currently not receiving water; and

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

WHEREAS, in the 2019 Fiscal Year the District has indebtedness for Water Revenue Bonds; and

WHEREAS, the said percentage of the Availability of Service Charge shall be determined by the Board;
and

WHEREAS, in 2018 the average water usage charge for a Clifton Water District In-District customer was \$34.48 /month per unit; and

WHEREAS, in 2018 the average water usage charge for a Clifton Water District Out-of-District customer was \$60.94 /month per unit.

NOW THEREFORE BE IT RESOLVED, that the Clifton Water District Board of Directors establish the In-District Availability of Service Charge for the 2019 Fiscal Year at 50% of the In-District average water bill in 2018, which equals \$17.24 per month per unit and the Out-of-District Availability of Service Charge for the 2019 Fiscal Year at 42% of the Out-of-District average water bill in 2018, which equals \$25.86 /month per unit.

BE IT FURTHER RESOLVED, that this Resolution be adopted this 3rd day of January 2019 and is effective January 4, 2019.

Emergency Rate Annual Review – The Board reviewed the Staff Report (1/3/19 File, 2019 Staff Reports, Water Rates) regarding the 2009 Resolution establishing an Emergency Rate, using the current 2018 rates as the basis for the calculation of the 2018 Emergency Rates. Director Diffendaffer moved to reaffirm the 2009 Resolution Establishing an Emergency Rate and adopt the 2019 Exhibit A to Policy #420 (1/3/19 File, 2019 Staff Reports, Policy #420 Water Usage Fees). Director Slauson seconded and the motion passed unanimously.

Director Diffendaffer then moved to place the Emergency Rate on hold until further Board action is taken. Director Slauson seconded and the motion passed unanimously.

Policy Review and Update – Manager Tooker reported that the Employee Manual was last updated in May of 2015 and is in need of review by the Personnel Committee to address updating policies. By consensus of the Board, this agenda item was passed to the Personnel Committee for further consideration and recommendations.

District Logo – Manager Tooker presented the current *blue logo* and the *color logo* that was introduced in 2012; the District uses the *color logo* on its Website and Facebook page. The District continues to use the *Blue Logo* on its formal letterhead, other documentation, and on District vehicles. Manager Tooker requested approval to begin to transition to the *color logo*. The Board gave consensus to adopt the *color logo* on all District documentation and vehicles.

2019 Construction Project Authorizations – Manager Tooker requested approval to advertise and seek Request for Proposal (RFP) for the following 2019 Budgeted Projects:

1. Project 2019-01 Expansion/Renovation Administration Building
2. Project 2019-02 Transmission Line – Water Treatment Plant to North Storage Tanks, Feasibility Design.

Director Diffendaffer moved to direct Staff to advertise Request for Proposals on Projects 2019-01 and 2019-02. Director Sparks seconded and the motion passed.

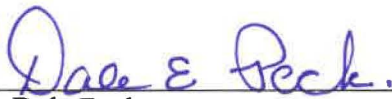
EXECUTIVE SESSION

At 6:42 p.m., Director Peck moved to go into Executive Session, as per C.R.S. 24-06-402 (4)(f) for the purposes of discussing personnel matters. Director Diffendaffer seconded and the motion passed unanimously.

ADJOURNMENT

The Regular Meeting was adjourned at 6:51 p.m. by Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer

--Excused--

Dan McElley



Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, FEBRUARY 7, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe; Melissa Lemke, Amanda Fleming, Isaac Brown, and Karen Kraft

REGULAR MEETING

Chairman Peck called the February 7, 2019 Regular Meeting to order at 5:00 p.m.

MINUTES OF THE JANUARY 3, 2019 REGULAR MEETING

Director Slauson moved to approve the January 3, 2019 Regular Meeting Minutes. Director Diffendaffer seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Manager Tooker reviewed the Notes to Financial Statements noting the year-end Financial Statements are preliminary until the 2018 Audit is performed. Manager Tooker reviewed customer payment methods for the 2013 – 2018 period. Director McElley moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$345,558.38, plus Supplemental Checks of \$32,924.65, plus Benefits Checks of \$23,680.23, plus HRA Disbursements of \$6,598.72 for a total of \$408,761.98. Director Diffendaffer seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the December 2018 Manager's Report. He noted the increase in Tap Sales for 2018 and reported since the meter repairs at the Water Treatment Plant the water produced is more comparable to the water sold.

INFORMATIONAL REPORT

2018 DRIP Activities Recap – Assistant Manager Reinertsen reviewed the Drought Response Information Project (DRIP) and provided an overview of the 2018 year where the Grand Valley was designated as a D3-Extreme Drought. Assistant Manager Reinertsen also summarized the planned DRIP activities for 2019. The Board identified that in 2018, the District needed to have a stronger and more unified drought message from all of the Grand Valley water utilities. Manager Tooker recommended that a stronger drought and water conservation message was necessary for 2019 compared to 2018. The consensus of the Board of Directors was that the District should continue with efforts to communicate to the DRIP committee a unified, proactive and strong

water conservation message and to start the message early in 2019. Information only, no Board action required at this time.

EXPRESS AGENDA

Director Diffendaffer made a motion to move from Express Agenda Project 2018-03 3.0 MG Storage Tank Painting to New Business. Director Slauson seconded the motion which passed unanimously. Director Diffendaffer moved to approve the Express Agenda single item as presented. Director Slauson seconded the motion which passed unanimously. The Express Agenda (*File 2/7/19*) item is as follows:

FY 2018 Audit Services – The Letter of Engagement for FY 2018 Audit Services was sent to Chadwick Steinkirchner, Davis & Co., P.C. and the onsite Audit is scheduled to take place March 11-15, 2019.

UNFINISHED BUSINESS

Project 2017-04 F ½ Road Main Line Upgrade/Replacement Project - Assistant Manager Reinertsen reviewed the project slated to occur in 2018 ran into conflicts with Mesa County and the Lewis and Wash Project and bids for the project exceeded budget dollars. Staff requested Board approval to advertise for bids for the re-designed Project that is projected to begin May-June 2019. Director Diffendaffer made a motion to authorize Staff to advertise for bids for Project 2017-04 F ½ Road Main Line Upgrade/Replacement. Director Sparks seconded the motion which passed unanimously.

NEW BUSINESS

Project 2018-03 3.0 MG Storage Tank Painting – This item was moved from Express Agenda to New Business as a result of recently discovered tank conditions. Assistant Manager Reinertsen reported that during the sand blasting of the tank floor the contractor discovered minor holes in the flooring. Staff worked with the design engineer Burns and McDonnell to develop options to correct the tank condition which includes replacing the floor of the Tank. Replacing the floor was not anticipated in the original Contract and will have additional expense to the Project. Burns and MacDonnell will provide options and costs to the District for approval. Staff will provide the Board additional information at the March Board Meeting and will prepare any necessary Change Orders and Budget Transfer Requests. No Board action required at this time.

Relief of Plant Investment Fee Increase Request from Housing Resources of Western Colorado – Manager Tooker presented a Staff Report (*File 2/7/19, 2019 Staff Reports*) concerning the letter request from Housing Resources of Western Colorado (*File 2/7/19, District Correspondence, Butner Estates*) for relief for eight (8) parcels in Butner Estates Subdivision for the Mutual Self-Help Residential Construct Program. The requested relief is due to the recent government shut-down and the inability to finalize federal loan paperwork by December 31, 2018 required to purchase New Taps at the 2018 rate. Director McElley made a motion to provide relief for the eight (8) identified parcels in Butner Estates Subdivision as requested by the Housing Resources of Western Colorado for new Residential Water taps at the 2018 tap fee of \$6,500. Director Diffendaffer seconded the motion which passed unanimously.

Colorado Law Enforcement Training Center (CLETC) – Assistant Manager Reinertsen briefed the Board on recent developments of the Training Center. CLETC is a cooperative effort between Mesa County, City of Grand Junction, Grand Junction Fire Department and Colorado Mesa University. The water system infrastructure was completed in 2017 and has been dormant waiting for training activity. To fully complete the system the District will need to receive payment for a Fire Line Meter and a Domestic Water connection. The entities involved are determining how to properly fund the purchase of the two Out-of-District Plant Investment Fees for the water taps. This is information only and no Board action is required at this time. Staff will provide the Board with future requests and updates.

4th of July 2019 – The July Board Meeting is scheduled on the July 4th holiday. The Board discussed moving the meeting. Director Diffendaffer made a motion to move the July Board meeting to Thursday, July 11, 2019. Director Slauson seconded the motion which passed unanimously.

ADJOURNMENT

The Regular Meeting was adjourned at 6:57 p.m. by Chairman Peck.


ATTEST:



Dale Peck




Stan Sparks



Melvin Diffendaffer



Dan McElley



Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, MARCH 7, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley, and Melissa Lemke

REGULAR MEETING

Chairman Peck called the March 7, 2019 Regular Meeting to order at 5:00 p.m.

MINUTES OF THE FEBRUARY 7, 2018 REGULAR MEETING

Director Diffendaffer moved to approve the February 7, 2019 Regular Meeting Minutes. Director McElley seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

The Board noted the Voided check #36226 for \$209,000.00 that was reissued as check #36301 with Staff identifying that a stop payment for check #36215 was issued because of lost check. Director McElley moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$175,942.76, plus Supplemental Checks of \$9,200.79, plus Benefits Checks of \$25,372.57, plus HRA Disbursements of \$5,331.74 for a total of \$215,847.86. Director Sparks seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the January 2019 Manager's Report.

INFORMATIONAL REPORT

2019 Grand Valley Drought Status – Assistant Manager Reinertsen reviewed the Drought Response Information Project (DRIP) (*File 3/7/19, 2019 Informational Reports*) and reported the Grand Valley has moved out of the D2-Severe Drought to the D1-Moderate Drought designation due to improved moisture conditions thus far in 2019. He also reported the DRIP message planned for 2019 will incorporate the 3-2-1 voluntary watering schedule message as in 2018 but will reverse to a 1-2-3 at the beginning of the 2019 irrigation season and will grandfather in the 3-2-1 voluntary watering schedule in the Fall. Information only, no Board action required at this time.

EXPRESS AGENDA

Director Diffendaffer moved to approve the Express Agenda items as presented. Director Slauson seconded the motion which passed unanimously. The Express Agenda (*File 3/7/19*) item is as follows:

Project 2017-04 F ½ Road Main Line Upgrade/Replacement Project – Apex Design & Drafting has completed the design drawing revisions for this project to reflect the work completed by the District Repair and Maintenance crew last December in preparation of the City of Grand Junction's Lewis Wash Bridge Project. Staff plans to have the Construction Bid Package ready to advertise by Mid-March with a Bid Opening tentatively scheduled for Tuesday, April 24, 2019.

Project 2019-06 Front Street Replacement 6" Waterline – Staff has received five (5) Design Proposals to provide engineering design services and construction oversight for this planned 2019 construction bid project. The selected engineering firm will be required to have the final design complete and ready for construction bid solicitation by Thursday, April 18, 2019. The project includes removal and replacement of the existing 6" AC waterline on Front Street, between 2nd and 5th Streets. This project is anticipated for construction in late summer, 2019.

UNFINISHED BUSINESS

Project 2018-03 3.0 MG Storage Tank Painting Project - Assistant Manager Reinertsen presented the Staff Report (*File 3/7/19, 2019 Staff Reports, Project 2018-03*) and provided an overview of methods to repair the flooring of the 3.0 MG Storage Tank. The Staff Report identified the recommendations from the Project Engineer, Burns and McDonnell's and Staff's Cost Benefit Analysis to extend the Life Cycle of the tank to 40 years. Director Diffendaffer made a motion to authorize Staff to transfer \$554,124 from Contingency to the Non-Operational General Construction Line Upgrades, Capital Improvement Projects line item, to fund the added scope for Project 2018-03. Director McElley seconded the motion which passed unanimously.

Colorado Law Enforcement Training Center (CLETC) – Staff had not received information from the City of Grand Junction concerning a request for variance of Plant Investment Fees for Water Taps for the CLETC. No action taken.

District Facilities Tour – Manager Tooker provided a virtual tour and explanation of the District's Whitewater distribution system. No action taken.

ADJOURNMENT

The Regular Meeting was adjourned at 6:45 p.m. by Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Dan McElley



Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, APRIL 4, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe; Amanda Fleming; Greg Jacob; and, Melissa Lemke

REGULAR MEETING

Chairman Peck called the April 4, 2019 Regular Meeting to order at 5:00 p.m.

MINUTES OF THE MARCH 7, 2019 REGULAR MEETING

Director Diffendaffer moved to approve the March 7, 2019 Regular Meeting Minutes. Director Slauson seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director McElley moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$681,005.39, plus Supplemental Checks of \$34,045.90, plus Benefits Checks of \$27,182.17, plus HRA Disbursements of \$4,664.62 for a total of \$746,898.08. Director Sparks seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the January 2019 Manager's Report.

INFORMATIONAL REPORT

2019 Grand Valley Drought Status – Assistant Manager Reinertsen reviewed the current Drought Status data and reported the Grand Valley has moved out of the D1-Moderate Drought to the DO-Abnormally Dry Drought designation.

32 Road Improvements – Manager Tooker reviewed District's activities being done in conjunction with the Clifton Sanitation District (CSD) Sewer Line Project (*File 04-04-19, 2019 Informational Reports*). The District is taking the opportunity to make water line improvements coinciding with the CSD activity. The improvements include removal of older Asbestos Concrete Pipe that is in conflict with CSD's Sewer line, water line upgrades, installation of a

new 10-inch line across 32 Road at Hall Avenue, installation of various isolation valves, and, additional pipeline connections.

EXPRESS AGENDA

Director Diffendaffer moved to approve the Express Agenda items as presented. Director McElley seconded the motion which passed unanimously. The Express Agenda (*File 4/4/19*) item is as follows:

Project 2018-03 3.0 MG Storage Tank Painting – The new steel floor has been installed and the subcontractor has completed approximately 75% of the floor panel seam welds. The interior perimeter weld is complete with approximately 25% of the exterior perimeter weld completed. The weld inspection certification process should start the week of April 8th. The tank welder subcontractor is approximately 2 weeks ahead of schedule. Worldwide Industries plans to remobilize to the site as soon as the final welds are certified, to begin final blasting and prime coating the new steel with finish coatings being applied the first week of May.

Project 2018-10 Lewis Wash – Staff secured the services of the City of Grand Junction’s contractor, K & D Construction, to remove approximately 180 of 16” AC water transmission line between the west end of the City’s bridge project and the recently installed 16” tee and valve to the new Thunder Valley Subdivision. This section of AC transmission line is being upgraded to 16” PVC waterline.

Project 2017-04 F ½ Road Main Line Upgrade/Replacement Project – Apex Design & Drafting has completed the design drawing revisions for this project. The advertisement has been completed and Construction Bid Package is available. Selection recommendation will be made at the May 2, 2019 Board Meeting.

Project 2019-06 Front Street Replacement 6” Waterline – River City Consultants was selected to provide engineering design services and construction oversight for this planned 2019 construction bid project. The final design will be complete and ready for construction bid solicitation by Friday, May 17, 2019. The project includes removal and replacement of the existing 6” AC waterline on Front Street, between 2nd and 5th Streets. This project is anticipated for construction in September/October, 2019.

Project 2019-01 Expansion/Renovation Administration Building – Advertising for general contractors interested in submitting the Request for Qualification (RFQ) packages for this Design/Build project will begin the week of April 1st. The RFQs are due on Thursday, April 18th with staff selection recommendations being presented for Board consideration at the May 2, 2019 Regular Board Meeting.

UNFINISHED BUSINESS

Colorado Law Enforcement Training Center (CLETC) – No information has been received from the City of Grand Junction concerning a request for variance of Plant Investment Fees for Water Taps for the CLETC. No action taken.

Project 2017-02 Hydraulic Model Professional Services Amendment #3 – Manager Tooker presented the Staff Report (*File 04-04-19, 2019 Staff Reports, Project 2017-02*) requesting authorization to accept Amendment 3 to the original agreement in the amount of \$30,000. Director Slauson made a motion to approve Amendment 3 in the amount of \$30,000 to implement recommendations identified in the Preliminary GIS Evaluation Report. The Board discussed the value of the Engineer performing the Hydraulic Analysis and providing recommendations to assist Staff with planning for growth and infrastructure improvements. Director Diffendaffer seconded the motion and the motion passed unanimously.

District Facilities Tour – Manager Tooker provided a virtual tour and explanation of location of the District's large diameter transmission lines and storage tanks. Information only. No action taken.

NEW BUSINESS

420 30 Road Customer Request Relief of Owed Balance – Manager Tooker presented the Staff Report (*File 04-04-19, 2019 Staff Reports, District Correspondence*) on the Request of Relief of Availability of Service Charge letter from the Balkenbushes, dated March 28th. The outstanding balance is \$3,205.82 on the property. Director McElley made a motion to reduce the amount owing by \$602.71, retaining the original \$2,603.11, which was the amount owed on the property at the time of the sale to the Balkenbushes. Additionally, the Balkenbushes must abandon the tap. Director Sparks seconded the motion and the motion passed unanimously.

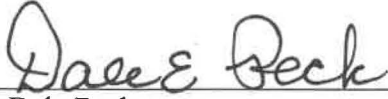
Personnel Policy Update – Manager Tooker presented the Staff Report (*File 04-04-19, 2019 Staff Reports*) correcting Section 18.2 Other Benefits of the Personnel Manual. Section 18.2.3 is no longer applicable to the District as a result in changes to Sick Leave accrual and offering Short Term Disability to full-time employees. Director Slauson made a motion to update Section 18.2 Other Benefits to the Personnel Manual effective immediately. Director Sparks seconded the motion and the motion passed unanimously.

Flood Plan and Preparation – Assistant Manager Reinertsen reviewed the District's Flood Plan that has been in place since 2011. He presented District photos of when the Colorado River threatened to flood District property. Staff will continue to monitor the Colorado River as weather precipitation and snow melt impacts the river basin and updates become available. He informed the Board that the District has Flood Insurance coverage through the Special District's Property and Liability Pool. Informational only, and Staff will continue to keep this item on the Agenda. No action taken.

ADJOURNMENT

The Regular Meeting was adjourned at 7:10 p.m. by Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Dan McElley



Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, MAY 2, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Brian Sheley; Amanda Fleming; Greg Jacob; Isaac Brown and Melissa Lemke

REGULAR MEETING

Chairman Peck called the May 2, 2019 Regular Meeting to order at 5:00 p.m.

MINUTES OF THE APRIL 4, 2019 REGULAR MEETING

Director Diffendaffer moved to approve the April 4, 2019 Regular Meeting Minutes. Director Slauson seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director McElley moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$145,009.15, plus Supplemental Checks of \$146,801.45, plus Benefits Checks of \$26,016.52, plus HRA Disbursements of \$4,201.39 for a total of \$322,028.51. Director Sparks seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the March 2019 Manager's Report.

INFORMATIONAL REPORT

Drought Update – Assistant Manager Reinertsen reviewed the current Drought Status (*File 05/02/19, 2019 Informational Reports*) data projections of the snowmelt forecast and Colorado River streamflow.

Flood Preparations – Staff continues to monitor the Colorado River levels as precipitation and snow melt impacts the river basin and updates become available. Staff has identified flood preparedness tasks in the event of flooding to District properties. No action taken.

HRA 2018 Utilization – Manager Tooker presented the Utilization Report for the 2018 HRA Plan Year (*File 05/02/19, 2019 Informational Reports*). Manager Tooker reported that the 2018 HRA

Budget item had a 44% underutilization representing a savings of \$120,383. The HRA has been effective in reducing the District's Health Insurance Premium expense and has provided an extremely positive employee benefit. Manager Tooker reviewed the cost savings over the past seven years to the District of over \$940,431 in benefit costs.

SDA Regional Workshop – Manager Tooker reviewed the 2019 Annual SDA Regional Workshop handout and asked Board Members to contact Melissa by Friday, May 17th if interested in attending.

American Water Works Association (AWWA) Annual Conference – The American Water Works Association Annual Conference is being held in Denver June 9 – June 12, 2019. Manager Tooker and Director Peck will be attending, other Board Members interested in attending should contact Manager Tooker.

EXPRESS AGENDA

Director Slauson made a motion to move Project 2018-03 3.0 MG Storage Tank Painting, and 32 Road Improvements from Express Agenda to Unfinished Business. Director Diffendaffer seconded the motion which passed unanimously. Director Slauson moved to approve the Express Agenda remaining items as presented. Director Diffendaffer seconded the motion which passed unanimously. The Express Agenda (*File 5/2/19*) item is as follows:

Project 2018-10 Lewis Wash – The City of Grand Junction has completed construction of the new bridge crossing and the road is open for unrestricted traffic. The City's contractor, K & D Construction, completed the installation of approximately 200 feet of new 16" PVC water transmission line for the District in conjunction with the bridge project. A Final Cost Report, summarizing the District's cost in participating with the City, will be presented at the June 2019 Regular Board Meeting.

2019 Preemptive Poly Replacement – The 2019 Pre-Emptive Poly Replacement Program began earlier in April with the first thirteen (13) properties identified on Bunting, Kennedy, Elm and 31 ¾ Road and now we have moved to the next area identified for the Service Line Replacements to Parkwood Estates near 30 and D ½ Road. The Distribution crew will be completing a total of 50 Pre-emptive Poly Service Lines.

SDA Loss Prevention Grant Program – Staff received notice from the SDA Property and Liability Pool that the District has been awarded \$6,955.27 to spend towards "Improving Workplace Safety". The Grant Rewards Program provides 50% reimbursement grants for the purchase of safety equipment and supplies, to those Pool members that show continued commitment to safety programs and practices and have had minimal worker comp cases and property liability claims over the previous 12 month reporting period.

UNFINISHED BUSINESS

Colorado Law Enforcement Training Center (CLETC) – No information has been received from the City of Grand Junction concerning a request for variance of Plant Investment Fees for Water Taps for the CLETC. No action taken.

Project 2017-04 F ½ Road Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen presented the Staff Report (*File 05-02-19, 2019 Staff Reports, Project 2017-04*) concerning Project 2017-04. Based on Staff's review of the bids summarized in the Staff Report, Staff is recommending approval of the low bid of \$259,969.69 submitted by Dirtworks Construction. The 2019 Budget for the Project is \$260,000. Staff identified the need for additional funding of \$45,850 for a 15% Project Contingency and construction oversight. Director Sparks made a motion to approve a Transfer of Funds in the amount of \$45,850 from Contingency to Non-Operating General Construction. Director Slauson seconded the motion and the motion passed unanimously.

Director McElley made a motion to accept the Bid submitted by Dirtworks Construction in the amount of \$259,969.69 for the District's Project 2017-04, F ½ Road Main Line Upgrade/Replacement project, and further directed Staff to prepare the Construction Agreement documents for signatures as required. Director Diffendaffer seconded the motion and the motion passed unanimously.

Project 2019-01 Expansion/Renovation Administration Building – Assistant Manager Reinertsen presented the Staff Report (*File 05-02-19, 2019 Staff Reports, Project 2019-01*) concerning Project 2019-01. The District received one proposal submitted by FCI Constructors, Inc. (FCI). The Board discussed the validity of receiving only one proposal and Staff's evaluation of the proposal. proposal submitted by FCI Constructors, Inc. (FCI) to complete the preliminary Final Design Development services and design/build construction. Director Diffendaffer made a motion to accept the Proposal submitted by FCI Constructors, Inc. (FCI) as the Design/Build team and further directed Staff to prepare the Design/Build and Construction Agreement for signatures as required. Director Sparks seconded the motion and the motion passed unanimously.

Project 2018-03 3.0 MG Storage Tank Painting – This item was moved from Express Agenda to Unfinished Business as a result of recent Construction Change Orders. Assistant Manager Reinertsen presented the Staff Report (*File 05-02-19, 2019 Staff Reports, Project 2018-03*) reporting that replacing the floor has created a Change of Condition and \$60,000 in additional funding is required to fund Change Orders necessary to perform the additional work to complete the Project. Director Diffendaffer made a motion to transfer \$60,000 from Contingency to the Non-Operational General Construction Line Upgrades, Capital Improvement Projects line item, to fund the added scope for Project 2018-03 Three Million Gallon Storage Tank Painting Project. Director Slauson seconded the motion and the motion passed unanimously.

32 Road Improvements – This item was moved from Express Agenda to Unfinished Business as a result of ongoing efforts and construction costs. Assistant Manager Reinertsen presented the Informational Report (*File 05-02-19, 2019 Informational Reports*) identifying the distribution system upgrades currently underway in conjunction with the Clifton Sanitation District's new sewer main construction project on 32 Road. Staff requested Board consensus to reallocate funds that

were budgeted in 2019 for the 31 Road 10-inch Waterline Project that is being deferred because of Mesa County's reprioritization of their 31 Road Corridor Project in favor of 29 Road. This reallocation will free up \$225,000 of budgeted funds to be reallocated to the 32 Road Improvements. Director Diffendaffer made a motion to reallocate \$225,000 from the District's 31 Road 10-inch Waterline Project to the 32 Road Improvements. Director McElley seconded the motion and the motion passed unanimously.

NEW BUSINESS

Water Share Rental Agreement Diffendaffer – Director Diffendaffer recused himself from discussion of the Water Share Rental Agreement. Manager Tooker presented a Staff Report (*File 05-02-19, 2019 Staff Reports, Agreements*) identifying the consideration of request received from Melvin Diffendaffer, 544 33 ¾ Road, Clifton CO 81520 to rent three (3) Grand Valley Irrigation (GVICo) shares from head gate #35, for the 2019 irrigation season. The Board discussed previous Board action to rent GVICo water shares to other individuals after the Staff evaluation of water availability. Chairman Peck moved for approval of the Water Share Rental Agreement for Mr. Diffendaffer for the rental three Grand Valley Irrigation Shares for the 2019 season. Director Sparks seconded the Motion and the motion passed with a vote of 4 yea, 0 no. Director Diffendaffer abstained.

Employee Wellness Award – Manager Tooker reviewed the Employee Wellness Award Staff Report (*File 05-02-2019, 2019 Staff Reports*). This Report identified the criteria used in the past to recognize employees for remaining healthy and thereby reducing health insurance and Health Reimbursement Arrangement (HRA) expenses. As reported, healthy employees have resulted in an overall 2018 cost savings of \$120,383 and over the past eight years, the District has saved over \$940,431 in employee health insurance and benefit costs. Director McElley moved to approve Employee Wellness Award based upon 10% Monetary Award HRA Balance over \$1,000 or additional time off (1 day for each \$3,000 unspent HRA) to be funded from Payroll Expense and not associated with the HRA Funding. Director Slauson seconded the motion and the motion passed unanimously.

Eureka! McConnell Science Museum – Manager Tooker reported the Eureka! McConnell Science Museum had extended an invitation to host the District's next Board Meeting on June 6, 2019. The Board directed Manager Tooker to confirm the availability of the facility for the June 6, 2019 Meeting, noting that any change in Meeting location would have to be adequately posted.

Children's Water Festival 2019 – Assistant Manager Reinertsen reported the dates of the upcoming Children's Water Festival was Monday, May 20th and Tuesday, May 21st. District staff is volunteering these two days. He also reported that invitations to the Board would be forthcoming.

Grand Valley Drainage District Refund – Director Peck recused himself from discussion of the Grand Valley Drainage District Refund. The District had received a letter outlining the refund due the District for the Stormwater Drainage Fees that have been paid. The Board discussed the options to return the Refund to the Drainage District specifically in respect to services received

from the Drainage District that are of greater value than the Stormwater Drainage Fee paid to the Drainage District. Director McElley made a motion to return the entire refund amount to the Grand Valley Drainage District. Director Sparks seconded the motion and the motion passed with a vote of 4 yea, 0 no. Director Peck abstained.

ADJOURNMENT

The Regular Meeting was adjourned at 7:07 p.m. by Chairman Peck.

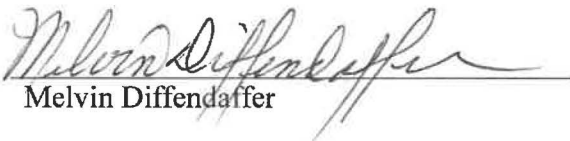
ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Dan McElley



Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, JUNE 6, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Brian Sheley; Amanda Fleming; Greg Jacob; Dixie Poteet and Melissa Lemke

GUESTS: Jenn Moore, Executive Director Eureka Math and Science Center
Gus Hendricks, Deputy Fire Chief, Grand Junction Fire Department
Mike Nelson, Chadwick, Steinkirchner, Davis & Co., P.C.

REGULAR MEETING

Chairman Peck called the June 6, 2019 Regular Meeting to order at 5:00 p.m.

Eureka Math and Science Center

The District Board Meeting for Thursday, June 6, 2019 was held at the Eureka! Math and Science Center. Notification of the change of venue from the District's Regular Meeting location was posted 72-hours prior to the June 6th meeting at the three designated locations. Ms. Jenn Moore provided a tour of the Eureka! Math and Science Center.

Colorado Law Enforcement Training Center (CLETC)

Mr. Gus Hendricks, Deputy Fire Chief, Grand Junction Fire Department addressed the Board regarding the letter sent to the District requesting relief of the Plant Investment Fees and Domestic Water Tap Fees at 3340 Whitewater Hill Road. As the property owner, Colorado Mesa University was not present at the Board meeting. Mr. Hendricks exited the meeting at 6:05 p.m.

2018 FY Audit

Mike Nelson with Chadwick, Steinkirchner, Davis & Co. presented the 2018 Audited financial statements to the Board. Mr. Nelson identified the improvement in the District's Net Position and increased financial health of the District in FY 2018. He noted that the District Net Position continues to remain financially strong at \$2,684,656 in 2018 compared to \$1,975,409 in 2017. Mike Nelson commended the District financial health and noted the Working Capital Ratio for 2018 was a healthy 8.62 compared to 7.56 in 2017. Mr. Nelson answered the Board's questions and exited the meeting at 6:15 pm.

Director Sparks moved to accept the FY 2018 Audit and authorize Staff to distribute to the proper agencies. Director Slauson seconded and the motion passed unanimously.

MINUTES OF THE MAY 2, 2019 REGULAR MEETING

Director Diffendaffer moved to approve the May 2, 2019 Regular Meeting Minutes. Director Sparks seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director McElley moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$224,896.81, plus Supplemental Checks of \$204,933.15, plus Benefits Checks of \$25,901.32, plus HRA Disbursements of \$11,364.38 for a total of \$467,095.66. Director Sparks seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the April 2019 Manager's Report.

INFORMATIONAL REPORT

Drought Update – Assistant Manager Reinertsen reviewed the current Drought Status (*File 06/06/19, 2019 Informational Reports*) and projections of the Colorado River streamflow.

Flood Preparations – Staff continues to monitor the Colorado River levels as precipitation and snow melt impacts the river basin and updates become available. Staff has identified flood preparedness tasks in the event of flooding to District properties. No action taken.

2019 Preemptive Poly Replacement – Staff reported that progress continues through the Parkwood Estates identified area. The District has roughly completed 41 poly replacements.

United Capital Update – Manager Tooker presented the announcement (*File 06/06/19*) that United Capital will become part of the Goldman Sachs Group. This is information only, no action taken.

EXPRESS AGENDA

Director Diffendaffer moved to approve the Express Agenda items as presented. Director McElley seconded the motion which passed unanimously. The Express Agenda (*File 6/6/19*) item is as follows:

1. Children's Water Festival – The 26th Annual Children's Water Festival was held at Colorado Mesa University on May 20th and 21st. Over 2,600 5th graders (record attendance) from 42 schools and 4 counties participated. District Staff participating this year included: Kyle Bishop, Isaac Brown, Mark Dalley, Cameron Deppe, Amanda Fleming, Cari Jackson, Greg Jacob, Karen Kraft, Melissa Lemke, Jacob Lenihan and Board Members Diffendaffer, Peck

and Slauson. This year's Festival once again solidified the Grand Valley's reputation as the premier educational water festival in Colorado.

2. Project 2018-03 3.0 MG Storage Tank Painting – The contractor has completed the project completion items identified on the preliminary final inspection. Staff and the District's Project Engineer have identified some issues with the final floor coating cure process. The final review/testing of floor coatings is scheduled for Tuesday, June 4th. Final acceptance/rejection of coatings will be made based on these testing results. Flushing and water quality testing cannot be conducted until acceptance of top coating is complete and certified.
3. Project 2017-04 F ½ Road Main Line Upgrade/Replacement Project – The Project Notice of Award and Notice to Proceed have been issued to Dirtworks Construction for Project 2017-04. The Project is projected to begin on June 3, 2019, with a 70 day performance period concluding on August 12, 2019.
4. Project 2019-01 Expansion/Renovation Administration Building – FCI Constructors, Inc. has been notified of their selection for Project 2017-01. Contract Documents will be prepared for the July 11, 2019 Meeting.

UNFINISHED BUSINESS

Colorado Law Enforcement Training Center (CLETC) – Manager Tooker presented a Staff Report (*File 06-06-2019, 2019 Staff Reports, District Correspondence*) following Mr. Hendricks appearance at the Board meeting. He reported the request for relief came from the City of Grand Junction and not the property owner, Colorado Mesa University. District has requested payment of the Plant Investment Fees to complete the system for a Fire Line Meter and a Domestic Water connection. Until the property owner makes the request for relief, no action by the Board required at this time.

NEW BUSINESS

Customer Complaint 3044 Seneca Place – Manager Tooker reviewed A Staff Report (*File 06-06-2019, 2019 Staff Reports, District Correspondence*) concerning the Customer Complaint at 3044 Seneca Place. He reported Staff didn't provide an expected level of customer service and did not take the appropriate steps to replace aging infrastructure. Mr. Tooker stated that a reimbursement check will be made to the customer associated with the replacement of items that should have been completed by the District. No action was taken.

Four Basin Roundtable Meeting – Assistant Manager Reinertsen reported the next West Slope Roundtable Summit meeting will be on Thursday, June 20th from 10:00 a.m.- 3:00 p.m. at Ute Water Conservancy District. Please let him know if you are interested in attending to reserve seating.

EXECUTIVE SESSION

At 7:10 p.m., Director Peck moved to go into Executive Session, as per C.R.S. 24-6-402 (4)(e) for the purposes of discussing Project 2018-03 3.0 MG Tank Painting; and C.R.S. 24-6-402 (4)(f) for the purposes of discussing personnel matters. Director Diffendaffer seconded and the motion passed unanimously.

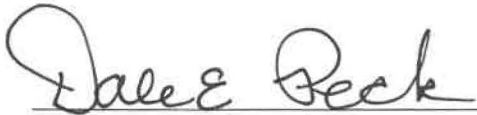
Staff members, Sheley, Beebe, Fleming, Poteet and Lemke exited the meeting. Directors Peck, Sparks, Diffendaffer, McElley, and Slauson, and Staff members Tooker and Reinertsen remained for the Executive Session.

The Board adjourned the Executive Session at 7:47 p.m.

ADJOURNMENT

The Regular Meeting was adjourned at 7:50 p.m. by the Chairman Peck.

ATTEST:



Dale Peck




Stan Sparks



Melvin Diffendaffer



Dan McElley



Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, JULY 11, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Amanda Fleming; Greg Jacob; Dixie Poteet and Melissa Lemke

GUEST: Dan McElley

REGULAR MEETING

Chairman Peck called the July 11, 2019 Regular Meeting to order at 5:00 p.m.

MANAGERS REPORT OF POSSIBLE BOARD VACANCY

Manager Tooker identified to the Board the possibility of an out-of-District issue regarding Director McElley's position on the Board as a possible Board vacancy by matter of law. He reported the need to investigate the situation and would present the findings at the next Board Meeting in August 2019. As a precaution, Mr. McElley abstained as a Board Member until District conducted its investigation.

MINUTES OF THE JUNE 6, 2019 REGULAR MEETING

Director Slauson moved to approve the June 6, 2019 Regular Meeting Minutes. Director Sparks seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Diffendaffer moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$376,775.18, plus Supplemental Checks of \$11,923.59, plus Benefits Checks of \$27,367.27, plus HRA Disbursements of \$3,334.77 for a total of \$419,400.81. Director Slauson seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the May 2019 Manager's Report.

INFORMATIONAL REPORT

DRIP Activities – Assistant Manager Reinertsen reported on past and upcoming DRIP Activities the District is involved in. District staff participated in the Palisade Farmers Sunday Market in

June, and the upcoming Air Show July 27-28, 2019. DRIP will be pursuing billboards, tailgate wraps for District vehicles, and advertising on the back of Grand Valley Transit buses.

2019 Preemptive Poly Replacement – Staff reported that progress continues through the Parkwood Estates identified area. The District has completed 75 poly replacement to date.

EXPRESS AGENDA

Director Diffendaffer moved to approve the Express Agenda items as presented. Director Sparks seconded the motion which passed unanimously. The Express Agenda (*File 7/11/19*) item is as follows:

1. 2019 SDA Annual Conference – This year's SDA Annual Conference is being held in Keystone, Colorado. The Conference begins on Wednesday, September 18th and wraps up Friday afternoon, September 20th. A preliminary conference agenda is included in the Board Packet. Please notify Melissa Lemke by Wednesday, July 26th, 2019, if you wish to attend the Conference so that room reservations can be made well in advance.
2. Project 2017-04 F ½ Road Main Line Upgrade/Replacement Project – The contractor, Dirtworks Construction, has completed installation of the 2,100 feet of new 8" PVC waterline. The new water service installations will be complete the week of July 8th with filling and pressure testing of the new construction items also the week of July 8th. Once pressure testing and water quality sampling is complete, Distribution staff will work with the contractor to switch the customers to the new system. The contractor is projecting a final completion of this project by the 3rd week of July, almost 4 weeks ahead of the August 13th contract completion date.
3. Project 2019-01 Expansion/Renovation Administration Building – FCI Constructors, Inc. has been notified of their selection for Project 2017-01. Contract Documents will be prepared for the July 11, 2019 Meeting.

UNFINISHED BUSINESS

Project 2018-03 MG Storage Tank Painting – Assistant Manager Reinertsen reported on the progress of the project. Upon the initial fill, the access hatch leaked and repairs were made. A second fill of the tank will be performed. The Progress Payment approved at the meeting was for the approved work completed and approved by Burns and McDonnell the project Engineer. No Board action was requested.

NEW BUSINESS

Project 2019-06 Front Street Main Line Upgrade/Replacement Project – Staff requested Board authorization to proceed with advertising Project 2019-06 Front Street Main Line Upgrade. Funds have been budgeted in the 2019 Budget. The Bid opening is projected for end of September with bid awarded at the October Board Meeting. Director Diffendaffer made a motion

to authorize Staff to advertise for bids for Project 2019-06 Front Street Main Line Upgrade/Replacement. Director Slauson seconded the motion which passed unanimously.

Potential Property Damage Claim – 122 Turner Ave. (Account #015821-000) – Manager Tooker reported a notice of property damage claim to the Board. The District has forwarded the notification to Colorado Special Districts Pool Insurance for handling the complaint. No action was taken.

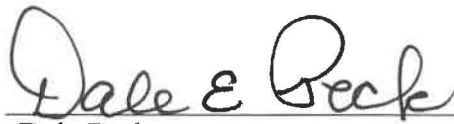
Joint West Slope Roundtable Meeting Debriefing – Directors Peck and Diffendaffer, and Assistant Manager Reinertsen attended the meeting on June 20, 2019 and provided a briefing of the meeting. Information only, no action taken.

American Water Works Association (AWWA) Annual Conference Debriefing – Director McElley, Manager Tooker, District Staff Brown, Fleming, and Poteet attended the conference and briefed the Board on the conference.

ADJOURNMENT

The Regular Meeting was adjourned at 7:15 p.m. by the Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer

Absent

Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, AUGUST 8, 2019**

BOARD MEMBERS PRESENT: Dale Peck, Chairman; Stan Sparks, Vice-Chair; and Melvin Diffendaffer, Secretary

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe, Brian Sheley; Greg Jacob; Amanda Fleming; Dixie Poteet and Melissa Lemke

GUEST: Gary Crist, Clifton Water District Customer
Dan McElley, Clifton Water District Customer

REGULAR MEETING

Chairman Peck called the August 8, 2019 Regular Meeting to order at 5:00 p.m.

RATIFICATION OF MEETING CHANGE

Chairman Peck requested ratification of the Telephone Poll made by Assistant Manager Reinertsen to reschedule the August Board Meeting from Thursday, August 1, 2019 to Thursday, August 8, 2019. The date change of the Board Meeting for August 8, 2019, was posted 72-hours in advance in the three designated public places. Director Diffendaffer made a motion to ratify the date change of the Board Meeting to Thursday, August 8, 2019. Director Sparks seconded the motion which passed unanimously.

GUEST: GARY CRIST, CLIFTON WATER DISTRICT CUSTOMER

Manager Tooker introduced Mr. Gary Crist at 5:05 p.m. The District has received a Request from Mr. Crist owner of 613 Americana Dr. A Staff Report (*File 8/8/19, 2019 Staff Report, Board Request from Customer*) was presented detailing the situation and request of relief. Mr. Crist requested for the District to accept a partial settlement payment of \$818.88 of the outstanding water bill balance of \$1,714.20. Mr. Crist asserted he should not be responsible for an unpaid balance from a previous property owner. In accordance with District Policy 420, all unpaid water bills stay with the property and constitute a perpetual lien and are also subject to the charges set forth in Policy 430 – Availability of Service Fee. The Board asked questions of Mr. Crist and upon conclusion of the question and answer period Chairman Peck, stated the Board would consider Mr. Crist's request and discuss the matter further under New Business. Mr. Crist exited the meeting at 5:20 p.m.

Chairman Peck requested discussion of Mr. Crist's proposal on his outstanding water bill be moved from New Business. Director Diffendaffer made a motion to move Customer Request for Relief of Outstanding Balance-613 Americana Dr. from New Business. Director Sparks seconded the motion which passed unanimously. Staff reviewed the Staff Report (*File 8/8/19, 2019 Staff Report, Board Request from Customer*) and conditions related to Mr. Crist's claim. Director Sparks

made a motion to deny Mr. Crist's proposal of relief of outstanding balance at 613 Americana Dr. Director Diffendaffer seconded the motion which passed unanimously.

BOARD VACANCY BY MATTER OF LAW

Manager Tooker reviewed the Memorandum conditions of Board Vacancy by Matter of Law. Director Diffendaffer made a motion to acknowledge the Clifton Water District Board Vacancy by Matter of Law. Director Sparks seconded the motion which passed unanimously.

REORGANIZATION OF BOARD

Chairman Peck reviewed the current Officer and Committee assignments. After discussion, Director Diffendaffer made a motion to appoint Director Michael Slauson as the Board Treasurer. Director Sparks seconded the motion which passed unanimously.

MINUTES OF THE JULY 11, 2019 REGULAR MEETING

Director Diffendaffer moved to approve the July 11, 2019 Regular Meeting Minutes. Director Sparks seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Diffendaffer moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$214,165.67, plus Supplemental Checks of \$10,180.94, plus Benefits Checks of \$26,594.94, plus HRA Disbursements of \$7,101.01 for a total of \$258,042.56. Director Sparks seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the June 2019 Manager's Report.

INFORMATIONAL REPORT

None presented.

EXPRESS AGENDA

Director Diffendaffer moved to approve the Express Agenda item as presented. Director Sparks seconded the motion which passed unanimously. The Express Agenda (*File 8/8/19*) item is as follows:

1. Project 2019-01 Expansion/Renovation Administration Building – Staff continues working on the final Design/Build contract language with FCI Constructor representatives. Staff will keep the Board apprised of the contract status developments.

UNFINISHED BUSINESS

Project 2017-04 F ½ Road Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen reviewed the Staff Report (*File 8/8/19, 2019 Staff Report, Project file*) the project is complete and Staff is waiting for the closeout requirements from the contractor. Director Diffendaffer made a motion to authorize Staff to advertise for Final Payment for Project 2017-04 F ½ Road Main Line Upgrade/Replacement Project once the District has received the closeout requirements. Director Sparks seconded the motion which passed unanimously.

Project 2018-03 MG Storage Tank Painting – Assistant Manager Reinertsen reported the Contractor, Worldwide Industries is completing the final project closeout documentation. The Contractor plans to have the project completed by the end of August 2019. Staff will request final payment at the September Board Meeting. No Board action was requested.

Project 2017-02 System Hydraulic Model & GIS Evaluation – Amendment #4, Long Range Water Master Plan – Manager Tooker reviewed the Staff Report (*File 8/8/19, 2019 Staff Report, Project file*) requesting authorization to accept Amendment 4 to the original agreement in the amount of \$124,454. Director Sparks made a motion to approve Amendment 4 in the amount of \$124,454 to implement development of an Asset Management and Long Range Planning Master Plan. Director Diffendaffer seconded the motion and the motion passed unanimously.

NEW BUSINESS

Inclusion Request – Manager Tooker reviewed the Memorandum Inclusion Process for McElley Properties summary of the Inclusion process. Director Diffendaffer made a motion to acknowledge the petition from Edward D. McElley and Janis M. McElley to include two (2) Out-of-District parcels in the District's boundaries: Tax Schedule ID 2943-121-00-181, commonly known as 573 33 ¾ Rd., Clifton, CO 81520; and Tax Schedule ID 2943-121-00-182, commonly known as 571 33 ¾ Rd., Clifton, CO 81520 and officially set and advertise a Public Hearing for 5:00 pm, September 5, 2019 prior to the Regularly scheduled Board of Directors Meeting. Director Sparks seconded the motion and the motion passed unanimously.

Out of District Service Request, Tax ID 2967-141-00-031, 4082 Highway 50, Whitewater – Assistant Manager Reinertsen reviewed the Staff Report (*File 8/8/19, 2019 Staff Report, Customer file*) request to be Out of District by Ms. Lora Page, Personal Representative to the Estate of Elsie A. Page. Director Diffendaffer made a motion to accept Ms. Page's Out of District Service Request with the following restrictions: 1) Water Service Tap installed as issued by the Colorado Department of Transportation Utility Permit; 2) Provide 20 foot wide exclusive Clifton Water District waterline easements along the south and north property line for future water main connections; and 3) Potable water provided by the District shall be used for domestic use only,

excludes agriculture or commercial usage on this parcel. Director Sparks seconded the motion and the motion passed unanimously.

Designate Person to Prepare 2020 District Budget - By statute the Board must appoint an individual to prepare the District's FY 2020 Budget. Director Sparks made a motion to appoint Manager Tooker to prepare the FY 2020 Budget. Director Diffendaffer seconded and the motion passed unanimously.

ADJOURNMENT

The Regular Meeting was adjourned at 7:08 p.m. by the Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer

Absent

Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, SEPTEMBER 5, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe, Brian Sheley; Greg Jacob; Amanda Fleming; Isaac Brown and Melissa Lemke

GUEST: Christopher McAnany, Attorney with Dufford, Waldeck, Milburn & Krohn, LLP
Dan McElley, Clifton Water District Customer

PUBLIC HEARING

Chairman Peck called to order the Public Hearing at 5:06 p.m. to consider the inclusion of two parcels of land, described as, Tax Schedule Numbers 2943-121-00-181 and 2943-121-00-182 to be included within the Clifton Water District Boundaries as required by C.R.S. 32-1-05. A Petition of Inclusion was submitted by Edward D. McElley and Janis M. McElley requesting the inclusion. The Public Hearing Notice was published in the Grand Junction Daily Sentinel on August 14, 21, and 28, 2019. No citizens were present. Manager Tooker reported that no citizens requested information regarding the inclusion and no other citizens provided comments, written or verbal.

The Public Hearing was closed at 5:17 p.m.

REGULAR MEETING

Chairman Peck called the September 5, 2019 Regular Meeting to order at 5:18 p.m.

Chairman Peck requested that Inclusion Request be moved from Unfinished Business. Director Diffendaffer made a motion to consider the Petition of Inclusion for Tax Schedule Numbers 2943-121-00-181 and 2943-121-00-182 be moved from Unfinished Business. Director Slauson seconded the motion which passed unanimously.

Manager Tooker introduced the District's attorney, Christopher McAnany, with Dufford, Waldeck, Milburn & Krohn, LLP. Mr. McAnany presented a summary of the inclusion process.

The Board has been presented with a Petition for Inclusion of two parcels into the District's boundaries by the property owners Edward D. McElley and Janis M. McElley of Tax Schedule Numbers 2943-121-00-181 commonly known as 573 33 ¾ Rd, Clifton, CO 81520 and 2943-121-00-182 commonly known as 571 33 ¾ Rd Clifton, CO 81520.

Director Slauson moved to approve the Petition for Inclusion of two parcels of Private Property identified as Tax Schedule Numbers 2943-121-00-181 commonly known as 573 33 ¾ Rd, Clifton, CO 81520 and 2943-121-00-182 571 33 ¾ Rd Clifton, CO 81520 to be included within the District's boundary. Director Diffendaffer seconded and the motion passed unanimously.

Director Slauson moved to adopt Resolution 2019-03 Resolution to Include Private Property (*File 9/5/19, Inclusions, Resolutions*) as submitted and authorize staff to process the Certificate of Inclusion and all necessary paperwork for the District's Legal Counsel to complete the Inclusion process with the District Court. Director Diffendaffer seconded and the motion passed unanimously. The Resolution Text is as follows:

RESOLUTION 2019-03
RESOLUTION TO INCLUDE PRIVATE PROPERTY

WHEREAS on August 8, 2019, Edward D. McElley and Janis M. McElley, petitioned the Clifton Water District Board of Directors to include property within the boundaries of the Clifton Water District generally described as follows:

Recorded in Book 1087 at Page 241 of the Mesa County Clerk and Recorder's Office, more particularly described as follows:

McELLEY SIMPLE LAND DIVISION

Said real property being described as follows: A parcel located within that portion of the SW 1/4 NE 1/4 of Section 12, Township 1 South, Range 1 East of the Ute Meridian lying North of the Grand Valley Canal, being more particularly described as follows: Beginning at the Northeast corner of said SW 1/4 NE 1/4 ; thence S00°13'51"E along the East line of said SW 1/4 NE 1/4 1097.42 feet to the Grand Valley Canal; thence along the North side of said Canal with the following calls: S89°54'31"W 30.00 feet; thence N52°50'29"W 174.00 feet; thence N00°40'29"W 258.00 feet; thence N50°29'29"W 165.80 feet; thence S88°23'31"W 297.60 feet to the centerline of a drain; thence N00°32'41"W along said Centerline 637.64 feet to the North line of said SW 1/4 NE 1/4; thence S89°57'56"E along the said North line 598.75 feet to the point of beginning. That said owners' have caused that real property to be laid out and surveyed as the McELLEY SIMPLE LAND DIVISION, resulting in:

Parcel 1

Tax Schedule ID 2943-121-00-181, commonly known as 573 33 ¾ Rd, Clifton, CO 81520

Parcel 2

Tax Schedule ID 2943-121-00-182, commonly known as 571 33 ¾ Rd Clifton, CO 81520

WHEREAS said owner desires In-District water service from the Clifton Water District; and

WHEREAS the Board of Directors of the Clifton Water District has determined that it is in the District's best interest to include the stated property within the District's boundaries; and

WHEREAS the District Board of Directors acknowledge a Scrivener's error in the Inclusion Petition Exhibit A that was sourced by a Plat Map description identifying Janet M. McElley verses Janis M. McElley having no impact to the legal description which is correctly identified by the Mesa County Assessor records as Edward D. McElley and Janis M. McElley; and

NOW THEREFORE BE IT RESOLVED that the Clifton Water District Board of Directors approve the inclusion of the said property as described above, adopt the Order dated September 5, 2019 and authorize the Secretary and President of the Board to sign the Certificate of Inclusion and Order dated September 5, 2019.

Attorney, Christopher McAnany exited the meeting.

MINUTES OF THE AUGUST 8, 2019 REGULAR MEETING

Director Diffendaffer moved to approve the August 8, 2019 Regular Meeting Minutes. Director Sparks seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Slauson moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$133,946.08, plus Supplemental Checks of \$140,519.14, plus Benefits Checks of \$25,234.37, plus HRA Disbursements of \$7,649.22 for a total of \$307,348.81, with the exception of check #36849 payable to Dirtworks Construction LLC which is scheduled for action under Unfinished Business. Director Diffendaffer seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the July 2019 Manager's Report.

INFORMATIONAL REPORT

None presented.

EXPRESS AGENDA

Director Diffendaffer moved to approve the Express Agenda item as presented. Director Sparks seconded the motion which passed unanimously. The Express Agenda (*File 9/5/19*) item is as follows:

1. SDA Annual Conference – Keystone, CO – Conference and Room reservations have been secured for Board Members Peck, Sparks, Diffendaffer, and Slauson, scheduled to attend this year's conference, to be held September 18 through September 20. If anyone has questions or needs assistance regarding check in, please contact Melissa Lemke.
2. Project 2019-06 Front Street Main Line Upgrade/Replacement Project – River City Consultants has completed the design drawing package for this project. The advertisement for construction bids is in process with the mandatory pre-bid tour scheduled for Tuesday, September 17th with the Bid Opening taking place on Thursday, September 26, 2019. Contract award recommendations will be presented to the Board at the October 3, 2019 Regular Board Meeting.
3. DRIP Activities Update – This summer, DRIP Activities included: A Build Your Own Rain Barrel event partnered with the Fruita Parks Department; participation in Palisade Sunday

Market; participation in the CSU Extension Service's Demonstration Day; designated Discount Tire as the 2019 DRIP Tributary Award winner; and hosted the free water booth at the 2019 Grand Junction Airshow. A DRIP media release is planned for early September to remind the Grand Valley citizens that we are in level 2 of the 3-2-1 watering schedule. The District plans to include reminders on the September and October water bills for District customers to scale back their outdoor water uses in concert with the 3-2-1 watering schedule. The DRIP Committee is currently considering a Water Conservation/Drought Awareness marketing proposal submitted by a local firm for implementation in 2020.

UNFINISHED BUSINESS

Project 2018-03 3.0 MG Storage Tank Painting – Assistant Manager Reinertsen reported the 3.0 MG Storage Tank Painting Project has been completed satisfactorily and is operational. Staff requested Board approval of advertising for Final Payment and release of Retainage upon completion of the remaining deliverables to include as-builts and warranty confirmation. Director Diffendaffer made a motion to advertise for Final Payment to be considered at the October 3, 2019 Regular Board Meeting. Director Sparks seconded the motion which passed unanimously.

Project 2017-04 F ½ Road Main Line Upgrade/Replacement Project – Manager Tooker reviewed the Staff Report (*File 9/5/19, 2019 Staff Report, Project file*) for Project 2017-04. Final payment has been advertised, the Project has been completed satisfactorily and no payment disputes have been received. Staff recommends the release of the Contract Retainage. Director Diffendaffer made a motion to authorize the release of the Contract Retainage for Project 2017-04 F ½ Road Main Line Upgrade/Replacement Project. Director Sparks seconded the motion which passed unanimously.

Project 2019-01 Expansion/Renovation Administration Building – Manager Tooker reported that Staff continues to work on the final Design/Build Contract with FCI representatives. Staff will continue to keep the Board apprised of the contract status developments. No Board action was requested.

NEW BUSINESS

Nanofiltration Motor Control Center Repair – Manager Tooker presented a Staff Report (*File 9/5/19, 2019 Staff Report*) for the Nanofiltration Motor Control Center (MCC) detailing the need to proceed with emergency repairs of the Nanofiltration MCC. Carollo Engineering provided an Arc Flash evaluation in 2018. Subsequently based on recommendations by Carollo, the District hired the Eaton Corporation to perform corrective maintenance on the Motor Control Center. During this maintenance activity, Eaton identified a failed Main Power Disconnect that needed repaired to operate safely. Staff is working with Carollo to develop an emergency corrective action plan to address MCC Main Power Disconnect. The corrective action is essential to restore the MCC to normal operating condition to insure employee safety, operational safety and prevent catastrophic equipment failure. The Board was in consensus to continue the work with Carollo and proceed with the emergency design and repair of the Nanofiltration MCC and that it would

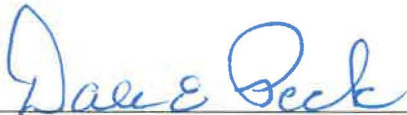
be funded from the existing 2019 Budget of \$1,500,000 for the Effluent Pumping and MCC Improvements.

Manager's Review – The Board discussed the process for the Managers Review and will continue the discussion at the Next Board Meeting in Executive Session.

ADJOURNMENT

The Regular Meeting was adjourned at 6:10 p.m. by the Chairman Peck.


ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, OCTOBER 3, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe, Brian Sheley; Greg Jacob; and Melissa Lemke

GUEST: Dan McElley, Clifton Water District Customer

REGULAR MEETING

Chairman Peck called the October 3, 2019 Regular Meeting to order at 5:05 p.m.

MINUTES OF THE SEPTEMBER 5, 2019 REGULAR MEETING

Director Diffendaffer moved to approve the September 5, 2019 Regular Meeting Minutes. Director Sparks seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Diffendaffer moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$120,656.05, plus Supplemental Checks of \$89,147.53, plus Benefits Checks of \$25,863.18, plus HRA Disbursements of \$4,736.74 for a total of \$240,403.50, with the exception of check #36922 payable to Worldwide Industries Corp. which is scheduled for action under Unfinished Business. Director Sparks seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the August 2019 Manager's Report.

INFORMATIONAL REPORT

Purchase of GVICo Water Shares – Manager Tooker reported that the District purchased nine (9) GVICo Water Shares in the Pioneer Meadows subdivision with 48 new residential units.

Nanofiltration Motor Control Center Repair – Manager Tooker reported that Eaton Corporation restored the Nanofiltration Motor control Center to normal operating condition to insure employee safety, operational safety and prevent catastrophic equipment failure with their repairs. Staff will turn on MCC and perform cleaning of the equipment this week.

Project 2019-01 Expansion/Renovation Administration Building – Staff has been meeting with FCI Construction discussing the development of the Not to Exceed amount for the Design Build project. FCI will prepare concept drawings for presentation at the November Board Meeting with cost estimated presented in December.

EXPRESS AGENDA

Director Sparks moved to approve the Express Agenda item as presented. Director Slauson seconded the motion which passed unanimously. The Express Agenda (*File 10/3/19*) item is as follows:

1. Partnership for Safe Water Award – The District once again received the award for maintaining this outstanding achievement status for 2018.

UNFINISHED BUSINESS

Project 2018-03 3.0 MG Storage Tank Painting – Assistant Manager Reinertsen reviewed the Staff Report (*File 10/03/19, 2019 Staff Report, Project file*) the advertising has been completed no subcontractor claims were received and Staff is requesting release the \$54,594.36 of Contract Retainage to Worldwide Industries, Corp. Director Diffendaffer made a motion to approve final payment to Worldwide Industries, Corp., in the amount of \$54,594.36 to release contract retainage. Director Sparks seconded the motion which passed unanimously.

Project 2019-03 North Transmission Pipeline Feasibility – RFQ Selection – Manager Tooker reviewed the Staff Report (*File 10/03/19, 2019 Staff Report, Project file*) reviewing the four (4) proposals the District received for the project. Based upon Staff's review of the four proposals Staff recommended the selection of Carollo Engineering. Director Diffendaffer moved to award Project 2019-03, North Transmission Pipeline Feasibility to Carollo Engineering and for Staff to begin contract negotiations with Carollo. Director Sparks seconded the motion which passed unanimously.

Project 2019-06 Front Street Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen reviewed the Staff Report (*File 10/03/19, 2019 Staff Report, Project file*) and reported the District received two bids for the project that exceeded the \$128,000 engineer's estimate and budget. Reinertsen reported that the bid compares to recent pricing and the Budget was underestimated. To move forward with the Project, Staff is requesting a transfer of \$80,000 from Contingency to the General Construction Line Upgrade and Replacement budget line item. Director Diffendaffer moved to transfer funds in the amount of \$80,000 from Contingency to the Non-Operating General Construction Line Upgrade and Replacement 2019 Budget line item to complete Project 2019-06. Director Sparks seconded the motion which passed unanimously.

Director Slauson moved to award Project 2019-06, Front Street Main Line Upgrade/Replacement Project to MA Concrete Construction Company and to accept the bid in the amount of \$170,751

and for Staff to prepare the construction agreement documents for final signatures. Director Diffendaffer seconded the motion which passed unanimously.

FY 2020 Budget – Manager Tooker presented the 2020 Proposed Budget, developed in conjunction with the Budget Committee. This is preliminary budget information and no action was requested or taken.

Board Vacancy – Manager Tooker reported the District’s attorney had not received any word from the judge reviewing the petition of inclusion of Tax Schedule Numbers 2943-121-00-181 and 2943-121-00-182 to the Clifton Water District Boundaries. Staff will update the Board at the November Board Meeting.

NEW BUSINESS

Briefing of Special District Association Annual Conference – Directors Peck, Diffendaffer and Slauson attended the 2019 Annual Conference in Keystone, Colorado from September 18-20, 2019. The Directors stated the Conference was excellent, presentations were well attended and provided highlights and information obtained from the conference to the Board.

Policy to Address Past Due Balances over 120 Days – Manager Tooker discussed developing a policy to address past due balances over 120 days. Currently, the District has XXXX properties that are \$XXXX past due. Policy development would also include coordination with Clifton Sanitation District because of our combined billing efforts. Staff will work on a proposed Policy and will discuss it with the Policy Committee for review and further Board action. No action at this time was requested.

District Served Complaint – Manager Tooker presented a Complaint filed in Mesa County District Court dated October 2nd by customer Gary Crist owner of 613 Americana Dr. He will forward to the District’s attorney to review the matter. No Board Action was requested.

EXECUTIVE SESSION

Manager’s Evaluation – At 7:33 p.m., Director Peck moved to go into Executive Session, as per C.R.S. 24-6-402 (4)(c) for the purposes of discussing confidential matters. Director Diffendaffer seconded and the motion passed unanimously.

Staff members, Tooker, Reinertsen, Sheley, Beebe, Jacob and Lemke exited the meeting.

The Board exited the Executive Session at 7:48 p.m.

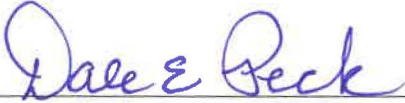
Manager Tooker returned to the Meeting.

The Board provided Manager Tooker a verbal review of his performance. Director Peck moved to increase Manager Tooker's salary by 3%. Director Diffendaffer seconded and the motion passed unanimously.

ADJOURNMENT

The Regular Meeting was adjourned at 8:05 p.m. by Chairman Peck.

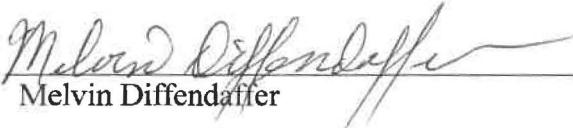
ATTEST:




Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, NOVEMBER 7, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe, Brian Sheley; Amanda Fleming; Isaac Brown; Guy Walker; and Melissa Lemke

GUEST: Dan McElley, Clifton Water District Customer

REGULAR MEETING

Chairman Peck called the November 7, 2019 Regular Meeting to order at 5:00 p.m.

INCLUSION REQUEST - Tax ID 2943-121-00-181 573 33 ¾ Rd and Tax ID 2943-121-00-182, 571 33 ¾ Rd

Chairman Peck requested to move the Inclusion Request – Tax ID 2943-121-00-181 573 33 ¾ Rd and Tax ID 2943-121-00-182 571 33 ¾ Rd from Unfinished Business to the beginning of the meeting. Staff reported that the Inclusion Request for Tax ID 2943-121-00-181 573 33 ¾ Rd and Tax ID 2943-121-00-182, 571 33 ¾ Rd has been properly officially completed with Mesa County District Court’s Order Granting Petition for Inclusion of Real Property within the boundaries of the Clifton Water District (*File 11-7-19, Inclusions*). Information only, no action taken.

BOARD VACANCY

Chairman Peck requested to move the discussion of the Board Vacancy from Unfinished Business. Staff verified Mr. McElley is an eligible elector and is qualified to serve and fill an appointed Board position through the next regularly scheduled election in May 2020. The Board discussed the appointment of Mr. McElley and confirmed his commitment to serve on the Board of Directors. Director Diffendaffer moved to approve Edward D. McElley to serve on the Clifton Water District Board through May 2020. Director Sparks seconded and the motion passed unanimously.

OATH OF OFFICE FOR DIRECTOR

Chairman Peck administered the Oath of Office and installed Edward Dan McElley to the Board of Directors of the Clifton Water District for the remaining term, terminating with the next regularly scheduled District election, May 2020. Director McElley signed the Oath of Office, which has been filed with the District Court.

MINUTES OF THE OCTOBER 3, 2019 REGULAR MEETING

Director Diffendaffer moved to approve the October 3, 2019 Regular Meeting Minutes. Director Slauson seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Slauson moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$131,089.16, plus Supplemental Checks of \$33,995.18, plus Benefits Checks of \$26,073.18, plus HRA Disbursements of \$5,386.71 for a total of \$196,544.23. Director Sparks seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the September 2019 Manager's Report.

INFORMATIONAL REPORT

Nanofiltration Motor Control Center Repair – Manager Tooker reported Staff has secured a contract with Carollo Engineering to design and implement the necessary changes to the power feed to the Nanofiltration Motor Control Center (MCC). The project will comprise of building and installing an upgraded electrical disconnect at an alternate location and installing power feed cables from the alternate location to the Nanofiltration MCC.

EXPRESS AGENDA

Director Diffendaffer moved to approve the Express Agenda items as presented. Director McElley seconded the motion, which passed unanimously. The Express Agenda (*File 11/7/19*) items are as follows:

1. Grand Valley Drainage District Fees – The District received thank you letters for generously returning the drainage stormwater fees previously collected.
2. Project 2019-03 North Transmission Line Feasibility – Carollo Engineering has been notified of their selection to perform the Project 2019-03. Staff will begin Contract negotiation and initiating the Project.
3. Project 2019-06 Front Street Main Line Upgrade/Replacement Project – The Contractor, MA Construction, is scheduled to mobilize on site by Friday, November 8th and begin construction on Monday, November 11th. They are projecting final completion of all scheduled work activities, including paving by December 4th.
4. The Grand Valley Irrigation Company Notice of the 2019 Annual Shareholders Meeting – Manager Tooker reported the District received Notice of the 2019 Annual Shareholders Meeting scheduled for December 7, 2019.

UNFINISHED BUSINESS

Project 2019-01 Expansion/Renovation Administration Building – Manager Tooker presented the concept drawings FCI Construction prepared to the Board. The Board discussed that the size of the conference area appears to be smaller than expected and directed Staff to review the plan.

Colorado Law Enforcement Training Center (CLETC) Request of Relief of Plant – Manager Tooker reported that Colorado Mesa University has resubmitted a request (*File 11-07-19, 2019 Staff Reports, CLETC Project*) for relief of Plant Investment Fees investment fees for two Out of District water service connections. Staff reviewed the Staff Report prepared for the June 2019 Meeting (*File 11-07-19, 2019 Staff Reports, CLETC Project*). CMU is requesting relief from the cost of two service connections, an 8-inch fire line tap for \$205,335 and a 4-inch water service for the Training Building for \$60,750. The Board directed Staff to discuss the Plant Investment Fee request and report back to the Board.

FY 2020 Budget – Manager Tooker presented the Draft 2020 Budget (*File 11-07-19, 2019 Staff Reports, 2020 Budget*). The Budget Committee and Staff identified a number of Budget items that had significant changes from the 2019 Budget and discussed the overall Budget.

Director Sparks moved to set the Budget Hearing regarding the District's FY 2020 Budget for Thursday, December 5, 2019 at 5:00 p.m. and have Staff secure the necessary postings and advertisement. Director Diffendaffer seconded and the motion passed.

Manager Tooker reviewed a Memorandum to the Board dated November 6, 2019 (*File 11-07-19, 2019 Memos, 2020 Budget*) summarizing and recommending adjustments to the 2020 Wage and Benefits. After Board discussion it was the consensus to accept the Manager's recommendations of an overall 2.6% increase in the Total Labor Expense to be included in the 2020 Budget. The recommendation included a 3% increase in positional salary ranges and a continuation of the District's Health Insurance and Health Reimbursement Arrangement (HRA).

NEW BUSINESS

2019 Water Rates and Plant Investment Fee – Manager Tooker reported that recommendations for the 2020 Water Rates and Plant Investment Fees will be presented at the December Board Meeting. No action at this time.

Holiday Turkey or Ham – Director Sparks moved to continue the District's long-standing tradition of providing each employee and Board Member with their choice of a turkey or a ham for Thanksgiving or Christmas. Director Slauson seconded and the motion passed.

EXECUTIVE SESSION

Gary Crist - 613 Americana Dr. Complaint – At 7:35 p.m., Director Peck moved to go into Executive Session, as per C.R.S. 24-6-402 (4)(c) for the purposes of discussing confidential matters. Director Diffendaffer seconded and the motion passed unanimously.

Staff members, Sheley, Beebe, and Lemke exited the meeting. Staff members Tooker, Reinertsen, Brown, Fleming and Walker remained during the Executive Session.

The Board exited the Executive Session at 7:45 p.m.

ADJOURNMENT

The Regular Meeting was adjourned at 7:50 p.m. by Chairman Peck.

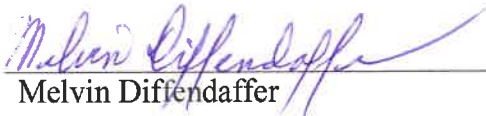
ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slawson



Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, DECEMBER 5, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Angie Beebe, Brian Sheley; Amanda Fleming; Isaac Brown; Guy Walker; and Melissa Lemke

REGULAR MEETING

Chairman Peck called the December 5, 2019 Regular Meeting to order at 5:00 p.m.

**RATIFICATION OF TELEPHONE POLL TO ESTABLISH A SPECIAL MEETING
DECEMBER 19, 2019**

Chairman Peck requested ratification of the Telephone Poll made by Manager Tooker to establish the Special Meeting for December 19, 2019. The date of the Special Meeting for December 19, 2019 was posted 72-hours in advance in the three designated public places. Director Diffendaffer made a motion to ratify the Special Meeting of the Board to Thursday, December 19, 2019. Director Sparks seconded the motion which passed unanimously.

**RATIFICATION OF TELEPHONE POLL RESCHEDULE PUBLIC HEARING TO
DECEMBER 19, 2019**

Chairman Peck requested ratification of the Telephone Poll to reschedule the Public Hearing to District's Proposed FY2020 Budget, in accordance with C.R.S. 29-1-106 *Et. Seq.* The Notice of Public Hearing (12/5/19 File, 2020 Budget File, Daily Sentinel Legal Notices) was confirmed as published in the Grand Junction Daily Sentinel in accordance with C.R.S. 29-1-106(3)(a). Director McElley made a motion to ratify the Special Meeting of the Board to Thursday, December 19, 2019. Director Slauson seconded the motion which passed unanimously.

MINUTES OF THE NOVEMBER 7, 2019 REGULAR MEETING

Director Diffendaffer moved to approve the November 7, 2019 Regular Meeting Minutes. Director Sparks seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Slauson moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$186,480.21, plus Special Checks in the amount of \$34,990.00, plus Supplemental Checks of \$71,753.28, plus Benefits Checks of \$25,863.48, plus HRA Disbursements of \$6,580.94, plus Board payroll checks of \$5,961.75, for a total of \$331,629.66. Director Diffendaffer seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the October 2019 Manager's Report.

INFORMATIONAL REPORT

Project 2018-03 3.0 MG Storage Tank Painting and Repair – Assistant Manager Reinertsen reported the activities for Project 2018-03 (*12/5/19 File, 2018-03 Project File*) has been completed. Burns and McDonnell has submitted the final project certification to the Colorado Department of Public Health and Environment. He also confirmed the two project asbuilts had been received and reviewed the final payment of \$31,108.60 to Burns and McDonnell. The total cost of the project was \$1,223,894.71.

32 Road Waterline Upgrade/Replacement Status - Assistant Manager Reinertsen reviewed the Informational Report (*12/5/19 File, 32 Road Improvement Project File*) of the work activities on the 32 Road corridor between the Grand Valley Irrigation Canal and the 32 Road railroad overpass. This project was in coordination with the Clifton Sanitation District (CSD). Final project costs will be presented at a future Board Meeting.

EXPRESS AGENDA

None.

UNFINISHED BUSINESS

FY 2020 Budget – Manager Tooker presented the Draft 2020 Budget (*File 12-02-19, 2019 Staff Reports, 2020 Budget*). The Budget Committee and Staff identified a number of Budget items that had significant changes from the previous 2020 Budget and discussed the overall Budget.

Project 2019-06 Front Street Main Line Upgrade/Replacement Project - Assistant Manager Reinertsen reported the contractor, MA Concrete Construction has completed the installation on the Front Street main line upgrade. The contractor has to complete final paving this week. Staff is requested Board consensus to advertise for Final Payment once the contractor has completed all contract specifications prior to January 2, 2020 Board Meeting. The Board's consensus was to authorize Staff to advertise for Final Payment if all conditions of the Project completion are satisfied.

Colorado Law Enforcement Training Center (CLETC) – Manager Tooker reported there were no updates at this time.

2020 Water Rates and Plant Investment Fees – Manager Tooker reported the Cost of Service Analysis, Water Rates and Plant Investment Fees would be presented at the Budget Hearing Meeting on December 19, 2019.

Project 2019-01 Expansion/Renovation Administration Building – Manager Tooker presented the concept drawings that FCI Construction had prepared. The Board reviewed the concept drawings noting that FCI Construction had addressed the increased size of the conference area. Additionally, the Board discussed the office/room layout and traffic flow within the building. Staff and FCI will continue to work on the details to present to the Construction Committee and to develop a Guaranteed Maximum Price (GMP). It is anticipated that FCI will present the GMP for the construction phase at the January 2, 2020 Board Meeting.

NEW BUSINESS

2020 Property Casualty and Liability Insurance Renewal – Assistant Manager Reinertsen reported this item would be placed on the December 19, 2019 Agenda of the Special Board Meeting. The renewal document will be available at the meeting with Mr. Hamilton present to discuss 2020 renewal document.

2020 Workers Compensation Insurance Renewal – Assistant Manager Reinertsen reported this item would be placed on the December 19, 2019 Agenda of the Special Board Meeting with Mr. Hamilton available for discussion of the 2020 renewal document.


Budget Transfer Requests

- a. Water Treatment Plant Chemicals – Manager Tooker presented the Staff Report (*File 12-05-19, 2019 Staff Reports, 2020 Budget*) for Water Treatment Plant Chemicals due to unplanned replacement of Chlorine Scrubber Sodium Hydroxide solution and the under projection of Aluminum Sulfate and Chlorine. Director Slauson made a motion to approve transferring \$25,300 Budget Transfer from Contingency to Water Treatment Chemicals to fund the necessary unplanned/unexpected Water Treatment Plant Chemicals. Director Diffendaffer seconded the motion which passed unanimously.
- b. Budget Transfer Request for Vehicle Expense – Manager Tooker presented the Staff Report *File 12-05-19, 2019 Staff Reports, 2020 Budget*) for unplanned/unexpected vehicle and equipment repairs. Director Diffendaffer made a motion to approve transferring \$14,000 Budget Transfer from Contingency to Distribution Vehicle Expense to fund unplanned/unexpected vehicle and equipment repairs. Director Slauson seconded the motion which passed unanimously.

ADJOURNMENT

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

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauson



Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, DECEMBER 19, 2019**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Brian Padgett; Brian Sheley; and Melissa Lemke

PUBLIC HEARING

Chairman Peck called to order the Public Hearing at 5:00 p.m. regarding the District's Proposed FY2020 Budget, in accordance with C.R.S. 29-1-106 *Et.Seq.* The Notice of Public Hearing (*12-19-19 File, 2020 Budget File, Daily Sentinel Legal Notices*) was confirmed as published in the Grand Junction Daily Sentinel in accordance with C.R.S. 29-1-106(3)(a). Manager Tooker reported that no comments have been received regarding the Proposed Budget from members of the public. No members of the public were present. Chairman Peck closed the Public Hearing at 5:01 p.m.

UNFINISHED BUSINESS

2020 Water Rates and Plant Investment Fees –

- a. Water Rates – Cost of Service Analysis – Manager Tooker presented and explained the 2020 Cost of Service Analysis and Water Rate Recommendation (*File 12-19-19, 2019 Staff Reports, 2020 Budget File*). The Analysis is used by the Board to evaluate revenue and expense projections for the upcoming fiscal year. The current rate structure supports the Revenue Requirements and will fund 49% of the Annual Depreciation Expense without a Water Rate Increase for 2020. Director Diffendaffer made a motion to retain the current Water Rate Structure with no rate increase for 2020. Director McElley seconded and the motion passed unanimously.

- b. Plant Investment Fee – Manager Tooker reviewed the 2020 Plant Investment Fee Adjustment Memorandum (*File 12-19-19, 12-19-19 Board Memorandum*) recommending an increase of the Plant Investment Fee for the standard 3/4 inch x 5/8 inch water service to \$7,500. The 2020 recommendation is based upon System Equity of \$7,005 system equity per Active Tap. The current System Equity per Residential Active tap is \$7,005, and the 2020 Budget is based upon the projection of 120 new taps in 2020. Director Diffendaffer made a motion to increase the Plant Investment Fee for 2020 for the Standard 3/4 inch x 4/8 inch to \$7,500. Director McElley seconded and the motion passed unanimously.

FY 2020 Budget – Manager Tooker presented the Final 2020 Budget for discussion. Director Peck moved to approve the 2020 Budget and adopt the Appropriation Resolution (*Resolutions, 2020 Budget File, 12-19-19 File*) of the Clifton Water District Board of Directors Acting By and Through Its Water Activity Enterprise for the 2020 Budget Year; and further resolve that there is appropriated funds of the District Acting By and Through its Water Activity Enterprise, Twenty

Million Three Hundred Ten Thousand and One Hundred Seventy-Two Dollars (20,310,172) for the general expenses of the DISTRICT, and that this appropriation be a continuing appropriation whether said funds be expended during 2020 thereafter. Director McElley seconded and the motion passed unanimously.

**APPROPRIATION RESOLUTION OF THE CLIFTON WATER DISTRICT BOARD OF DIRECTORS
ACTING BY AND THROUGH ITS WATER ACTIVITY ENTERPRISE FOR THE
2020 BUDGET YEAR**

A resolution appropriating sums of money to the various accounts, in the amounts and for the purposes as set forth below, for the Clifton Water District Acting By and Through its Water Activity Enterprise, Mesa County, Colorado, for the 2020 Budget Year.

WHEREAS, the Directors have adopted the annual Budget for 2020 in accordance with the Local Government Budget Law, on the 19th day of December, 2019, and;

WHEREAS, the Directors have made provision therein to use a combination of revenues and reserves in an amount equal to, or greater than, the total proposed expenditures as set forth in said Budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the Budget to and for the purposes described below, so as to not impair the operations of the District or its Water Activity Enterprise.

NOW THEREFORE, BE IT RESOLVED by the Directors of the Clifton Water District Acting By and Through its Water Activity Enterprise, Mesa County, Colorado that the following sums are hereby appropriated from the revenue and reserves of the Water Activity Enterprise, for the purposes stated below:

ESTIMATED BEGINNING BALANCE	\$12,683,010
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ESTIMATED EXPENDITURES

Operating Expenses

Source of Supply	\$32,498
Water Treatment	\$880,184
Transmission & Distribution	\$559,669
General & Administrative	\$438,501
Labor Expenses	\$2,379,628
<i>Total Operating Expenses</i>	<i>\$4,290,480</i>

Non-Operating Expenses

Capital Expenses	\$5,407,025
Bond Principal & Interest	\$1,044,157
Emergency Fund	\$484,876
Reserve Fund	\$436,000
Contingency	\$8,647,634
<i>Total Non-Operating Expenses</i>	<i>\$16,019,692</i>

TOTAL ESTIMATED EXPENDITURES	\$20,310,172
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ESTIMATED REVENUES

Operating Revenue

Sale of Water	\$5,784,609
System Fees	\$425,280
Sanitation District	\$39,780
Penalty and Fees	\$127,080
Turn Fees	\$76,200
<i>Total Operating Revenue</i>	<i>\$6,452,949</i>

Non-Operating Revenue

Plant Investment Fees	\$900,000
Main Line Extension Fees	\$20,000
Disposal of Assets	\$10,000
Availability of Service	\$35,169
Interest	\$184,000
Bond/Grant Proceeds	\$0
Property Taxes	\$0
Lease Income	\$12,444
Construction Reimbursements	\$0
Tap Installation	\$1,600
Miscellaneous	\$11,000
<i>Total Non-Operating Revenue</i>	<i>\$1,174,213</i>

TOTAL ESTIMATED REVENUE	\$7,627,162
Estimated From Reserves	\$12,683,010

TOTAL FUNDS AVAILABLE
ESTIMATED ENDING BALANCE

\$20,310,172
(\$0)

IT IS FURTHER RESOLVED, that there is appropriated from the funds of the District Acting By and Through its Water Activity Enterprise, Twenty Million Three Hundred Ten Thousand One Hundred Seventy Two Dollars (\$20,310,172) for the general expenses of the DISTRICT, and that this appropriation be a continuing appropriation whether said funds be expended during 2020 or thereafter.

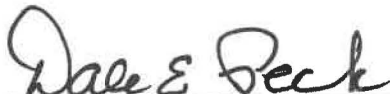
I hereby certify the forgoing is a true copy of a Resolution adopted by the Board of Directors of the Clifton Water District Acting By and Through its Water Activity Enterprise at the Regular Board of Directors Meeting held on December 19, 2019. Said Budget was displayed for inspection and notice of said display for inspection was duly published in accordance with C.R.S. § 29-1-106.

Director McElley then moved to direct Staff to submit the 2020 Budget documents to the appropriate reporting entities. Director Slauson seconded and the motion passed unanimously.

ADJOURNMENT

The Regular Meeting was adjourned at 5:45 p.m. by Chairman Peck.

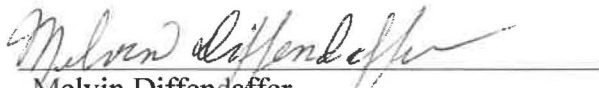
ATTEST:



Dale Peck



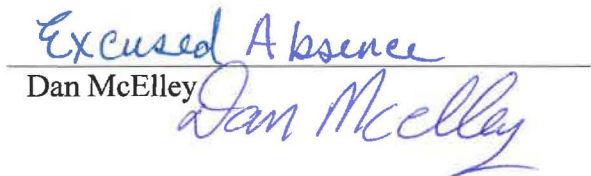
Stan Sparks



Melvin Diffendaffer



Michael Slauson



Dan McElley