

**MINUTES OF THE BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
March 9, 2023**

BOARD MEMBERS PRESENT: Mel Diffendaffer-Chairman, Dan Mcelley- Vice Chair, Wesley Davis-Secretary, Michael Slauson-Treasurer, and Nick Genova-Director

STAFF MEMBERS PRESENT: Ty Jones, Guy Walker, Jake Lenihan, Jessica Isley, Jennifer Pettingill, Mark Dalley, Stephen Silva, Branden Edmonds, and Michelle Obadia

GUESTS PRESENT: None

REGULAR MEETING

Chairman Diffendaffer called the March 9, 2023, Regular Meeting to order at 5:00 p.m.

MINUTES OF February 9, 2023, REGULAR MEETING

Director Davis moved to approve February 9, 2023, Regular Meeting Minutes. Director Slauson seconded, and the motion passed unanimously.

FINANCIAL REPORT

Director Slauson moved to accept the Financial Report and approve Accounts Payable Checks totaling \$522,498.74. Director Genova seconded, and the motion passed unanimously.

FINANCE DEPARTMENT REPORT

Director Diffendaffer requested clarification on the budget status report. Staff explained the letter on the line-item report that is highlighted, corresponds to the notes section on the report.

Staff reported bank fees are being evaluated to help lower costs. Staff are working with the ANB banking representative and will report back with information as is available.

HR Department Report

Staff reported the new Engineering position has been filled and a contingent job offer has been accepted. The new Engineer will start on June 5th.

The Water Treatment Plant Operator position has been filled and Matt Lemon will officially start on Monday, March 13th.

The summer Temp position has been posted and several applications have been received. This will be open until it is filled.

Drug-Free Workplace Policy – A Staff report was included to discuss the District’s Drug-Free Workplace Policy. For public employers, there are constitutional restraints on drug testing. Staff are working with the District’s attorney Michael Santo to update the policy. Staff requested direction from the Board regarding the pre-employment drug screening, safety-sensitive, and

front office positions. A separate drug policy for CDL holders will be created following State guidelines. Staff will follow up at a future board meeting as the policy is updated with the attorney.

ENGINEERING/CONSTRUCTION DEVELOPMENT REPORT

Project 2022-05.2 Holland Street Line Upgrades

Sorter Construction continues work on the Holland Street line upgrades and is tying in service lines. Progress for this project is nearing completion and is on budget.

Project 2022-01 Coffman Road Transmission Line Project

The District's project design engineer, River City Consultants, is in the final stages of completing the Coffman Road Transmission Line design. River City Consultants met with Staff for a design update in February. A small portion of the transmission line will cross BLM which is being evaluated by Staff and River City Consultants. The current design changes are an improvement for future capacity and will benefit the Whitewater service area.

Project 2022-03 Coffman Road Remote Fill Station

The District is waiting for Mesa County to begin work. No changes from the February report.

Project 2022-06 Highway 141 (32 Road) 10" Waterline Replacement/ Upgrade Project

The agreement with K&D Construction was issued, and the contractor will begin work by March 6th. Crews will begin work on the D Road water line and work north. JUB Engineers will provide oversight and the District will have a project inspector on-site for the duration of the project. Work needs to be completed by June 4, 2023, when CDOT is scheduled to begin work on an asphalt overlay.

CDOT F Road Project

District Staff continues to provide support to customers and businesses in the F Road project area. The project has experienced delays due to the weather. Construction on the new water line is scheduled for the summer of 2023.

Treatment/Distribution– Assistant Manager Lenihan

Discharge Pond Cleaning

Distribution Staff focused on cleaning out the discharge ponds behind the WTP in February. The ponds become overgrown with vegetation and accumulate sludge. The sludge is created by the flocculation and settling of suspended solids in the pre-treatment phase. The sludge must be removed from the ponds to maintain the pond capacity and flow path.

Energy Optimization

WTP operators are focusing on optimizing power demand by tracking energy use in the plant. To conserve energy, staff are conducting maintenance on off-peak periods – 9 pm to 9 am and weekends to assist in lowering energy consumption and costs. Energy costs are the highest operating expense to the District. In addition to the current efforts, the staff has brought in a third-party adviser to evaluate how to improve efficiency in the plant at no cost.

PLC Training

Aaron Minnerath attended training for PLC (Programmable Logic Controllers) programming and SCADA systems. As a budgeted expense, this will provide more specialized training. The District currently utilizes third parties for all PLC and SCADA programming, repair, and replacement. With the current complexity of the WTP automation, the goal is to have trained staff internally to troubleshoot and make corrections more quickly without the need for a third-party response.

Office/Administrative – Assistant Manager Walker

Caselle Utility Billing Software

The District is currently in the “Setup Phase” of the project and has completed most of the required assignments for this phase. A test environment has been loaded onto several staff computers to navigate the system. ACS and Caselle continue to work together to complete the final installation. Staff has been given a preliminary “Go-Live” date as of mid-May 2023.

Tier II Annual Hazardous Chemical Inventory Report

Staff completed and submitted the Tier II Hazardous Chemical Inventory Report before the due date of March 1, 2023. Submission of the Tier II form that Staff reported is required under Section 312 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA). This report aims to provide State, Local Officials, and the public with specific information on potential chemical hazards. This includes the location, as well as the amount, of hazardous chemicals present at our facility during the previous calendar year.

DRIP and Drought updates will be presented at the upcoming February Board meeting.

The GROWL Agency and our committee members continue to finalize the budget for 2023. Magnets with a watering schedule are a popular marketing tool that will be used to get the conservation message out to the public this year.

EXECUTIVE SESSION

Director Genova moved to enter Executive Session -

- To discuss the purchase, acquisition, lease, transfer, or sale of any property interest under 24-6-402(4)(a) C.R.S.
- Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators under 24-6-402(4)(e) C.R.S.

Director Davis seconded, and the motion passed unanimously. The Board entered Executive Session at 5:58 pm. Staff members Lenihan, Isley, Walker, and Jones remained. The staff exited at 6:57 pm.

Staff discussed the need to schedule a meeting later in the year to discuss other rates and fees of the District.

ADJOURNMENT

The Regular Meeting was adjourned at 7:07 pm by Chairman Diffendaffer.

ATTEST:


Melvin Diffendaffer


Dan McElley


Michael Slauson


Wesley Davis


Nicholas Genova