

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
April 7, 2022**

BOARD MEMBERS PRESENT: Dale Peck-Chairman, Melvin Diffendaffer-Secretary,
Michael Slauson-Treasurer, and Dan Mcelley-Director

STAFF MEMBERS PRESENT: Ty Jones, David Reinertsen, Michelle Obadia, Guy Walker,
Jake Lenihan, Brittany Medrano, Jessica Isley, and
Brandon Edmonds

Guests Present: Wesley Davis and Nick Genova

REGULAR MEETING

Chairman Peck called the April 7, 2022, Regular Meeting to order at 5:02 p.m.

PUBLIC COMMENTS

Manager Jones asked Staff and Board members to introduce themselves to the meeting guests, Nick Genova and Wesley Davis. These two guests will become District Board Members at the regularly scheduled May 5, 2022, Board Meeting.

ACTION ITEMS

MINUTES OF THE March 3, 2022, REGULAR MEETING

Director Diffendaffer moved to approve the March 3, 2022, 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 \$615,224.68, plus Supplemental Checks of \$62,285.83, plus Benefits Checks of \$28,236.22, plus HRA Disbursements of \$11,047.96, for a total of \$716,794.69. Director Diffendaffer seconded, and the motion passed unanimously.

POLICY COMMITTEE REPORT

Policy 420: Section 10.1 – 10.4 Unintentional Water Use and Water Meter Testing

Staff requested approval of the Updated Policy #420 – Water Usage Fees. Revisions have been previously discussed with the Policy committee. Staff reported the administrative difficulties associated with implementation of the current Policy and the need to update it. Providing a Leak Adjustment and under specific conditions, a customer assistance program, in the event a customer has a large leak resulting in a potential financial burden.
To simplify the current policy staff addressed the following Policy changes:

1. A leak adjustment can cover up to a 2-month time-period.
2. The average monthly usage, as determined by the District, will be used to set the base-rate to be charged.
3. The charge for excess water will be equal to 1/6 the base rate (\$1.22 per 1000 gallons).

Director Mcelley moved to accept the updated Policy 420: Section 10.1 – 10.4 Unintentional Water Use and Water Meter Testing. Director Diffendaffer seconded, and the motion passed unanimously.

Personnel Policy Updates – HR Director Medrano identified guidelines in need of updating for the Personnel Manual. Certain Policies included an acknowledgement for Staff to sign. The Policy Committee has met with Staff to review the following policies:

Vehicle Use Policy March 2022 – Staff requested Board approval of the revised Vehicle Use Policy. The purpose of this policy is to ensure the safety of those individuals who drive District vehicles and to provide guidance on the proper use of District fleet vehicles. The revised Vehicle Use Policy Acknowledgement will be provided to employees by HR to review, sign and be placed in their personnel file.

Director Mcelley moved to accept the Vehicle Use Policy revision. Director Diffendaffer seconded, and the motion passed unanimously.

Disciplinary Action Policy March 2022 – Staff requested Board approval of the implementation of Disciplinary Action Policy. The Disciplinary Action Policy is designed to identify how the District manages employee misconduct or performance issues. The Policy describes progressive disciplinary steps, including consequences for employee actions. It is the District's desire to provide a process by which employees can correct any misconduct or improve their work performance prior to more significant disciplinary actions, up-to and including termination. The revised Disciplinary Action Policy Acknowledgement will be provided to employees by HR to review and sign.

Director Diffendaffer moved to accept the Disciplinary Action Policy. Director Mcelley seconded, and the motion passed unanimously.

Pre-Employment Drug Testing Policy March 2022 – Staff requested Board approval of the implementation of Pre-Employment Drug Testing Policy. All candidates who have received a written offer of employment will be required to undergo testing for commonly abused controlled substances in accordance with this Policy. A Drug and Alcohol Testing Acknowledgement will be provided to employees by HR to review and sign.

Director Slauson moved to accept the revised Pre-Employment Drug Testing Policy. Director Diffendaffer seconded, and the motion passed unanimously.

Expense Reimbursement Policy March 2022 – Staff requested Board approval of the creation of the Expense Reimbursement Policy corresponding with the previous Expense Reimbursement Form. The District reimburses employees for all necessary incurred work-related expenses. This

Policy applies to all District employees and Directors. The Policy covers the process to be utilized when submitting for reimbursement of work-related expenses. The revised Expense Reimbursement Acknowledgement will be provided to employees by HR to review and sign.

Director Slauson moved to accept the Expense Reimbursement Policy. Director Diffendaffer seconded, and the motion passed unanimously.

MONTHLY REPORTS

Engineering/Construction Report – Assistant Managers Reinertsen and Walker

Project 2019-01 Administration Office Project

FCI completed demolition of the Front Office, which included removing the customer service counter and ballistic glass, removing the north door, and moving the east wall on the north office. Concrete footers were poured, and structural framing started on the new vestibule. Framing was completed for the new customer service area and coffee bar. Staff have been able to move into 4 out of the 6 newly constructed offices. Drywall and paint are scheduled for the 1st week of April. Anticipated completion date is still unknown currently due to the extended lead times on glass.

Project 2021-02 McDonalds/Denny's/Murdoch's Main Line Upgrade/Installation Project

Staff met with the Tetra Tech Project Engineer and completed the 90% design drawing review. Several changes were identified in the phasing requirements that need to be clearly shown on the design for contractor bidding purposes. The work will be required to be performed in a specific sequence to minimize water service impacts to the affected businesses, two of which operate on a 24-hour schedule. Work continues securing the necessary construction easements with the four individual property owners as well as final processing of the required Union Pacific Railroad Right-of-Way Agreement Permit. Staff plans to present the final construction scope to the Board at the Regular May Board Meeting. Construction continues to be planned for the summer of 2022.

Project 2021-04 F and 31 Road Crossing Project

All construction work was performed the week of March 21, 2022. MA Concrete Construction had the new 10" waterline installed and connected by Wednesday, March 23rd. Distribution staff completed all water quality assurance testing and returned the line to active service on Thursday, March 24th. The asphalt repairs were complete, and all traffic routing was returned to normal operation by mid-day Friday, March 25th, as required by the special use utility permit issued by Mesa County Road and Bridge Department.

Project 2021-06 Mesa County 34 Road Bridge Replacement Project

The bridge replacement project is finalized, and water is currently flowing in the canal. Final invoicing from Mesa County is still anticipated for processing in June/July 2022, once all bridge work is completed by their contractor, K & D Construction.

Project 2022-01 Coffman Road Transmission Line Project

Staff met with the Project Design Engineer with River City Consultants to review the 25% Preliminary Concept Design. Final routing selection was determined, and drawings are being

completed. The Engineer's Estimate of Cost is being finalized and will be presented to the Board for discussion and action at the Regular May Board Meeting. The Board will have to decide on whether to move forward with proceeding with the final 12" transmission line design package.

Project 2022-03 Desert Road Remote Fill Station

Staff has been working with the Mesa County Road and Bridge Department to locate a remote bulk water fill station on the southwest corner of Hookless Blvd. and Coffman Road, Whitewater, CO, on Mesa County owned property. Staff is currently working on final wording of a long-term (low/no cost) Use Agreement with Mesa County for access/placement/operation of the automated station. The prefab fill station (building/piping/metering) has been ordered and received and the New Electric Service Application has been completed and approved by Grand Valley Power. Costs are being obtained from qualified subcontractors for the placement of the concrete support pad and electrical wiring/cell service connections. A dedicated secure cell service connection from the station to office staff will accommodate remote operation with metering and billing. Installation is planned as soon as the Use Agreement with Mesa County is issued. The Agreement will be presented for Board approval at a future Board Meeting.

Project 2022-05.2 Holland Street Line Upgrades

Staff has secured design services with River City Consulting Engineers to develop the construction design drawings for the main line upgrades on Holland, Steven, and Dennis Streets. This project is required to provide a redundant water source for Clifton Elementary School during the planned CDOT F Road Project. The existing undersized 3- and 4-inch AC waterlines are being replaced with 8" PVC along with water service and fire hydrant upgrades. Staff plans to present the final design and request for Board authorization to begin the Construction Bid Package process at a future Regular Board Meeting. Construction is tentatively scheduled for late summer/early fall 2022.

ACTION ITEM

Project 2019-01.4 Middle Tank Repairs – Phase 4, Slope Stabilization

Assistant Manager Reinertsen presented a Staff Report (*04-07-2022 file, 2022 Staff Reports*) summarizing the final Phase 4 construction costs. Advertising for Final Payment (release of contract retainage) was completed on March 24, 2022. MA Concrete Construction has formally requested retainage release, and this has been conditionally approved by the District's Project Engineer, Kyle LeBrasse, with Burns & McDonnell (pending no receipt of lien release protests by the 5 pm, April 7, 2022, advertised requirements). The Final Project Report for all four phases of the Middle Tank Repair Project will be presented once final construction as-builts and support costs are received from Burns and McDonnell. Staff recommended Board approval of the final payment of \$11,622.10 to MA Concrete Construction.

Director Mcelley moved to approve Final Construction Payment to MA Concrete Construction for \$11,622.10. Director Slauson seconded, and the motion passed unanimously.

FINANCE DEPARTMENT REPORT – Finance Manager Jessica Isley

Manager Jones announced that Jessica Isley has joined Clifton Water District's team as the new Finance Manager. Ms. Isley joins the District from the Mesa County Valley School District 51. A review of the financial documents resulted in no Board questions or concerns.

TREATMENT/DISTRIBUTION REPORT – Assistant Manager Treatment/Distribution Jake Lenihan

Pre-Treatment Facility Maintenance

In March, maintenance was completed on the west-side treatment train, and several components of original equipment were replaced. Identified safety concerns will be addressed when paddles are replaced within the next two years. Informational only.

Laboratory Audit

Personnel from the Colorado Department of Public Health & Environment (CDPH&E) performed an annual audit of the District's laboratory methods in March. The audit is performed on-site to check laboratory equipment, reagents, and current methods that are used by District staff. The audit did not identify any significant deviations. Several minor changes in some processes were recommended. District staff has produced a corrective action plan on these minor changes. These audits are necessary for maintaining laboratory certification on certain compliance methods. Informational only.

Meter Replacement Update

In February, the Board approved the purchase of 1000 new meters to replace failing and problematic radio read meters. To date, Distribution crews have completed 400-meter replacements. This is projected to save Staff a minimum of two extra days from visually having to read 1300 problematic meters per month. Informational only.

CDOT F Rd Project

Staff has started minor system upgrades in support of CDOT's roadway upgrade project on F Rd between the I-70 Business Loop and Clifton Elementary School. These minor upgrades will assist staff with minimizing customer water outages as road and utility construction progress over the next two years. Informational only.

ASSISTANT MANAGER'S REPORT – Reinertsen and Walker

DRIP/Drought Update

Staff provided an Informational Report (04/07/2022 File, *Drip, Informational Report*) concerning the current GROWL and DRIP information efforts. Information only.

CSU Extension Service Spring Demonstration Days

Staff members Walker, Obadia, and Reinertsen participated in the CSU Extension Service Spring Demonstration Days community event, by operating the DRIP informational booth. Current water and drought status, water conservation, leak detection and repairs were topics discussed with over 45 individual booth attendees. The provided information was positively received and appreciated by all in attendance.

Discontinuation of Service Accounts

Staff has focused on reducing the number of Discontinuation of Service Accounts (DSI). Several different strategies have been employed, including sending out alert messages at different times and days. Staff have also continued to call DSI Accounts during business hours. As a result of these efforts, Staff has reduced the total number of monthly DSI Accounts from a high of 116 in January, down to 55 in March.

Staff Relocation

To facilitate the office remodel, Customer Service Staff members were relocated to the south public entrance and new Board Room. Staff were relocated with minimal disruption in operations. While payments in the office have decreased due to the temporary relocation and drive-thru being closed, online payments have increased around 20%.

Microsoft Office 365

During their initial assessment, the District's new IT support provider, ACS Business Systems, identified the District's current Microsoft Office version was no longer supported, and was at risk of being hacked from outside the network. In response, ACS began upgrading the network system to the Microsoft 365 platform. In addition to an increase level of security, office staff will now be able to communicate with field technicians through Microsoft Teams.

Xpress Bill Pay

The paperwork for utilizing the Xpress Bill Pay electronic payment process has been completed. A new merchant account has been established with Path Point, and Staff is waiting to hear back from the implementation team to schedule onsite training.

Caselle Utility Billing Software

Staff are working on completing several information packets for Caselle in preparation of a transition to the Setup Phase of the software. System consultants will be assigned to work with staff in setting up the new District databases.

CMU/Thiessen Inclusions

Assistant Reinertsen stated that the In-District Inclusion Process for the Colorado Mesa University and Thiessen Orchard Mesa properties has been finalized. The inclusion documentation has been recorded at the Mesa County Assessor's Office and letters sent to the respective owners identifying the finalized In-District property status. Staff continues working with representatives of CMU, Grand Junction Fire, Grand Junction Public Works, and Mesa County identifying final State approvals of the Training Center water storage tanks and the final costing of the required domestic and fire line Plant Investment Fees.

MANAGER'S REPORT – Manager Ty Jones

Manager Jones reviewed the February 2022 Manager's Report (*April/07/2022 File, Manager's Report*).

Board Position Vacancy – Chairman Peck asked Mr. Genova if he had interest in filling the current vacancy on the District’s Board of Directors. Mr. Genova stated that he would like to serve in that position. Director Peck moved to appoint Mr. Nicholas Genova to the vacant Board position until the next regularly scheduled District election, to be held in May 2023. Director Diffendaffer seconded the motion which passed unanimously. The Oath of Office will be administered at the May 5, 2022, Regular Board Meeting.

EXECUTIVE SESSION

At 6:38 pm Director Peck moved to go into Executive Session per C.R.S. 24-6-402(4)(c) for discussing personnel matters. Director Diffendaffer seconded, and the motion passed unanimously. Manager Jones, Assistant Manager Walker, and Assistant Manager Lenihan remained in the meeting. All other meeting attendees exited the meeting at that time.

The Board exited the Executive Session at 7:18 pm.

The Board announced the resignation of Manager Tooker, effective April 8, 2022.

ADJOURNMENT

The Regular Meeting was adjourned at 7:28 p.m. by Chairman Peck.

ATTEST:



Dale Peck



Dan McElley



Melvin Diffendaffer



Michael Slauson