

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, JANUARY 2, 2020**

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

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

GUEST PRESENT: Mr. Jamie Hamilton, Home Loan and Investment

REGULAR MEETING

Chairman Peck called the January 2, 2019 Regular Meeting to order at 5:00 p.m. He noted that that Dan McElley; Director was absent and excused from the meeting.

GUEST

Manager Tooker introduced Jamie Hamilton of Home Loan and Investment. Mr. Hamilton summarized the District's 2020 Property Casualty and Liability Insurance *(1/2/20 File, Insurance – 2020 Property, Casualty)*. Mr. Hamilton explained that the District's insurance rates have increased \$1,001.34 primarily as a result of nationwide flood and fire events. He also reported an increase to the deductible as a result of hail damage in the Front Range of Colorado where the risk is spread to CSD members. Mr. Hamilton reviewed the District's Worker's Compensation Policy *(1/2/20 File, Insurance – Workers Comp)*, stating the District continues to have a very low Experience Modification of 0.72, indicating the District's commitment to the importance of safety and proactive approach to providing a safe work place.

Mr. Hamilton exited the Meeting at 5:20 p.m.

MINUTES OF THE DECEMBER 5, 2019 REGULAR MEETING

Director Diffendaffer noted the December 5, 2019 minutes needed correction under New Business Budget Transfer. Director Diffendaffer moved to approve the December 5, 2019 Regular Meeting Minutes as amended. Director Slauson seconded and the motion passed unanimously.

MINUTES OF THE DECEMBER 19, 2019 SPECIAL MEETING

Director Diffendaffer moved to approve the December 19, 2019 Special 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 \$152,416.37, plus Supplemental Checks of \$121,942.63, plus Benefits Checks of \$28,543.07, plus HRA Disbursements of \$10,349.44, for a total of \$313,251.51. Director Diffendaffer seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the November 2019 Manager's Report.

INFORMATIONAL REPORT

None.

EXPRESS AGENDA

Director Sparks moved to approve the Express Agenda item as presented. Director Diffendaffer seconded and the motion passed unanimously. The Express Agenda (*File 1/2/20*) item is as follows:

Project 2019-06 Front Street Main Line Upgrade/Replacement Project – The District's contractor, MA Concrete has completed all identified contract work. Receipt of the first and final pay application has not received by District Staff for inclusion in the January 2020 Board Packet. Final payment processing will take place at the February 6, 2020 Regular Board Meeting.

UNFINISHED BUSINESS

Project RM 2019-01 Middle Storage Tank Repair – Assistant Manager Reinertsen presented a Staff Report (*Staff Report, Project RM 2019-01 file, 1/2/20 File*) identifying the current status and emergency repair of the 3.7 million gallon finished water storage tank and the adjacent piping. The proposed scope of services from the Burns and McDonnell Engineering Company was reviewed. Burns and McDonnell provided an interim guidance recommendation that indicated the current site conditions did not indicate immediate danger to slope stability. Director Diffendaffer moved to enter into the Design Agreement for Engineering Services with Burns and McDonnell Engineering Company for a cost not to exceed \$283,076, as identified in the Scope of Work for the "Middle Water Storage Tank Stabilization and Piping Repair", dated December 18, 2019. Director Slauson seconded and the motion passed unanimously.

Project 2019-01 Expansion/Renovation Administration Building – Assistant Manager Reinertsen presented the latest version of the concept drawings (*Project file, 1/2/20 File*) prepared by FCI. The latest version addressed the Board's previous comments regarding the size of the new Conference/Board room and the overall layout flow between the 'public' space and the secure District space. Staff will coordinate an overall concept and cost review with the Construction Committee and FCI representatives prior to the next regularly scheduled Board Meeting on February 6, 2020.

NEW BUSINESS

FY 2019 Audit Services – Chadwick, Steinkirchner, Davis & Co., P.C.– Manager Tooker presented the Letter of Engagement for FY 2019 Audit Services to be provided by Chadwick, Steinkirchner, Davis & Co., P.C. The proposed cost of the FY 2019 Audit Services is not to exceed \$9,100 (*File 1/2/20, 2019 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 to engagement letter. Director Diffendaffer seconded and the motion passed unanimously.

Resolution 2020-01 Designating Time, Location and Postings of Meetings – Director Slauson moved to adopt Resolution 2020-01 (*1/2/20 File, Resolutions*), A Resolution Designating Time, Location and Posting of Meetings for 2020. Director Diffendaffer seconded and the motion passed unanimously. Resolution Text is as follows:

**RESOLUTION 2020-01
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 2nd day of January 2020.

Resolution 2020-02 Adopting Availability of Service Charge for 2020 – Manager Tooker presented a Staff Report (*1/2/20 File, 2020 Staff Reports, Availability of Service*) summarizing the 2019 average customer billing amounts used to calculate the 2020 Availability of Service Charge. Director Diffendaffer moved to adopt Resolution 2020-02 Resolution For the Availability of Service Charge for 2020 (*1/2/20 File, Resolutions*) setting the In-District Availability of Service rate at \$16.46 per month and the Out-of-District Availability of Service rate at \$24.69 per month. Director Sparks seconded and the motion passed unanimously. Resolution Text is as follows:

**RESOLUTION 2020-02
RESOLUTION FOR THE AVAILABILITY OF SERVICE CHARGE FOR 2020**

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 2020 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 2019 the average water usage charge for a Clifton Water District In-District customer was \$32.92/month per unit; and

WHEREAS, in 2019 the average water usage charge for a Clifton Water District Out-of-District customer was \$52.47/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 2020 Fiscal Year at 50% of the In-District average water bill in 2019, which equals \$16.46 per month per unit and the Out-of-District Availability of Service Charge for the 2020 Fiscal Year at 50% of the Out-of-District average water bill in 2019, which equals \$24.69/month per unit.

BE IT FURTHER RESOLVED, that this Resolution be adopted this 2nd day of January 2020 and is effective January 2, 2020.

Emergency Rate Annual Review – The Board reviewed the Staff Report (1/2/20 File, 2019 Staff Reports, Water Rates) regarding the 2009 Resolution establishing an Emergency Rate, using the current 2019 of rates as the basis for the calculation of the 2020 Emergency Rates. Director Diffendaffer moved to reaffirm the 2009 Resolution Establishing an Emergency Rate and adopt the 2020 Exhibit A to Policy #420 (1/2/20 File, 2020 Staff Reports, Policy #420 Water Usage Fees). Director Sparks seconded and the motion passed unanimously.

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

Certificate of Appointment of Designated Election Official

Assistant Manager Reinertsen identified the terms of office for Directors Sparks, Diffendaffer, Slauson, and McElley will expire in May, 2020. Of these four open positions, two will be for two-year terms and two will be for three-year terms (three years instead of the normal four years due to the transsission schedule to move the Special District election cycle to odd-years from the current even-year cycle). The election date is scheduled for May 5, 2020. Director Diffendaffer moved to appoint Assistant Manager David Reinertsen as the District's Designated Election Official. Director Slauson seconded and the motion passed unanimously.

Director Slauson moved to adopt Resolution 2020-03, the 2020 Clifton Water District Election Resolution (1/2/20, Resolutions, Elections), setting the election for May 5, 2020. Director Diffendaffer seconded and the motion passed. Resolution text is as follows:

RESOLUTION 2020-03
2020 CLIFTON WATER DISTRICT ELECTION RESOLUTION

WHEREAS, the terms of office of Directors Sparks, Diffendaffer, Slauson and McElley shall expire after their successors are elected at the regular Special District election to be held on May 5, 2020 ("Election") and take office; and

WHEREAS, in accordance with the provisions of the Special District Act ("Act") and the Colorado Local Government Election Code ("Code"), the Election must be conducted to elect three Directors to serve for a term of four (4) years.

NOW, THEREFORE, be it resolved by the Board of Directors of the Clifton Water District in the County of Mesa, State of Colorado that:

1. *The regular election of the eligible electors of the District shall be held on May 5, 2020, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, three Directors will be elected to serve a four-year term.*

2. *There shall be one polling place at the following location:*

*Clifton Fire Station
3254 ½ F Road
Clifton, CO 81520*

situated in the County of Mesa, State of Colorado. The polling place located at 3254 ½ F Road, Clifton, CO shall also be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.

3. *Applications for absentee ballots may be filed with the Designated Election Official at the address indicated on the Call for Nominations, no later than the close of business on the Tuesday immediately preceding the election day (April 28, 2020).*

4. *The Designated Election Officials of local governments with overlapping boundaries that hold elections the same day by polling place must meet, confer, and thereafter, if practical, hold such elections in a manner that permits an elector in the overlapping area to vote in all of such elections at one polling place. If applicable, the Designated Election Official is authorized to enter into an intergovernmental agreement with such local governments on behalf of the District concerning the election procedures and any cost sharing associated with coordinating the use of one polling place.*

5. *The Board of Directors hereby designate David A. Reinertsen as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate*

actions be accomplished.

6. *Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, nor later than 5:00 p.m. on Friday, February 28, 2020.*

7. *If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 3, 2020, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 2, 2020, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.*

8. *If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.*

9. *Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.*

10. *All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.*

11. *The provisions of this Resolution shall take effect immediately.*

ADOPTED AND APPROVED this 2nd day of January, 2020.

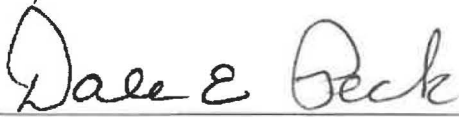
2020 Property Casualty and Liability Insurance Renewal – Manager Tooker reviewed the 2020 Property Casualty and Liability Insurance Renewal Staff Report (1/2/20 File, 2020 Staff Reports) with the Board and identified that the quoted 2020 premium is \$97,279 which is well within the 2020 District Budget amount of \$107,976. Director Diffendaffer moved to approve the 2020 Property Casualty and Liability Insurance Renewal with Colorado Special Districts Property and Liability Pool and authorize payment in the amount of \$97,279. Director Slauson seconded and the motion passed unanimously.

2020 Workers Compensation Insurance Renewal – Assistant Manager Reinertsen reviewed the 2020 Workers' Compensation Renewal Staff Report (1/2/20 File, 2020 Staff Reports) with the Board and identified that the quoted 2020 Workers Compensation premium is \$8,499 which is well within the 2020 Workers Compensation District Budget amount of \$19,453. Director Sparks moved to approve the 2020 Workers Compensation Insurance with Colorado Special Districts Property and Liability Pool with the \$1,000 deductible and authorize payment in the amount of \$9,499. Director Diffendaffer seconded and the motion passed unanimously.

ADJOURNMENT

The Regular Meeting was adjourned at 7:00 p.m. by Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauson

Absent

Dan McElley

RESOLUTION 2020-01
RESOLUTION DESIGNATING MEETING TIME, PLACE
AND 24-HOUR POSTING LOCATION

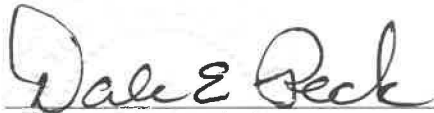
WHEREAS, the Clifton Water District designates that all Regular Board of Directors Meetings will be held the first Thursday of each month at 5:00 p.m. located at the Clifton Water District Office, 510 34 Road, Clifton Colorado; and

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 2nd day of January 2020.

ATTEST:



Dale Peck – Chairman



Stan Sparks – Vice Chairman



Melvin Diffendaffer – Secretary



Michael Slauson – Treasurer



Edward Dan McElley – Director

RESOLUTION 2020-02
RESOLUTION FOR THE AVAILABILITY OF SERVICE CHARGE FOR 2020

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

WHEREAS, pursuant to Section 32-1-1006(l)(h)(l) C.R.S. 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 2020 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 2019 the average water usage charge for a Clifton Water District In-District customer was \$32.92 /month per unit; and

WHEREAS, in 2019 the average water usage charge for a Clifton Water District Out-of-District customer was \$52.47 /month per unit.

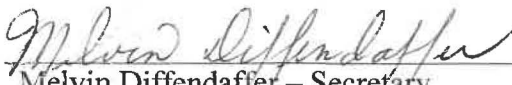
NOW THEREFORE BE IT RESOLVED, that the Clifton Water District Board of Directors establish the In-District Availability of Service Charge for the 2020 Fiscal Year at 50% of the In-District average water bill in 2019, which equals \$16.46 per month per unit and the Out-of-District Availability of Service Charge for the 2020 Fiscal Year at 47% of the Out-of-District average water bill in 2019, which equals \$24.69 /month per unit.

BE IT FURTHER RESOLVED, that this Resolution be adopted this 2nd day of January 2020 and is effective January 3, 2020.

ATTEST:


Dale Peck -- Chairman


Stan Sparks -- Vice Chairman


Melvin Diffendaffer -- Secretary


Michael Slauson -- Treasurer


Edward Dan McElley -- Director

**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
<u>ESTIMATED EXPENDITURES</u>	
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
<u>ESTIMATED REVENUES</u>	
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	\$20,310,172
ESTIMATED ENDING BALANCE	(\$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.

Dated December 19, 2019

By: 
Dale Peck, Board Chairman

ATTEST: 
Michael Slauson, Treasurer

RESOLUTION 2020-03
2020 CLIFTON WATER DISTRICT ELECTION RESOLUTION

WHEREAS, the terms of office of Directors Diffendaffer, Sparks, McElley, and Slauson shall expire after their successors are elected at the regular special District election to be held on May 5, 2020 (“Election”) and take office; and

WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”), the Election must be conducted to elect two Directors to serve for a term of four (4) years and two Directors to serve for a term of two (2) years.

NOW, THEREFORE, be it resolved by the Board of Directors of the Clifton Water District in the County of Mesa, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 5 2020, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, two Directors will be elected to serve a four-year term and two Directors will be elected to serve a two-year term.

2. There shall be one polling place at the following location:

*Clifton Fire Station
3254 ½ F Road
Clifton, CO 81520*

Situated in the County of Mesa, State of Colorado. The polling place located at 3254 ½ F Road, Clifton, CO shall also be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election

3. Applications for absentee ballots may be filed with the Designated Election Official at the address indicated on the Call for Nominations, no later than the close of business on the Tuesday immediately preceding the Election Day (April 28, 2020).

4. The Designated Election Officials of local governments with overlapping boundaries that hold elections the same day by polling place must meet, confer, and thereafter, if practical, hold such elections in a manner that permits an elector in the overlapping area to vote in all of such elections at one polling place. If applicable, Designated Election Official is authorized to enter into an intergovernmental agreement with such local governments on behalf of the District concerning the election procedures and any cost sharing associated with coordinating the use of one polling place.

5. The Board of Directors hereby designate David A. Reinertsen as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

6. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, nor later than 5:00 p.m. on Friday, February 28, 2020.

7. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 3, 2020, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 2, 2020, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.

8. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

9. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

10. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.


11. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 2nd day of January, 2020.

ATTEST:

Dale Peck – Chairman


Stan Sparks – Vice Chairman


Melvin Diffendaffer – Secretary


Michael Slawson – Treasurer

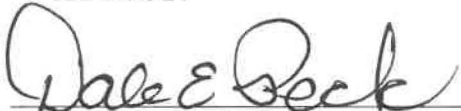

Edward Dan McElley – Director

CERTIFICATE OF APPOINTMENT OF DESIGNATED ELECTION OFFICIAL


THIS IS TO CERTIFY, that we have this day appointed, and do hereby appoint David Reinertsen as Designated Election Official for the purposes of conducting our special district regular biennial election on May 5, 2020. The appointment includes the authority to act on behalf of the board of directors in planning and implementing the duties required in the success of an election. The Designated Election Official will, with integrity and transparency, and according to law, conduct an election for the Clifton Water District, County of Mesa, State of Colorado. The Designated Election Official has full power and authority to act in an official capacity prior to, during, and until the results of the May 5, 2020 regular biennial election results are certified, unless this appointment should be sooner extended or revoked by Resolution.

WITNESS our hand and seal this 2nd day of January, 2020.

ATTEST:


Dale Peck – Chairman


Stan Sparks – Vice Chairman


Melvin Diffendaffer – Secretary


Michael Slauson – Treasurer


Edward Dan McElley – Director

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, FEBRUARY 6, 2020**

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; and Amanda Fleming

GUEST: Curt Haskins – Owner Rep for Whitewater Parcel #2969-072-00-287

REGULAR MEETING

Vice-Chairman Sparks called the February 6, 2020 Regular Meeting to order at 5:17 p.m. He noted that Chairman Peck would be late in arriving at the meeting.

MINUTES OF THE JANUARY 2, 2020 REGULAR MEETING

Director Diffendaffer moved to approve the January 2, 2020 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 \$372,451.64, plus Special Checks in the amount of \$117,015.00, plus Supplemental Checks of \$5,233.58, plus Benefits Checks of \$26,919.52, plus HRA Disbursements of \$9,491.39, for a total of \$531,111.13. Manager Tooker identified the large number of account refund checks that were the result of a double payment of final bills associated with a multi-unit condominium complex. Director Diffendaffer seconded and the motion passed unanimously.

Chairman Peck entered the meeting at 5:40 p.m.

Director Diffendaffer moved to address the Out of District Service Request - Whitewater Parcel #2969-072-00-287 at this point in the Agenda. Director McElley seconded and the motion carried unanimously.

Out-of-District Service Request – Whitewater Parcel #2969-072-00-287 – Assistant Manager Reinertsen presented the Staff Report (02-06-20 File, 2020 Staff Reports) requesting consideration of an Out-of-District service request by Silver Sage LLC for an 80-acre Whitewater parcel (#2969-072-00-287) which is situated above the 4,800-foot contour line service delivery area. Staff reviewed the Staff Report information and identified capacity and delivery concerns. Mr. Haskins has received approval from the Mesa County Planning Department to proceed with the subdivision process for seven single residential lots with the concurrence from the Clifton Water District. Benefits identified that would result should this request be approved included firm delivery capacity of the Reeder Mesa Road Booster pump station, looped system redundancy,

and future installation options for remote fill station / flush station to help maintain water quality in the Whitewater service area.

Director McElley moved to conceptually approve this request to provide domestic water service to seven single family residential lots situated above the 4,800-foot contour line service boundary as long as the following conditions are met:

- 1) Have the District's hydraulic modeling engineer to determine adequacy of existing infrastructure to deliver water service can be provided and/or what upgrades would be the responsibility of the requester;
- 2) The petitioner shall share with the costs of the pump station evaluation;
- 3) Any required water main installations shall be looped into the District's existing distribution infrastructure; and,
- 4) The petitioner shall provide dedicated space/location for District installation and operation of a remote fill station should future operational needs dictate.

Director Sparks seconded and the motion passed unanimously.

Mr. Haskins exited the meeting at 6:05 p.m.

MANAGER'S REPORT

Manager Tooker reviewed the December 2019 Manager's Report.

INFORMATIONAL REPORT

Mesa County Smallwood Drive Roadway Improvements – Staff presented an Informational Report identifying an unplanned Mesa County capital project that involves installation of a new traffic control signal on the I-70 Business Loop at F ½ Road. This project also includes upgrading an existing unpaved roadway at the north end of Smallwood Drive. The District has identified the opportunity to upgrade the existing undersized 2-inch and 4-inch waterlines to a 10-inch line prior to the new paved surface in the summer of 2020. The Board's consensus was to proceed with the design effort within the Unplanned Projects 2020 budget line item within the General Construction Line Upgrades.

EXPRESS AGENDA

Director Diffendaffer moved to approve the Express Agenda item as presented. Director McElley seconded the motion which passed unanimously. The Express Agenda item is as follows:

2020 District Election – The District's Designated Election Official (DEO) has the Self-Nomination forms for the open Director positions available for interested parties. The forms are specific for the open 2-year positions and 3-year positions. The forms are due back to the DEO by 5:00 pm, February 28, 2020.

UNFINISHED BUSINESS

Project RM 2019-01 Middle Storage Tank Emergency Repairs – Staff reported that the Engineering Services Agreement for the Emergency Repair has been signed and Burns and McDonnell has initiated the evaluations and remedial repair development for the site pipe issues. Site investigations by the Geotechnical consultant are planned for late February. Staff also reported that as soon as the pipeline repair option is determined the Board will be briefed. Information only, no Board action required at this time.

Project 2019-01 Expansion/Renovation Administration Building – Staff reviewed the final floor plan layout for the Expansion project. Staff and FCI are working on the final costs to be presented as the Guaranteed Maximum Price along with the final Construction Agreement at the March 5, 2020 Regular Board Meeting. Information only, no Board action required at this time.

Project 2019-06 Front Street Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen presented a Staff Report (02-06-20 File, 2020 Staff Reports) addressing the status of the project and remaining costs. Due to a condition change encountered during the construction, the waterline had to be relocated resulting in additional paving costs above the original contract value. Staff requested that the Board reallocate \$7,000 of unspent 2019 General Construction Line Upgrade Budget to increase the Project funding to \$217,000 which is sufficient to fund the additional costs and increase the contract value to \$185,955.76. Director McElley moved to reallocate an additional \$7,000 of unspent 2019 funds within the General Construction Line Upgrade budget line item to Project 2019-06 and further moved to increase the construction contract to MA Concrete Construction to \$185,955.67. Director Slauson seconded and the motion passed unanimously.

Final payment will be presented at the March 5, 2020 Regular Board Meeting.

ADJOURNMENT

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

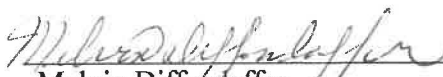
ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauson



Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, MARCH 5, 2020**

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; and Amanda Fleming

REGULAR MEETING

Chairman Peck called the March 5, 2020 Regular Meeting to order at 5:04 p.m.

MINUTES OF THE FEBRUARY 6, 2020 REGULAR MEETING

Director Diffendaffer moved to approve the February 6, 2020 Regular Meeting Minutes. Director McElley 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 \$331,762.94, plus Supplemental Checks of \$123,777.52, plus Benefits Checks of \$26,295.88, plus HRA Disbursements of \$4,144.56, for a total of \$485,980.90, with the exception of check Number 37389 payable to MA Concrete Construction to be discussed under Unfinished Business. Director McElley seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the January 2020 Manager's Report (*03/05/2020 File, Manager's Report*).

EXPRESS AGENDA

Director Diffendaffer made the motion to move the 2020 District Election to Unfinished Business and to approve the remaining Express Agenda items as presented. Director Slauson seconded and the motion passed unanimously. The Express Agenda items are as follows:

2019 FY Audit – The FY 2019 onsite Audit Field Work is scheduled for the week of March 9, 2020.

Springbrook Billing System Upgrade – Staff has finalized the agreements with Springbrook to perform the upgrade of the Utility Billing Software to be completed in May. The upgrade will provide functionality improvements and enable compliance to automated and credit card payment requirements.

UNFINISHED BUSINESS

Project 2019-06 Front Street Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen presented a Staff Report (03-05-20 File, 2020 Staff Reports) summarizing the final project costs. Staff identified the project was completed and performed in accordance to the design and contract documents and further recommended Board approval of the final payment of \$8,136.85 to MA Concrete Construction. Director Slauson moved to approve final payment to MA Concrete Construction for the completion of Project 2019-06 Front Street Main Line Upgrade/Replacement. Director Diffendaffer seconded and the motion passed unanimously.

Project 2019-01 Expansion/Renovation Administration Building – Staff presented Staff Report (03-05-20 File, 2020 Staff Reports) regarding the Design Build Contract with FCI Construction in the amount of \$1,625,350. The contract has been reviewed by the District's attorney. The Board discussed the size and design of the expanded facility, the Design Build Contract and the inclusion of a Project Manager to manage the project onsite. Director Diffendaffer moved to approve and proceed with the Design Build Contract with FCI Construction Inc., in the amount of \$1,625,350 utilizing the 2020 Budget amount of \$1,750,000 for Owner Contingency, Project Management, and Administration and further authorizing the Manager to execute the Contract. Director McElley seconded and the motion passed unanimously.

Director Diffendaffer made the motion to fund within the project cost, a Project Manager hired by the District to manage the project. Director McElley seconded and the motion passed unanimously.

Project RM 2019-01 Middle Storage Tank Emergency Repairs – Staff reviewed the Staff Report (03-05-20 File, 2020 Staff Reports, Project RM 2019-01) for Project RM 2019-01 which included a Technical Memorandum from Burns & McDonnell identifying engineering recommendations for the emergency repair, material recommendations, probable cost estimate and recommendations concerning the contracting process. The Board discussed the details of the Technical Memorandum for the emergency repair noting that time is of the essence.

Director Slauson made the motion to transfer \$1,500,000 from contingency to Construction Line Upgrade to fund the emergency repair of RM 2019-01. Director Diffendaffer seconded and the motion passed unanimously.

Director Sparks made the motion to approve the corrective measures identified in the Burns & McDonnell Technical Memorandum and authorize the Manager to proceed with procurement and construction recommendations, and execute the Construction Contract for RM 2019-01 Middle Water Storage Tank Emergency Repair. Director McElley seconded and the motion passed unanimously.

Director Diffendaffer made the motion to fund within the project cost, a Project Manager hired by the District to manage the project. Director Slauson seconded and the motion passed unanimously.

Policy Past Due Balances Over 120 Days – Staff identified that the District's attorney is working on a Resolution for the Board's consideration that would establish a policy to address past due

balances over 120 days. The Board discussed the need to certify past due balances to Mesa County for collection and to remedy the number of accounts that have continued to remain past due with water off. Staff stated that the Resolution is being developed in partnership with the Clifton Sanitation District because of the combined billing function. The Resolution is projected to be presented at the April 2, 2020 Board of Directors Meeting. No action was taken.

2020 District Election – The District’s Designated Election Official (DEO) David Reinertsen, reported that he had received four Self Nomination Forms and has determined that there are four viable and confirmed In-District qualified candidates for the four open Board positions. In his official capacity of the Designated Election Official Reinertsen is authorized to cancel the District’s May 5, 2020 Election.

EXECUTIVE SESSION

Gary Crist - 613 Americana Dr. Complaint – At 7:15 p.m., Director Peck moved to go into Executive Session, as per C.R.S. 24-6-402 (4)(b) for the purposes of discussing confidential matters provided by District Counsel. Director Diffendaffer seconded and the motion passed unanimously.

Staff member Fleming exited the meeting. Staff members Tooker and Reinertsen remained during the Executive Session.

The Board exited the Executive Session at 7:30 p.m.

ADJOURNMENT

The Regular Meeting was adjourned at 7:32 p.m. by Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauson



Dan McElley

**MINUTES OF BOARD OF DIRECTORS EMERGENCY MEETING
CLIFTON WATER DISTRICT
Friday, March 20, 2020**

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; Amanda Fleming; Deserae Mora

EMERGENCY MEETING

Chairman Peck called the Telephonic Emergency Meeting to order at 1:07 p.m. The stated purpose of this Emergency Board Meeting was to discuss the District's Pandemic Plan actions and to select a Contractor to perform the emergency repairs needed at the District's 3.7 MG Storage Tank site (Project RM 2019-01).

District Pandemic Continuity of Operations Plan – Manager Tooker reviewed the actions taken to date within the District's Pandemic Continuity of Operations Plan (Pandemic Plan). This plan had been developed in 2009 during the H1N1 virus nationwide pandemic situation. Staff began updating the existing plan to reflect current conditions in early March, 2020. The Pandemic Plan identifies what actions and precautions are to be taken to ensure that essential operations can be performed during pandemic declarations. The Pandemic Plan also identifies what needs to be done to ensure the safety of the community, staff members and the District's facilities.

Manager Tooker identified some of the actions taken thus far:

- Social distancing between departments;
- Closing the front office to the general public, while administration staff work remotely;
- Suspending credit card convenience fees for customer payments;
- Conducting teleconference meetings between staff, consultants, vendors, and customers;
- Sanitizing all work areas several times daily; and,
- Limiting non-essential deliveries.

Essential job duties and projects were identified by the District's Leadership Team with daily teleconference meetings to provide timely updates to all staff members regarding situational awareness.

Manager Tooker discussed the mutual aid agreement that is in place with the City of Grand Junction should support be needed due to staffing levels, infrastructure repairs, or physical water production. Weekly status calls will be held between the leadership groups of Clifton Water, City of Grand Junction, and Ute Water.

No Board action required at this time and Staff will continue to keep the Board members apprised as operational status evolves.

Project RM 2019-01 Middle Storage Tank Emergency Repairs – Assistant Manager Reinertsen presented a verbal Staff Report regarding the three Contract Manager At Risk (CMAR) contractor qualification packages received for this project. Staff and the Burns and McDonnell evaluation team reviewed the proposals and determined that the qualification package submitted by PCL Construction, Inc., scored the highest on all the evaluation factors (*File 20 RM 2019-01 Middle Water Tank Repairs-Pipeline Project Award Recommendation 03-19-20*). Staff recommended the District enter into a CMAR emergency construction agreement with PCL Construction, Inc. for the Phase I Design Finalization and Guaranteed Maximum Price negotiation process for \$23,509. Director McElley made a motion to award the Project RM 2019-01 3.7 MG Storage Tank Emergency Stabilization and Piping Repairs to PCL Construction, Inc., and direct the Manager to finalize the CMAR Construction Agreement. Director Diffendaffer seconded and the motion was passed unanimously.

ADJOURNMENT

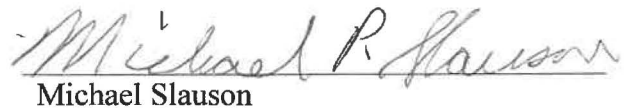
The Emergency Meeting was adjourned at 2:02 p.m. by Chairman Peck.

ATTEST:


Dale Peck


Stan Sparks


Melvin Diffendaffer


Michael Slanson


Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, April 2, 2020**

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; and Deserae Mora

GUEST:

REGULAR MEETING -Meeting held telephonically and virtually

Chairman Peck called the April 2, 2020 Regular Meeting to order at 5:06 p.m.

MINUTES OF THE MARCH 5, 2020 REGULAR MEETING

Vice Chairman Sparks moved to approve the March 5, 2020, Regular Meeting Minutes. Director Mcelley seconded and the motion passed unanimously.

MINUTES OF THE MARCH 20, 2020 EMERGENCY MEETING

Director Diffendaffer moved to approve the March 20, 2020, Emergency Meeting Minutes. Director Slauson seconded and the motion passed unanimously.

Emergency COVID-19 Pandemic Continuation of Operations Plan District Response:

Staff presented a Staff Report (*04-02-2020 File, 2020 Staff Reports, Resolutions*) concerning the District's Continuation of Operations Plan and the proposed Resolution 2020-04 officially placing a moratorium on disconnection of water service for nonpayment in response to the COVID-19 Pandemic. Director Diffendaffer moved to adopt Resolution 2020-04 Discontinuation of Water Service Moratorium. Director Mcelley seconded and the motion passed unanimously.

RESOLUTION 2020-04

RESOLUTION FOR THE DISCONTINUATION OF WATER SERVICE MORATORIUM

WHEREAS, the District has implemented an Emergency COVID-19 Pandemic Continuation of Operations Plan in order for the protection of health, safety and suppression of the disease in the community; and

WHEREAS, The District identifies that the production and delivery of safe drinking water is essential and paramount in times of crisis and uncertainty; and

WHEREAS, it is in the best interest of the community and The District's Customers to suspend discontinuation of water service of past due accounts until May 31, 2020; and

WHEREAS, The District will not shut off water service due to nonpayment beginning March 16, 2020. The District will continue to provide Past Due Notices during the normal billing cycles; and

WHEREAS, The District will temporarily suspend fees for late payments and Credit Card convenience fees; and

WHEREAS, this resolution shall remain in effect until May 31, 2020 unless extended by the Clifton Water District Board of Directors.

NOW THEREFORE BE IT RESOLVED, that this resolution is necessary for the immediate preservation of the public peace, health, safety, and welfare of the community and Clifton Water District Customers.

BE IT FURTHER RESOLVED, that this Resolution be adopted this 2nd day of April and is effective retroactive to March 16, 2020.

Financial Report

Director Slauson moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$166,113.43, plus Supplemental Checks of \$0.00, plus Benefits Checks of \$0.00, plus HRA Disbursements of \$0.00 for a total of \$166,113.43. Manager Tooker identified the benefits and HRA check run was not presented for Board review due to reduced Staff and time constraints. Benefit Checks will be presented for approval at the May Board Meeting. Director Sparks seconded and the motion passed unanimously.

Manager's Report

Manager Tooker reviewed the February 2020 Manager's Report.

Informational Report

2020 Grand Valley Drought Status /DRIP Activity Update – Staff presented an Informational Report (04-02-2020 File, 2020 Informational Reports). The Drought Status in the Grand Valley is currently D1 Moderate Drought that has continued since last summer. The Upper Colorado Basin is at 104% of normal Snow Water Equivalent. Present reservoir conditions are considered normal for this time of year. Filling projections should be announced in early April. Therefore, at this time, conditions indicate a normal irrigation and domestic demands and supply for the upcoming summer season.

Cancelation of Planned Activity – Due to the COVID-19 pandemic, several planned community outreach efforts (rain barrel demonstration days, Palisade Sunday and Fruita Farmer's Markets, and the Children's Water Festival) have been cancelled or postponed for later in the year, once the pandemic situation has resolved.

Express Agenda

Director Sparks moved to approve the Express Agenda items as presented. Director Mcelley seconded and the motion passed unanimously. The Express Agenda items are as follows:

Springbrook Billing System Upgrade – The upgrade to the utility billing software program has been delayed due to COVID-19.

Smallwood Drive Waterline Upgrade/Replacement – The design package for the new 10-inch water main from the intersection of Smallwood Drive and Cardenas Drive and extending north to

the I-70B Frontage Road at the Helton Drive alignment has been approved and competitive bidding will be taking place.

2020 27th Annual Children's Water Festival – Due to the COVID-19 Pandemic the water festival has been cancelled.

Unfinished Business

Project 2019-01 Expansion/Renovation Administration Building – Staff reported that they are working with FCI to keep the project moving forward on schedule during the COVID-19 Pandemic taking into consideration the protection of Staff and the public. It was the consensus of the Board to proceed as planned with the project.

Project RM 2019-01 Middle Storage Tank Emergency Repair – Staff reviewed the Staff Report (04-02-2020 File, 2020 Staff Reports, Project RM 2019-01) that was previously presented at the Emergency Board Meeting on March 20, 2020. PCL Construction, Inc. has been awarded the contract for Project RM 2019-01 3.7 MG Storage Tank Emergency Stabilization and Piping Repairs and will begin working with Burns and McDonnell to finalize the plans and the develop a Guaranteed Maximum Price (GMP). The GMP Contract will be presented at the May 7, 2020 Board Meeting for final approval. PCL Construction, Inc. has acknowledged the award of contract and is tentatively scheduled to begin the repairs April 27, 2020.

Policy Past Due Balance Accounts – Staff reviewed the Staff Report (04-02-2020 File, 2020 Staff Reports, Resolutions) concerning a Collection Policy for Delinquent Accounts. Staff presented Resolution 2020-05 Collection Policy for Delinquent Accounts. The Resolution revises Operating Policy #420 Water Usage Fees addressing the collection of past due balances pursuant to C.R.S. § 32-1-1101(1)(e) where the District may certify to the County Treasurer that there are unpaid fees or charges for a particular property, and thereafter collect in the manner otherwise provided for real property tax. The conditions initiating this process are identified as a delinquent account having at least six (6) months past due and the sums owing for water services and fees that total at least one hundred fifty dollars (\$150). The Board discussed the conditions of the Resolution. Director Slauson moved to approve Resolution 2020-05 Collection Policy for Delinquent Accounts. Director Sparks seconded and the motion passed unanimously.

RESOLUTION NO. 2020-05 COLLECTION POLICY FOR DELIQUENT ACCOUNTS CLIFTON WATER DISTRICT

A resolution adopting a collection policy for delinquent utility accounts.

The following describe the intent and purpose of this resolution.

- a. From time to time the District revises its policies to address current needs.
- b. Delinquent customer accounts can be a financial drain on District resources.
- c. It is appropriate that the District standardize its collection processes so as to treat all customers fairly and give notice to affected persons.
- d. Pursuant to C.R.S. § 32-1-1001(1)(j)(I) the District possesses a perpetual lien against real property that it serves to secure payment of fees, rates, and charges for service.
- e. Additionally, pursuant to C.R.S. § 32-1-1101(1)(e) the District may certify to the county treasurer that there are unpaid fees or charges for a particular property, and thereafter collect same in the manner otherwise provided for real property taxes.

- f. The Clifton Water District (CWD) charges are set forth in the District's Policy #420 Water Usage Fees. The District (CWD) pursuant to a joint billing agreement, bills and collects payments for the Clifton Sanitation District (CSD). It is appropriate that the District's (CWD) collection practices mutually conform to the practices of both CWD and CSD.

Therefore, the Rules and Regulations of the Clifton Water District are hereby amended with the adoption of the following:

§6.11 Certification to Treasurer of Delinquent Charges

In the event that a customer is delinquent in the payment of applicable fees, rates, tolls, penalties, assessments, or other charges payable to the District, the District may certify the sums as delinquent to the Mesa County Treasurer, and said sums shall be subject to collection in the same manner as real property taxes are collected and paid. If an account is at least six (6) months past due and the sums owing for water charges and fees total at least one hundred fifty dollars (\$150), the District may elect to collect pursuant to this section 6.11 by enacting a resolution to that effect at a duly noticed public meeting of the Board of Directors of the District. Prior to certifying the sums to the Treasurer, the District shall serve written notice upon the record property owner, not less than ten (10) days prior to the public meeting, setting forth the following:

- a) An explanation of the sums owing on the delinquent account;
- b) The date, time, and location of the public meeting of the Board of Directors and the manner in which the District may be contacted for purposes of resolving the payment obligation; and
- c) That the property owner may appear at the public meeting for the purpose of offering evidence relevant to the sums that are claimed as owing.

If, at the conclusion of the meeting, the Board is satisfied that the sums are owing and unpaid, it may certify the account to the Mesa County Treasurer in the manner otherwise provided by law. Thereafter, the sums owing, together with any applicable fees, shall be paid and collected in conjunction with real property taxes for the subject parcel.

6.11.1 Enforcement of Perpetual Lien

Where appropriate, the District may enforce its perpetual lien by delivering to the record owner of the subject property a notice of intent to lien identifying the record owner, the legal description of the subject property, and stating the amounts and basis for all sums claimed. If the owner fails or refuses to pay the sums stated in the notice of intent to lien within ten (10) days of delivery, the District may record the lien statement in the Mesa County land records. The recorded lien statement may be foreclosed in an action commenced by the District, as otherwise provided by law.

6.11.2 Interest, Payment Agreements, Surrender of Water Taps

- a) Sums owing to the District for delinquent charges shall carry interest at the rate of twelve percent (12%) per annum, simple interest, until paid in full.
- b) The District may enter into payment plans with a customer providing for the restoration of service, subject to reasonable repayment terms and such other terms as the parties may mutually agree.
- c) The District is authorized to enter into agreements with owners of existing Taps wherein delinquent charges are deemed satisfied in exchange for surrender by the owner of the applicable Taps. Any such proposed agreement shall be reviewed by the Board of Directors and, if it is satisfied that the terms are equitable, it may approve the proposed agreement. Once approved, the District may implement all necessary actions to disable any existing Tap and the District shall have no further service obligations to the owner. The subject property owner, or any successor in title, may apply for resumption of service at a later time, subject to compliance with all then-applicable District terms of service and fees.

This Resolution is approved and adopted by the affirmative vote of a majority of the Board of Directors at a duly noticed public meeting this 2nd day of April, 2020.

613 Americana Drive – Manager Tooker reported that Case Number 2019CV71, the claim against the Clifton Sanitation District and the Clifton Water District, Dale, Tooker, Dale Peck, Brian Woods, and Kent Brumback has been dismissed in Mesa County District Court on March 21, 2020.

Personnel Policy Revisions – The Board discussed Personnel Policy revisions that were tabled for further discussion at the March 5, 2020 Board Meeting. Personnel Policy revisions included health insurance enrollment eligibility and Annual Leave accrual rates.

Director Mcelley made a motion to revise the District's health insurance enrollment eligibility to be the first day of the month following employment start date for full time employees. Director Diffendaffer seconded and the motion passed unanimously.

The Board also discussed changes to the Annual Leave accrual rates and referred discussion to the Personnel Committee to review and consider options.

2020 District Election – Adoption of Resolution 2020-06 Cancellation of Election and Declaration Deeming Candidates Elected – Staff presented the Staff Report (*04-02-2020 File, 2020 Staff Reports, Election, Resolutions*) stating that the District's 2020 Election was cancelled on March 3, 2020 as the number of candidates submitting Self-Nomination affidavits equaled the number of Board positions to be filled. District Resolution 2020-06 fulfills the cancellation certification requirements identified by Colorado Department of Local Affairs (§1-13.5-513(6), 32-1-104, 1-11-103(3) C.R.S). The Board discussed identifying Director Diffendaffer and Director Sparks would begin their three (3) year terms and Director Slauson and Director Mcelley would begin their two (2) year terms at the first Regular Board Meeting after the election date of May 5, 2020. Director Mcelley made a motion to adopt Resolution 2020-06 Cancellation of Election and Declaration Deeming Candidates Elected as presented. Director Slauson seconded and the motion passed unanimously.

**RESOLUTION 2020-06
CANCELLATION OF ELECTION and
DECLARATION DEEMING CANDIDATES ELECTED
BOARD OF DIRECTORS**

**CLIFTON WATER DISTRICT
MESA COUNTY, COLORADO**

WHEREAS, the Board of Directors of the District is authorized to cancel the election by resolution and declare candidates elected at the close of business on the sixty-third before the election to be conducted on May 5, 2020; and

WHEREAS, the Board of Directors has duly certified that there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates,

Now, THEREFORE, pursuant to 1-13.5-513(6) & 1-11-103(3), C.R.S., the Board HEREBY cancels the regular election to be conducted on the 5th day of May, 2020 by formal resolution and

THE BOARD DECLARES THE FOLLOWING CANDIDATES ELECTED FOR THE FOLLOWING TERMS OF OFFICE:

<u>Melvin Diffendaffer</u>	<u>544 33 ¼ Road</u>	<u>Clifton, CO</u>	<u>3-Year Term</u>
<u>Stanley Sparks</u>	<u>672 N. Saddlerock Dr.</u>	<u>Grand Junction, CO</u>	<u>3-Year Term</u>
<u>Michael P. Slauson</u>	<u>659 Challinor Lane</u>	<u>Grand Junction, CO</u>	<u>2-Year Term</u>
<u>Edward Daniel Mcelley</u>	<u>571 33 ¼ Road</u>	<u>Clifton, CO</u>	<u>2-Year Term</u>

BE IT FURTHER RESOLVED, that this Resolution be adopted this 2nd day of April, 2020.

New Business

Request to Set Commercial Fire Line Tap Fee, 3210 E Road – Assistant Manager Reinertsen reviewed the Staff Report 4-inch Fire Line PIF Request (*04-02-2020 File, 2020 Staff Reports*) with the Board. Staff has been working with Mind Springs Health at 3210 E Road regarding their design requirement for a 2-inch domestic service and a 4-inch dedicated Fire Line. Current District Policy does not identify a Plant Investment Fee for a 4-inch dedicated Fire Line. The Owner representative has requested a determination from the Board regarding the Plant Investment Fee for a 4-inch Fire Line tap.

Based upon the Meter Evaluation Ratio Methods previously used to set Plant Investment Fees, Staff identified a Plant Investment Fee for the 4-inch Fire Line at \$7,560. This dedicated fire line will be billed monthly at the District's Non-Residential Water Use rate, any water used will be charged a Demand Charge and per thousand use charge as identified in the District's current Exhibit A – Policy #420 Rates and Fees. Director Mcelley moved to approve the Plant Investment Fee of \$7,560 for a 4-inch Fire Line Tap based upon the Meter Evaluation Ratio Method. Director Diffendaffer seconded and the motion passed unanimously.

ADJORNMENT

The regular meeting was adjourned at 6:40 p.m. by Chairman Peck.

ATTEST:



Dale E Peck

Dale Peck

Stan Sparks

Stan Sparks

Melvin Diffendaffer

Melvin Diffendaffer

Michael R. Slauson

Michael Slauson

Dan McElley

Dan Mcelley

RESOLUTION 2020-04

RESOLUTION FOR THE DICONINUATION OF WATER SERVICE MORATORIUM

WHEREAS, the District has implemented an Emergency COVID-19 Pandemic Continuation of Operations Plan in order for the protection of health, safety and suppression of the disease in the community; and

WHEREAS, The District identifies that the production and delivery of safe drinking water is essential and paramount in times of crisis and uncertainty; and

WHEREAS, it is in the best interest of the community and The District's Customers to suspend discontinuation of water service of past due accounts until May 31, 2020; and

WHEREAS, The District will not shut off water service due to nonpayment beginning March 16, 2020. The District will continue to provide Past Due Notices during the normal billing cycles; and

WHEREAS, The District will temporarily suspend fees for late payments and Credit Card convenience fees; and

WHEREAS, this resolution shall remain in effect until May 31, 2020 unless extended by the Clifton Water District Board of Directors.

NOW THEREFORE BE IT RESOLVED, that this resolution is necessary for the immediate preservation of the public peace, health, safety, and welfare of the community and Clifton Water District Customers.

BE IT FURTHER RESOLVED, that this Resolution be adopted this 2nd day of April and is effective retroactive to March 16, 2020.

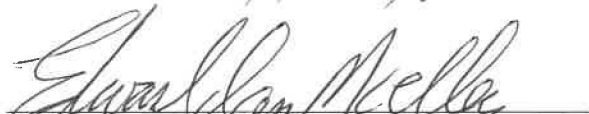
ATTEST:


Dale Peck – Chairman


Stan Sparks – Vice Chairman


Melvin Diffendaffer – Secretary


Michael Slauson – Treasurer


Edward Dan McElley – Director

RESOLUTION NO. 2020-05
COLLECTION POLICY FOR DELINQUENT ACCOUNTS
CLIFTON WATER DISTRICT

A resolution adopting a collection policy for delinquent utility accounts.

The following describe the intent and purpose of this resolution.

- a. From time to time the District revises its policies to address current needs.
- b. Delinquent customer accounts can be a financial drain on District resources.
- c. It is appropriate that the District standardize its collection processes so as to treat all customers fairly and give notice to affected persons.
- d. Pursuant to C.R.S. § 32-1-1001(1)(j)(I) the District possesses a perpetual lien against real property that it serves to secure payment of fees, rates, and charges for service.
- e. Additionally, pursuant to C.R.S. § 32-1-1101(1)(e) the District may certify to the county treasurer that there are unpaid fees or charges for a particular property, and thereafter collect same in the manner otherwise provided for real property taxes.
- f. The Clifton Water District (CWD) charges are set forth in the District's Policy #420 Water Usage Fees. The District (CWD) pursuant to a joint billing agreement, bills and collects payments for the Clifton Sanitation District (CSD). It is appropriate that the District's (CWD) collection practices mutually conform to the practices of both CWD and CSD.

Therefore, the Rules and Regulations of the Clifton Water District are hereby amended with the adoption of the following:

§6.11 Certification to Treasurer of Delinquent Charges

In the event that a customer is delinquent in the payment of applicable fees, rates, tolls, penalties, assessments, or other charges payable to the District, the District may certify the sums as delinquent to the Mesa County Treasurer, and said sums shall be subject to collection in the same manner as real property taxes are collected and paid. If an account is at least six (6) months past due and the sums owing for water charges and fees total at least one hundred fifty dollars (\$150), the District may elect to collect pursuant to this section 6.11 by enacting a resolution to that effect at a duly noticed public meeting of the Board of Directors of the District. Prior to certifying the sums to the Treasurer, the District shall serve written notice upon the record property owner, not less than ten (10) days prior to the public meeting, setting forth the following:

- a) An explanation of the sums owing on the delinquent account;
- b) The date, time, and location of the public meeting of the Board of Directors and the manner in which the District may be contacted for purposes of resolving the payment obligation; and
- c) That the property owner may appear at the public meeting for the purpose of offering evidence relevant to the sums that are claimed as owing.

If, at the conclusion of the meeting, the Board is satisfied that the sums are owing and unpaid, it may certify the account to the Mesa County Treasurer in the manner otherwise provided by law. Thereafter, the sums

owing, together with any applicable fees, shall be paid and collected in conjunction with real property taxes for the subject parcel.

6.11.1 Enforcement of Perpetual Lien

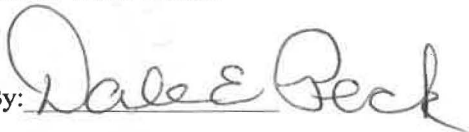
Where appropriate, the District may enforce its perpetual lien by delivering to the record owner of the subject property a notice of intent to lien identifying the record owner, the legal description of the subject property, and stating the amounts and basis for all sums claimed. If the owner fails or refuses to pay the sums stated in the notice of intent to lien within ten (10) days of delivery, the District may record the lien statement in the Mesa County land records. The recorded lien statement may be foreclosed in an action commenced by the District, as otherwise provided by law.

6.11.2 Interest, Payment Agreements, Surrender of WaterTaps

- a) Sums owing to the District for delinquent charges shall carry interest at the rate of twelve percent (12%) per annum, simple interest, until paid in full.
- b) The District may enter into payment plans with a customer providing for the restoration of service, subject to reasonable repayment terms and such other terms as the parties may mutually agree.
- c) The District is authorized to enter into agreements with owners of existing Taps wherein delinquent charges are deemed satisfied in exchange for surrender by the owner of the applicable Taps. Any such proposed agreement shall be reviewed by the Board of Directors and, if it is satisfied that the terms are equitable, it may approve the proposed agreement. Once approved, the District may implement all necessary actions to disable any existing Tap and the District shall have no further service obligations to the owner. The subject property owner, or any successor in title, may apply for resumption of service at a later time, subject to compliance with all then-applicable District terms of service and fees.

This Resolution is approved and adopted by the affirmative vote of a majority of the Board of Directors at a duly noticed public meeting this 2nd day of April, 2020.

Clifton Water District

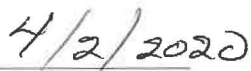
By: 

Board President

Attest:

By: 

Board Secretary


Date

RESOLUTION 2020-06
CANCELLATION OF ELECTION and
DECLARATION DEEMING CANDIDATES ELECTED
BOARD OF DIRECTORS

CLIFTON WATER DISTRICT

MESA COUNTY, COLORADO

WHEREAS, the Board of Directors of the District is authorized to cancel the election by resolution and declare candidates elected at the close of business on the sixty-third before the election to be conducted on May 5, 2020; and

WHEREAS, the Board of Directors has duly certified that there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates,

Now, THEREFORE, pursuant to 1-13.5-513 & 1-11-103(3), C.R.S., the Board HEREBY cancels the regular election to be conducted on the 5th day of May, 2020 by formal resolution and

THE BOARD DECLARES THE FOLLOWING CANDIDATES ELECTED FOR THE FOLLOWING TERMS OF OFFICE:

<u>Melvin Diffendaffer</u>	<u>544 33 ¾ Road</u>	<u>Clifton, CO</u>	<u>3-Year Term</u>
<u>Stanley Sparks</u>	<u>672 N. Saddlerock Dr.</u>	<u>Grand Junction, CO</u>	<u>3-Year Term</u>
<u>Michael P. Slauson</u>	<u>659 Challinor Lane</u>	<u>Grand Junction, CO</u>	<u>2-Year Term</u>
<u>Edward Daniel Mcelley</u>	<u>571 33 ¾ Road</u>	<u>Clifton, CO</u>	<u>2-Year Term</u>

Signed by:


(Board Chair's signature)

4-2-2020
~~4-2-2020~~
(date)

Contact Person for the District: Dale Tooker

Telephone Number of the District: 970-434-7328

Address of the District: 510 34 Road, Clifton, CO 81520

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
May 7, 2020**

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

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen, Deserae Mora, Tyler Lehmann, Brian Sheeley, Angie Beebe, Amanda Flemming

REGULAR MEETING-Meeting held telephonically and virtually

Chairman Peck called the May 5, 2020 Regular Meeting to order at 5:11 p.m.

MINUTES OF THE APRIL 2, 2020 REGULAR MEETING- Meeting held telephonically and virtually

Director Mcelley moved to approve the April 2, 2020 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 \$240,134.34, plus Supplemental Checks of \$35,216.70 plus Benefits Checks of \$28,020.37, plus HRA Disbursements of \$1659.21 for a total of \$305,030.62. Director Sparks seconded and the motion passed unanimously.

OATH OF OFFICE

Director Peck administered the Oath of Office and installed to the board of directors, Dan Mcelley and Michael Slauson for two-year terms, Melvin Diffendaffer and Stan Sparks for 3-year terms. All Directors signed the Oath of Office.

REORGANIZATION OF THE BOARD

Director Diffendaffer moved to retain Dale Peck as the Chairman, Stand Sparks as Vice Chairman, Melvin Diffendaffer as Secretary, Michael Slauson as Treasurer, and Dan Mcelley as Director. Direct Sparks seconded and the motion passed unanimously.

As of May 7, 2020, the Clifton Water District Officers are as follows:

Chairman/President	Director Peck
Vice-Chairman/Vice President	Director Sparks
Secretary	Director Diffendaffer
Treasurer	Director Slauson
Director	Director Mcelley

MANAGER'S REPORT

Manager Tooker reviewed the March 2020 Manager's Report.

INFORMATION REPORT

Emergency COVID-19 Pandemic Continuation of Operations Plan District Response: Staff provided a verbal update and reported that staff continues to stay vigilant by continuing to follow safety procedures and practices by ensuring proper sanitation of work space areas and deliveries, limiting person to person contact, working remotely, working alternate work schedules, and utilizing electronic methods for work business transactions. The Administration Office remains closed to the public and notification to customers about alternate payment options have been communicated via the CWD website, Facebook page and signage posted in front of the main office building.

Key Financial Indicators: Staff presented an Information Report (*05-07-2020 File, 2020 Staff Reports, Key Economic Indicators COVID*) trending Cash Reserves and Past Due accounts over the previous three years. At the current time, the District has not observed any significant financial concerns in the first two months of the Continuation of Operations Plan District Response activity. Staff will continue to update the report monthly.

HRA 2019 Utilization: Staff presented an Informational Report (*05-07-2020 File, 2020 Staff Reports, HRA 2019 Utilization*) concerning the 2019 HRA usage and the District's savings of \$1,054,651 over the last 9 years. The HRA continues to be a valuable employee benefit and has demonstrated a significant overall benefit cost savings initiative for the District. As demonstrated in prior years, the District experienced another year of cost savings due to employee underutilization of the HRA in 2019.

2020 Preemptive Poly Replacement Program: Staff presented an Information Report (*5-7-2020 File, 2020 Staff Reports, Preemptive Poly Replacement*). In 2020, the Poly Replacement Program will focus on completion of the remaining poly service lines in Parkwood Estates (56 services) and Clifton Village South Subdivision (80 services), located east of 32 Road between Bunting and Mesa Avenues. The Poly Service Line Replacement Program is a proactive approach to replace service lines in advance of and emergency leak. This action reduces the number of emergency call outs resulting in a cost savings as we are able to forecast materials and labor costs for planned repairs.

EXPRESS AGENDA

Director Slauson made the motion to approve the Express Agenda items as presented. Director Diffendaffer seconded and the motion passed unanimously. The Express Agenda items are as follows:

Smallwood Drive Waterline Upgrade/Replacement:

The advertisement for construction bids has been published in the Daily Sentinel with the mandatory pre-bid tour scheduled for May 7th. The Bid Opening is scheduled to take place on

Tuesday, May 26th with Contract award recommendations being presented to the Board at the June 4, 2020 Regular Board Meeting.

Purchase of GVICo Shares: Fifteen shares of GVICo Water Shares were purchased in March.

UNFINISHED BUSINESS

Project 2019-01 Expansion/Renovation Administration Building: Staff provided update to the Board on the status of the building permit and once issued site excavations will begin. FCI Constructors has started site mobilization activities including construction site fencing as well as changes to the District's site security fencing, landscape and vegetation clearing, and re-establishment of the site automatic gate access to the east at the manually operated "gravel pit" gate. FCI is in compliance with our COVID-19 safety precautions and

Project RM 2019-01 Middle Storage Tank Emergency Repair: As identified in Project RM2019-01 CMAR Contract dated April 23, 2020, PCL Construction and Burns and McDonald have finalized the design and delivered a Guaranteed Maximum Price of \$1,155,051 for the emergency repairs. Amendment 1 to the April 23, 2020 Contract for the amount of \$1,155,051 is presented for Board approval effective May 7, 2020. Director Sparks made the motion to approve the Amendment 1 in the amount of \$1,155,051, to the original April 23, 2020 contract to complete Project RM 2019-01 Middle Storage Tank Emergency Repair. Director Mcelley seconded and the motion passed unanimously.

Policy #420 - Fire Line Plant Investment Fee: Board consensus that they would like to table the discussion to a future board meeting.

NEW BUSINESS

Employee Wellness Award: Staff presented a Staff Report (*05-07-2020 File, 2020 Staff Report, Employee Wellness Award*) reviewing the annual summary of the District's 2019 Health Reimbursement Arrangement (HRA) utilization. The District realized an HRA Expense Budget to actual savings of \$114,220 which is a 42% savings in 2019 and an accumulative savings of \$1,054,651 over the past nine years. The Wellness Award was developed in 2003 as a way to reward employees for their efforts to remain healthy and reduce the dependence of insurance. Director Mcelley moved to approve the Employee Wellness Award based upon 10% monetary award HRA balance over \$1,000 or additional time off (1 day for each \$3000 unspent HRA) to be funded from Payroll Expense and not associated with the HRA funding source. Director Slauson seconded the motion and the motion passed unanimously.

Employee Assistance Program: The Board discussed the value and expense of establishing an Employee Assistance Program (EAP) to assist employees in resolving personal problems that may be adversely affecting the employee's work performance. EAP's have assisted workers with issues such as alcohol or substance abuse, marital/relationship issues, separation and divorce concerns, work concerns, and depression and anxiety. The annual cost of the Employee Assistance Program is \$522 for 22 employees. Director Diffendaffer moved to approve the

Employee Assistance Program at an annual cost of \$522 for 22 employees. Director Slauson seconded and the motion passed unanimously.

Water Share Rental Agreements for 2020: Staff reviewed a Staff Report (5-07-2020 File, 2020 Staff Report, GVICo Share Rental Agreement CSD and Diffendaffer) water share rental requests. The District has received two requests to rent GVICo Water Shares for the 2020 irrigation season. The two requests are: Clifton Sanitation District for 35 shares and Melvin Diffendaffer, 544 33 ¾ Road for 3 shares. The District has operated under a previously approved GVICo Water Share Rental Agreement. Staff has determined there are adequate Irrigation Shares available without jeopardizing the District's operation. Director Slauson made the motion to rent GVICo water shares according to the conditions of the District's Water Share Agreement to the Clifton Sanitation District (35 shares) and Melvin Diffendaffer (3 shares) . Director Mcelley second and the motion passed unanimously while Director Diffendaffer was abstained from this item.


EXECUTIVE SESSION

None

ADJOURNMENT

The Regular Meeting was adjourned at 7:06 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
June 4, 2020**

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, Deserae Mora, Angie Beebe, and Tyler Lehmann

REGULAR MEETING

Chairman Peck called the June 4, 2020 Regular Meeting to order at 5:13 p.m.

MINUTES OF THE May 7, 2020 REGULAR MEETING-held telephonically and virtually

Director Diffendaffer moved to approve the May 7, 2020 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 \$916,961.79, plus Supplemental Checks of \$11,294.00, plus Benefits Checks of \$25,944.10, plus HRA Disbursements of \$3,372.87 for a total of \$957,572.76. Director Diffendaffer seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the April 2020 Manager's Report (06/04/2020 File, Manager's Report).

INFORMATIONAL REPORT

Project 2019-01 Expansion/Renovation Administration Building: Staff provided update to the Board in the progress of the Administration Building renovation. Excavation work has been completed and the foundation has been completed. The project is on schedule.

Project RM 2019-01 Middle Storage Tank Emergency Repair: Inlet to the 3.7 MG Tank is currently out of service and the outlet is acting as both the inlet and outlet for the tank. The repairs and use of innovative fittings have proven to have created some engineering and installation challenges. The Project has experienced some delay which is concerning coupled with the onset of warmer temperatures and increased customer demand. Once the repairs to the Inlet are completed, the Contractor will move to the Outlet repairs to enable the use of both the Inlet and Outlet simultaneously. Once this portion is complete, the repair of the tank will be addressed.

Key Economic Indicators: Staff provided a Key Financial Indicator Report comparing financial indicators of March, April and May of 2108, 2019 and 2020. The data demonstrated the effect of the moratorium of discontinuation of water service has had. Overall, Revenue and Cash Reserves remains strong with only 4% (508 Customers) with past due accounts greater than 90 days. The number of Past Due customers is lower than predicted.

Drought and Drip Status Update: Staff presented a Informational Report (*4/2/2020 File, Informational Reports*) on the current drought status as well as provided an update on the Drought Response Information Project. Mesa County is currently at a Moderate Drought level with a small portion of the southeast corner increasing to severe drought conditions. Aside from a brief increase in precipitation recently, dry conditions are in the forecast with below normal precipitation.

As a result of the COVID-19 virus, the Drought Response Information Project (DRIP) has canceled nearly all planned outreach events for this year and has primarily focused on producing a contactless and targeted marketing plan with a wide range of water conservation messaging on traditional and non-traditional platforms. These platforms include; two digital billboards, tailgate wraps on CWD and Ute Water vehicles, one GVT bus has been wrapped, and establishing a social media presence thru Facebook and Instagram.

EXPRESS AGENDA

Director Slauson made the motion to approve the Express Agenda items as presented. Director Sparks seconded and the motion passed unanimously. The Express Agenda items are as follows:

Staff Executed Contract with Triad for Employee Assistance Program: A contract agreement was executed for an initial term beginning June 1, 2020 and ending on December 31, 2020.

Lead Customer Service Representative Position: The District has an opening for a Lead Customer Service Representative position. This position was announced on the Districts website as well as having a job posting ad placed on Indeed.com. Over 180 applicants have applied for the position. We are currently reviewing applications and resumes with a goal to have the position filled by July 1st.

UNFINISHED BUSINESS

Resolution 2020-04 Disconnection of Water Service Moratorium: Resolution 2020-04 Resolution for the Discontinuation of Water Service Moratorium (*4/2/2020 File, 2020 Disconnection of Water Service Moratorium*) provided a moratorium of shutting off water service for nonpayment until May 31, 2020. Staff requested Board consideration of extending the deadline to July 31, 2020. The Board discussed the Key Financial Indicators and Staff developing a repayment option plan to be presented at the July Board Meeting for Customers having past due balances. Director Mcelley moved to amend Resolution 2020-04 Resolution for the Discontinuation of Water Service Moratorium to extend the Resolution to July 31, 2020. Director Sparks seconded and the motion passed unanimously.

RESOLUTION 2020-04
RESOLUTION FOR THE DICONINUATION OF WATER SERVICE MORATORIUM

WHEREAS, the District has implemented an Emergency COVID-19 Pandemic Continuation of Operations Plan in order for the protection of health, safety and suppression of the disease in the community; and

WHEREAS, The District identifies that the production and delivery of safe drinking water is essential and paramount in times of crisis and uncertainty; and

WHEREAS, it is in the best interest of the community and The District's Customers to suspend discontinuation of water service of past due accounts until May 31, 2020; and

WHEREAS, The District will not shut off water service due to nonpayment beginning March 16, 2020. The District will continue to provide Past Due Notices during the normal billing cycles; and

WHEREAS, The District will temporarily suspend fees for late payments and Credit Card convenience fees; and

WHEREAS, this resolution shall remain in effect until May 31, 2020 unless extended by the Clifton Water District Board of Directors.

NOW THEREFORE BE IT RESOLVED, that this resolution is necessary for the immediate preservation of the public peace, health, safety, and welfare of the community and Clifton Water District Customers.

BE IT FURTHER RESOLVED, that this Resolution be adopted this 2nd day of April and is effective retroactive to March 16, 2020.

ATTEST:


Dale Peck - Chairman


Stan Sparks - Vice Chairman


Melvin Diffendaffer - Secretary


Michael Slauson - Treasurer


Edward Dan McElley - Director

Amendment June 4, 2020
Board has approved an extension to July 31, 2020

Project 2020-02 Smallwood Drive Waterline Upgrade/Replacement: Staff presented a Staff Report (06-04-20 File, 2020 Staff Reports, Project 2020-02 Smallwood Drive 10 Line Upgrade Bid Award) regarding the public bid opening that was held and advertised on Tuesday, May 26, 2020. Four pre-qualified general contractors submitted bids. These general contractors qualified to submit bids as they had attended the mandatory Pre-Bid Meeting held on May 7, 2020. The project was designed by Austin Civil Group, Inc., and had estimated the construction cost at \$135,000. Staff recommends Board acceptance of the bid submitted by Sorter Construction, Inc. in the amount of \$93,143.50. Director McElley made a motion to accept the bid amount of \$93,143.50 by Sorter Construction. Director Sparks seconded and the motion passed unanimously.

Emergency COVID-19 Pandemic Continuation of Operations Plan District Response: Staff provided a verbal update on the challenges maintaining everyday business operations. Staff has adapted well to adverse situations such as having to work remotely, having department separation and adjusting to the lobby and drive-thru being closed to customers. Payments and financial functions were challenging while also maintaining separation of duties and protecting the remote site transmission of financial information. The District worked to accommodate Staff working remotely as best as possible and has identified improvements should this Pandemic continue or positioning the District to respond to any other unexpected situation. Improvements identified are; improved Internet Band width, improved network functionality, technology and hardware upgrades to allow for remote access to the District network be more accessible allowing remote Billing functionality and routine day to day work activities.

Policy#420 – Fire Line Plant Investment Fee: No information to report at this time. Manager Tooker will provide an update at the July Board Meeting.

FY 2019 Audit: Staff provided a verbal update regarding the 2019 Audit. By June 26, 2020 audit documentation will be delivered to the Board for review in the July Board Meeting.

NEW BUSINESS

Assignments of Board Committee's: The Board discussed the makeup of the District's Committees. Director Diffendaffer made a motion to approve the following District Committee members effective June 4, 2020.

Budget	Directors Sparks and Diffendaffer
Construction	Directors Peck and Sparks
Personnel	Directors Slauson and Mcelley
Policy and Standards	Directors Slauson and Diffendaffer
Water Rights	Directors Mcelley and Slauson

Director Mcelley seconded and the motion passed unanimously.

July 2, 2020 Regular Board Meeting reschedule: The Board identified a number of scheduling conflicts with the the July 2, 2020 Board Meeting and the July 4, 2020 holiday. Director Diffendaffer made a motion to reschedule the July 2, 2020 Board Meeting to Thursday July 9, 2020 at 5:00 pm directing Staff to officially post the change to the meeting. Director Slauson seconded and the motion passed unanimously.

EXECUTIVE SESSION

Human Resources Processes: At 6:40 p.m. Director Peck moved to go into Executive Session, as per C.R.S. 24-6-402 (4)(b) conferences with an attorney for the District for the purpose of receiving legal advice on specific legal questions. Director Mcelley seconded and the motion passed unanimously.

Staff members Angie Beebe and Tyler Lehmann exited the meeting. Staff members Dale Tooker and Deserae Mora remained during the Executive Session.

The Board exited the Executive Session at 7:16 p.m.

ADJOURNMENT

The Regular Meeting was adjourned at 7:18 p.m. by Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauon



Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
July 9, 2020**

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

STAFF MEMBERS PRESENT: Dale Tooker, Deserae Mora, Angie Beebe, Tyler Lehmann, Brian Sheley

REGULAR MEETING

Chairman Peck called the July 9, 2020 Regular Meeting to order at 5:02 p.m.

MINUTES OF THE June 4, 2020 REGULAR MEETING

Director Diffendaffer moved to approve the June 4, 2020 Regular Meeting Minutes. Director Mcelley 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 **\$206,109.05**, plus Supplemental Checks of **\$198,745.74**, Special Check of **\$701,575.00**, Benefits Checks of **\$23,558.88**, plus HRA Disbursements of **\$2,301.82**, for a total of **\$1,132,290.49**. Director McElley seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the May 2020 Manager's Report (*07/05/2020 File, Manager's Report*).

INFORMATIONAL REPORT

Key Economic Indicators – Staff provided an Informational Report (*07-07-20 File, Informational Report, June Key Economic Indicators*) comparing March, April and May of 2018-June of 2020 and the effect of the moratorium of discontinuation of water service. There are 563 customer accounts that are are past due greater than 90 days. Overall, Revenue and Cash Reserves remain strong while funding the capital projects that have taken place.

EXPRESS AGENDA

Director Diffendaffer made the motion to approve the Express Agenda items as presented. Director Sparks seconded and the motion passed unanimously. The Express Agenda items are as follows:

2020 SDA Virtual Workshop – This years SDA Annual workshop will be held virtually and consists of 3 pre-recorded videos. Board Members will contact Deserae to receive the link for the virtual workshop.

Springbrook Software Upgrade – Staff provided an update to the Board regarding the timeline for the Springbrook upgrade. Full use is predicted to be in affect in September.

Employee Appreciation Lunch – Staff provided an update to the Board regarding the Employee Appreciation Lunch to be held on July 14th.

UNFINISHED BUSINESS

FY 2019 Audit – Staff reviewed the FY 2019 Audit prepared by Chadwick, Steinkirchner, Davis & Co. P.C (*7-02-2020 File, FY 2019 Audit*). Items of the Audit discussed were the Statement of Net Position, decrease in water sales l and the Budgetary Highlights. Overall the Audit represents the District is in good financial health. Director Mcelley moved to approve the FY 2019 Audit Report and authorize Staff to submit to the appropriate agencies. Director Slauson seconded and the motion passed unanimously.

Project RM 2019-01 Middle Storage Tank Emergency Repair – Staff reviewed the Staff Report (*7-07-2020 File, 2020 Staff Reports, Project RM 2019-01 3.7 MG Storage Tank Stabilization*) concerning the Middle Storage Tank repairs which included a Technical Memorandum and projected cost estimates from Burns and McDonnell on the tank stabilization and repair. The tank stabilization, repair and painting represent the second phase of the overall project. Substantial Completion of the pipeline repair portion was accomplished on June 19, 2020 and placed into service.

Burns and McDonnell have estimated to complete the final repairs of the tank will cost \$2,200,00. Staff presented two options to the Board to accomplish the second phase repairs. Option 1 - authorize an amendment to the existing contract for RM Project 2019-01 Middle Storage Tank Emergency Repair and negotiate with PCL Construction to complete the tank repairs. Option 2 – separate the tasks of the second phase into Tank Foundation Stabilization and Tank Repair and Panting and advertise the two projects and seek bids in a Requests for Qualifications (RFQ) having Staff and Burns and McDonnell manage the project. Staff identified that selecting Option 2 would provide a superior product under District control and result in a cost savings by managing the project in-house. The Board discussed current Staffing levels and the Project schedule. Director Sparks made the motion to place the second phase of the project out to bid. Director Diffendaffer seconded and the motion passed unanimously.

To proceed with the Tank Repair the Board discussed the need to authorize funding in the amount identified by Burns and McDonnell Engineering. Director Mcelley made the motion to transfer funds in the amount of \$2,500,000 which includes the \$2,200,000 repair estimate from Burns and McDonnell plus \$230,000 contingency/field inspection from the Contingency Line

Item to General Construction Line Upgrades. Director Diffendaffer seconded and the motion passed unanimously.

Emergency COVID-19 Pandemic Continuation of Operations Plan District Response – Staff has been monitoring the Discontinuation of Water Service activity as COVID-19 continues to be present and affecting the local workforce. In preparation of a potential second round wave of increased COVID-19 cases, Supervisors of the District have implemented alternate work schedules. Staff continues to work diligently cleaning and sanitizing work areas, maintaining social distancing, and wearing masks. The Front Office remains closed to the public with payment options still being made available by drop box, mail in, and credit card over the phone. Our Customer Service Representative continue to be available by telephone.

Human Resources Processes – Staff provided an update to the Board concerning with the District's Attorney in updating Personnel Policy Section 2. General.

NEW BUSINESS

Discontinuation of Water Service Moratorium Restoration Process – Staff presented a Staff Report (7-07-2020 File, 2020 Staff Reports, Past Due Balances) that provided data identifying customers having past due balances from the Moratorium of Discontinuation of Service as a result of COVID-19. Staff presented a procedure to collect past due balances by contacting Customers directly, encouraging customers to bring account current and if necessary, offer a Work-Out Agreement six to twelve months based on balance owed. It was the consensus of the Board to proceed with the process presented by Staff and offering a Work-Out Agreement for customers if needed.

Out of District Service Request for 1421 Whitewater Creek Rd Tax Id 2969-172-00-059 – Staff presented a Staff Report (7-07-2020 File, Staff Reports, Long 1421 Whitewater Creek Out of District Service Request.) concerning Out of District water service request from Mr. Brian Long at 1421 Whitewater Creed Rd, Whitewater, Colorado Tax Id 2969-172-00-059. Staff continues to work with engineering to assess the infrastructure capacity for this request and a previous request in the same area.

Staff identified this request is similar to the previous request in the general area with the same concerns. he Board Director Diffendaffer made the motion to conditionally approve the request for one out of district residential water service for 1421 Whitewater Creek Rd Tax Id 2969-172-00-059, pending evaluation of generated hydraulic modeling by the Districts hydraulic modeling consultant and confirmation from Mesa County. Director Mcelley seconded and the motion passed unanimously.

Board Document Management Software Program – Staff presented to the Board the concept of utilizing a software program to assist in managing Board documents for Board Meetings. There are several software programs available to assist in moving to a paperless process and also being used for a central location for file retention. This item will be presented for Board discussion and action at a future date.

Brian Sheley exited the meeting at 6:38 p.m.

Project 2019-01 Expansion/Renovation Administration Building – This item was moved from the Agenda to the end of the meeting so that the Board could take a walking tour of the construction of the Administration Building. Staff presented Board with a number of finish options for flooring, paint and roofing material for possible consideration.

ADJOURNMENT

The Regular Meeting was adjourned at 7:06 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, August 6, 2020**

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

Stan Sparks, Vice-Chair was absent.

STAFF MEMBERS PRESENT: Dale Tooker and Angie Beebe

REGULAR MEETING

Chairman Peck called the August 6, 2020 Regular Meeting to order at 5:01 p.m.

MINUTES OF THE July 9, 2020 REGULAR MEETING

Director Diffendaffer moved to approve the July 9, 2020 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 **\$81,898.39**, plus Supplemental Checks of **\$19,729.38**, plus Benefits Checks of **\$26,460.04**, plus HRA Disbursements of **\$5,305.22** for a total of **\$133,393.03**. Director Diffendaffer seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the June 2020 Manager's Report (*08/06/2020 File, Manager's Report*).

INFORMATIONAL REPORT

Key Economic Indicators. Staff provided the Board with an update of the current Key Economic Indicators from April through July. Financial indicators remain strong with only 4.9% of the District's customers in Discontinuation of Service status.

Discontinuation of Water Service Moratorium Restoration Process. Staff provided a report describing the process to collect from 942 past due accounts as a result of the Discontinuation of Water Service Moratorium that expired on July 31, 2020.

Emergency COVID-19 Pandemic Continuation of Operations Plan District Response. Staff provided an update of the continued activities and processes taken during the Districts Continuation of Operations Plan response.

Drought and DRIP Status. Staff Provided an Informational Report (08/06/2020 File, DRIP, Informational Report) concerning the current D3 Sever Drought conditions and DRIP informational efforts.

EXPRESS AGENDA

Director Diffendaffer made the motion to approve the Express Agenda items as presented. Director Slauson seconded and the motion passed unanimously. The Express Agenda items are as follows:

Springbrook Software Upgrade – Staff will provide an update on the continued efforts and data processing to implement the upgrade of the billing software program.

Special District Association Virtual Annual Conference September 23-25, 2020 – The Special District Association will be holding the Annual Conference this year in September virtually. The virtual format will enable attendees to participate from your office or home. Registration information is available from Staff.

UNFINISHED BUSINESS

Project RM 2019-01.2 Middle Storage Tank Emergency Repair – Foundation Stabilization - Request for Qualifications – The Board discussed the Request For Qualifications process for selection a Geotechnical Contractor to perform the Foundation Stabilization. The Request For Qualifications will be advertised and results presented at the September meeting. No Board action taken.

Board Document Management Software Program – The Board reviewed the Staff Report (08/06/2020 File, Staff Report) and discussed the value and purpose of an electronic repository for Board meetings and information. The Board requested that Staff set up a demonstration of the system at a future meeting.

Out of District Service Requests Distribution System Evaluation – The Board reviewed the Staff Report (08/06/2020 File, Staff Report, Out of District Service Request) and preliminary findings of the Whitewater Distribution System Evaluation related to two Out of District Service Requests.

Haskins/Silver Sage LLC Dyer Road Parcel Tax ID #2969-072-00-287 – Director McElley moved to approve the Out of District Request of Mr. Haskins/Silver Sage LLC Dyer Road Parcel Tax ID #2969-072-00-287 with the following conditions:

1. Have the District's hydraulic modeling engineer to determine adequacy of existing infrastructure to deliver water service can be provided and/or what upgrades would be the responsibility of the requester;
2. Total number of units served: seven (7) single family residential units.
3. Mesa County concurrence with water service above the 4800ft contour
4. The petitioner shall share with the costs of the pump station evaluation;
5. Any required water main installations shall be looped into the District's existing distribution infrastructure;
6. The petitioner shall provide dedicated space/location for District installation and operation of a remote fill station should future operational needs dictate.

Director Diffendaffer seconded the motion seconded and the motion passed unanimously.

Long – Parcel Tax ID 2696-172-00-0591421 Whitewater Creek Rd - Director McElley moved to approve the Out of District Request of Mr. Long – 1421 Whitewater Creek Rd One (1) Unit Tax ID #2696-172-00-059 with the following conditions:

1. Have the District's hydraulic modeling engineer to determine adequacy of existing infrastructure to deliver water service can be provided and/or what upgrades would be the responsibility of the requester;
2. Total number of units to be served; one (1) single family residential unit.
3. Mesa County concurrence with water service above the 4800ft contour.
4. Recorded Easement for water service line meter pit located on Reeder Mesa Road.
5. Any required water main installations shall be looped into the District's existing distribution infrastructure.

Director Diffendaffer seconded the motion seconded and the motion passed unanimously.

Past Due Balance Accounts - Resolution No. 2020-05 Collection Policy for Delinquent Accounts

The Board reviewed the Resolution No 2020-05 and reaffirmed by consensus to proceed with the process to notify past due customers providing them with three options; pay balance in full; enter into a work out agreement; or abandon the water tap before certifying the past due amount to Mesa County Treasurer to be collected in conjunction with real property taxes.

Project 2019-01 Expansion/Renovation Administration Building – The Board requested to move this item to the end of the Meeting so that Staff can lead a walking tour of the facility.

NEW BUSINESS

Out of District Service Request - 4110 Hwy 50, Tax Parcel 2967-132-00-931 – The Board reviewed the Out of District Service Request. Director Slauson made the motion to approve the Out of District Service Request for one (1) Single Family Residential Water Tap for 4110 Hwy 50, Tax Parcel 2967-132-00-931 with the following conditions:

1. Total number of units to be served; one (1) single family residential unit
2. Grant of Easement for access is executed and recorded.

Director McElley seconded and the motion passed unanimously.

Project 2020-03 E Road, 32 Rd to 31 Rd – The Board reviewed and discussed the Project 202003 E Road Staff Report. The Project is in coordination with Mesa County’s E Road capital project. A memorandum of Understanding was developed to utilize the County’s selected contractor to install District improvements during the overall project. The Board reviewed the Memorandum of Understanding identifying a cost of \$232,511 using the County’s low bidder K&D Constriction. The District’s 2020 Budget includes \$350,000 allocated to the Project.

Director Michael Slauson moved to approve the Memorandum of Understanding with Mesa County for Project 2020-03 E Road, 32 Rd to 31 Rd authorizing Manager Tooker to sign the Document and Staff to expend identified funds within the District’s Non-Operational General Construction Line Upgrades 2020 Non-Operational Budget Item, for identified contractor costs and associated project support costs. Director Diffendaffer seconded and the motion passed unanimously.

Project 2019-01 Expansion/Renovation Administration Building – At the request of the Board, this item was moved to the end of the Meeting so that Staff could lead a walking tour of the facility. The walking tour included finish choices for flooring, walls, ceilings, light fixtures and colors of the interior of each of the building areas.

ADJOURNMENT

The Regular Meeting was adjourned at 7:14 p.m. by Chairman Peck.

ATTEST:




Dale Peck

Excused

Stan Sparks


Melvin Diffendaffer


Michael Slauson


Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
September 3, 2020**

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

STAFF MEMBERS PRESENT: Dale Tooker, David Reinertsen, Deserae Mora, Angie Beebe

REGULAR MEETING

Chairman Peck called the September 3, 2020 Regular Meeting to order at 5:04 p.m.

MINUTES OF THE August 6, 2020 REGULAR MEETING

Director Diffendaffer moved to approve the August 6, 2020 Regular Meeting Minutes. Director Mcelley 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 **\$\$299,210.88**, plus Supplemental Checks of **\$146,978.24**, plus Benefits Checks of **\$30,377.56**, plus HRA Disbursements of **\$5,547.02**, for a total of **\$482,113.70**. Director Diffendaffer seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the July 2020 Manager's Report (*07/30/2020 File, Manager's Report*).

INFORMATIONAL REPORT

Key Economic Indicators – Staff provided an Informational Report (*09-03-2020 File, Informational Report, August Key Economic Indicators*) comparing April to August of 2018 to April to August of 2020. Financial indicators remain strong with 4.9% of the District's customers in Discontinuation of Service Status.

Discontinuation of Water Service Moratorium Restoration Process – Staff provided an update on the processes of collecting 942 past due balances as a result of the Discontinuation of Water Service Moratorium that expired on July 31, 2020. Communication has been distributed by telephone call and mailed letters as well as the drive thru being opened to accept payments.

Emergency COVID-19 Pandemic Continuation of Operations Plan District Response – Staff provided an update of the continued activities and processes taken during the District’s Continuation of Operations Plan response.

Drought Status – Staff provided an Informational Report (08/28/2020 File, Drought & DRIP, Informational Report) regarding the current D3 Extreme Drought status and the efforts of the DRIP committee and the “Gnome More, Water Less” campaign.

EXPRESS AGENDA

Director Sparks made the motion to approve the Express Agenda items as presented. Director Diffendaffer seconded and the motion passed unanimously. The Express Agenda items are as follows:

Springbrook Software Upgrade – Staff provided an update on the progress of the Springbrook software upgrade. Currently still testing the compatibility between various programs to ensure accuracy of data.

Project 2020-03 E Road Water Line Upgrade, 32 Rd to 31 Rd – Staff provided information regarding the E Road Water Line Upgrade. On August 24, 2020 the Mesa County Board of Commissioners awarded the construction contract for the County’s E Road Phase 2a, 31 Road to Agape Way, to K&D Construction. Distribution staff will begin installation of several valves and water lines that are scheduled to begin in November/December 2020.

UNFINISHED BUSINESS

Project RM 2019-01.2 Middle Storage Tank Emergency Repair – Foundation Stabilization, Request For Qualifications – Contractor Selection – Staff provided a Staff Report (09/03/2020 File, Staff Report, Project RM 2019-01.2 Phase 2 3.7 MG Storage Tank) identifying that three proposals were received for the Emergency Stabilization Repair Project. The District’s Project Engineer, Burns and McDonnell completed a detailed evaluation of the three proposal packages and recommended Keller North America, Inc as the firm most qualified to perform the Phase 2 remedial repairs. Staff concurred with the Burns and McDonnell recommendation based related experience, cost, and meeting the District’s schedule. Director Mcelley made the motion to award Phase 2 of the 3.7 MG Storage Tank Emergency Stabilization Project to Keller North America, Inc. Director Diffendaffer seconded and the motion passed unanimously

Past Due Balance Accounts - Resolution No. 2020-05 Collection Policy for Delinquent Accounts– A Staff Report (08/28/2020 File, Staff Report, Resolution 2020-05 Collection Policy for Delinquent Accounts) was provided for Board review confirming the processes for collecting delinquent accounts by providing them three options; pay balance in full, enter into a work out agreement, or abandon the water tap before certifying the past due amount to the Mesa County Treasurer to be collected in conjunction with real property taxes. Staff presented possible options to be

considered for accommodating property owners that could be in attendance at the October 1, 2020 regular scheduled meeting.

Project 2019-01 Expansion/Renovation Administration Building - HVAC Air Handling Change Order Proposal – Staff provided an update regarding the project and a proposed an upgrade to the HVAC system. Several proposals were reviewed with the most feasible being retrofitting the existing structure with HEPA filtration and ultraviolet sterilization component. It was the Board’s consensus that it would be prudent and to pursue the improvements and submit a change order proposal to upgrade the HVAC system.

NEW BUSINESS

Special District Association Virtual Annual Conference Proxy Designation –Director Diffendaffer made the motion to designate Manager Reinertsen as the Proxy. Director Mcelley seconded and the motion passed unanimously.

FY 2021 Budget Designate Person to Prepare 2021 District Budget – By statute the Board must appoint an individual to prepare the District’s FY 2021 Budget. Director Diffendaffer made the motion to appoint Manager Tooker to prepare the FY 2021 Budget. Director Sparks seconded and the motion passed unanimously.

Water Treatment Plant Intrusion Incident – Staff presented a report of the intrusion incident that occurred on August 1, 2020. Staff reviewed the details of the incident, identifying facility maintenance issues, procedural inconsistencies and areas of process improvement. This was an incident and factfinding report. The Board prompted Staff to proceed with improvements to address the findings in the report. No Board action was required. Staff will keep the Board apprised of future security developments and enhancements.

Manager’s Evaluation – The Board discussed the process for the Managers Review and will continue the discussion at the October 1, 2020 Board Meeting in Executive Session.

ADJOURNMENT

The Regular Meeting was adjourned at 8:23 p.m. by Chairman Peck.


ATTEST:



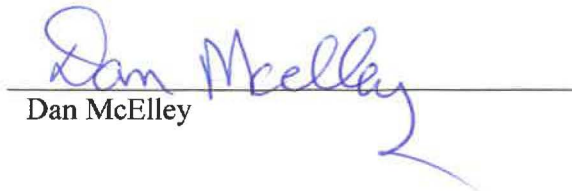
Dale Peck



Stan Sparks


Melvin Diffendaffer


Michael Slauson


Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
October 1, 2020**

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

STAFF MEMBERS PRESENT: Dale Tooker, David Reinertsen, Deserae Mora, and Angie
Beebe

REGULAR MEETING

Chairman Peck called the October 1, 2020 Regular Meeting to order at 5:03 p.m.

**Past Due Balance Accounts – Resolution No. 2020-05 Collection Policy for Delinquent
Accounts**

This item was moved to be discussed after New Business

MINUTES OF THE SEPTEMBER 3, 2020 REGULAR MEETING

Director Diffendaffer moved to approve the September 3, 2020 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 \$89,855.65, plus Special Check of \$69,808.55, plus Supplemental Checks of
\$437,041.57, plus Benefits Checks of \$26,241.51, plus HRA Disbursements of \$4,916.49 for a
total of \$627,863.77, with the exception of check #37840 payable to PCL Construction Inc.
Director Diffendaffer seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the August 2020 Manager's Report (09/29/2020 File, Manager's Report).

INFORMATIONAL REPORT

Drought Status – Staff provided an update regarding the current D3 Extreme Drought status as a
result of continued below average precipitation. The 3-2-1 outdoor watering campaign has

continued in addition to the Drought Response Information Project marketing efforts with the “Gnome More, Water Less” campaign through electronic billboard messaging.

EXPRESS AGENDA

Director Diffendaffer made the motion to approve the Express Agenda items as presented. Director Mcelley seconded and the motion passed unanimously. The Express Agenda items are as follows:

Springbrook Software Upgrade - Staff will provide an update on the continued efforts and data processing to implement the upgrade of the billing software program.

Project 2020-03 E Road Water Line Upgrade, 32 Rd to 31 Rd – Utility Relocation for this project has started with gas and electric being moved first. Mesa County Public Works has agreed with District Staff recommendation to have the contractor install the new water infrastructure between 31 ½ and 32 Roads in calendar year 2020. The remaining work west of 31 ½ Road will be completed in early Spring, 2021.

UNFINISHED BUSINESS

Project RM 2019-01 – Final Payment – Staff provided a Staff Report (9/28/2020 File, Staff Report, Project RM 2019-01 Middle Storage Tank Piping Repairs Final Cost Summary) identifying that this project was substantially completed on June 19, 2020 in accordance with the contract documents by PCL Construction, Inc. On September 23, 2020, Burns & McDonnell, the District’s Engineer, issued the Certificate of Final Completion along with the recommendation to advertise for Final Payment to the contract. Staff is recommending the Board approve the Final Payment for Project RM 2019-01, in the amount of \$46,877.24 to PCL Construction, Inc.

Director Slauson made the motion to approve the Final Payment for Project RM 2019-01 in the amount of \$46,877.24 to PCL Construction, Inc. Director Diffendaffer seconded and the motion passed unanimously.

Project RM 2019-01.2 Middle Storage Tank Emergency Repair – Foundation Stabilization – The Board reviewed the Staff Report for Project RM 2019-01 (10/1/2020 File, Staff Report, Project RM 2019-01.2 Phase 2 Foundation Stabilization) identifying the cost and schedule for the next phase of repairs to the District’s Middle Tank Storage. The next phase includes the installation of micro-pile perimeter foundation supports, grouting of voids under the tank, raising of the tank floor and the final Phase 3 to paint the inside of the tank. No Board action was required.

Project 2019-01 Expansion/Renovation Administration Building – Staff provided an update regarding Project 2019-01 Expansion/Renovation Administration Building identifying additional activity to renovate existing HVAC system and security system upgrades. No Board action was required.

Project 2020-02 Smallwood Drive Waterline Upgrade/Replacement – Assistant Manager Reinertsen identified that all contract work has been completed satisfactory by the contractor Sorter Construction. Staff is requesting Board authorization to advertise for final payment and release of retainage for Project 2020-02 Smallwood Drive at the November 5, 2020, Regular Board Meeting. Director Mcelley moved to authorize Staff to advertise for final payment of Project 2020-02 at the November 5, 2020 Regular Board Meeting. Director Slauson seconded and the motion passed unanimously.

FY 2021 Budget – Staff presented the 20201 Proposed Budget which is preliminary budget information. No Board action was requested or taken at this time.

NEW BUSINESS

Budget Transfer Request for Purchase of Water Shares – Manager Tooker presented a Staff Report (10/28/2020 File, Staff Report, Budget Transfer Water Shares) requesting a Budget Transfer of \$20,000 from Contingency to GVICo Shares to fund additional purchases of GVICo shares.

Director Mcelley made the motion to approve a budget transfer of \$20,000 from Contingency to GVICo Shares. Director Slauson seconded and the motion passed unanimously.

Budget Transfer Request for Water Treatment Plant Chemicals – Manager Tooker presented a Staff Report (10/28/2020 File, Staff Report, Budget Transfer WTP Chemicals) requesting a Budget Transfer of \$37,000 from Contingency to Water Treatment Chemicals to fund necessary chemical purchase.

Director Mcelley made the motion to approve a budget transfer of \$37,000 from Contingency to Water Treatment Plant Chemicals. Director Slauson seconded and the motion passed unanimously.

Past Due Balance Accounts – Resolution No. 2020-05 Collection Policy for Delinquent Accounts – Pursuant to Resolution 2020-05 Collection Policy for Delinquent Accounts, the following properties, Service Address, Tax Parcel ID Number and Past Due Balance plus additional fees were presented to the Board for certification to the Mesa County Treasurer for collection in the same manner otherwise provided for real property taxes pursuant to C.R.S. 32-1-1101(1)(e). The properties represent Past Due Balances of greater than \$150 and greater than 6 months Past Due.

Service Address	Tax Parcel ID	Past Due Water Balance as of 9/17/20	Delinquent and Treasurer Fees	TOTAL AMOUNT CERTIFIED
3122 D 1/2 Road	294315232002	\$817.40	\$261.57	\$1,078.97
3360 D 6/10 Road	294313100021	\$250.76	\$80.24	\$331.00
3041 E 1/2 Road	294309300102	\$1,696.53	\$542.89	\$2,239.42
545 Pauline Street	294311449003	\$491.58	\$157.31	\$648.89
3023 South Ronlin Place	294309248016	\$1,317.95	\$421.74	\$1,739.69
321 Gaylord Street	296714101015	\$1,257.96	\$402.55	\$1,660.51
547 Autumn Breeze Drive	294311374001	\$288.24	\$92.24	\$380.48
3187 Orson Avenue	294310110016	\$310.18	\$99.26	\$409.44
623 33 Road	294302400075	\$205.64	\$65.80	\$271.44
608 Peace Drive	294303330006	\$1,054.04	\$337.29	\$1,391.33
618 Jackson Street	294302311009	\$1,978.48	\$633.11	\$2,611.59
691 Coffman Road	296714200010	\$378.12	\$121.00	\$499.12
3179 D 1/2 Road	294315424001	\$297.84	\$95.31	\$393.15
3261 Collyer Avenue	294311119019	\$4,050.92	\$1,296.29	\$5,347.21
571 Beverly Lane	294310102006	\$201.92	\$64.61	\$266.53
254 32 1/2 Road	294326100131	\$974.93	\$311.98	\$1,286.91

The Board reviewed the information of the sixteen properties identified.

Director Mcelley made the motion to approve by affirmation of Resolution 2020-05 Collection Policy for Delinquent Accounts and that the Board of Directors of the Clifton Water District are satisfied with the Delinquent Account information presented and authorize that the sums owing, together with any applicable fees shall be certified to the Mesa County Treasurer and shall be paid and collected in conjunction with real property taxes for the subject parcel pursuant to C.R.S. § 32-1-1101 (1)(e). Director Diffendaffer seconded and the motion passed unanimously.

EXECUTIVE SESSION

Manager's Evaluation – This item was moved for discussion at the November 5, 2020 Regular Meeting of the Board of Directors.

ADJOURNMENT

The Regular Meeting was adjourned at 6:49 p.m. by Chairman Peck.

ATTEST:



Dale Peck

Excused 

Stan Sparks



Melvin Diffendaffer



Michael Slauson



Dan Mcelley

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
November 5, 2020**

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

STAFF MEMBERS PRESENT: Dale Tooker, David Reinertsen, Deserae Mora, Angie Beebe, Tyler Lehmann, Jake Lenihan

REGULAR MEETING

Chairman Peck called the November 5, 2020 Regular Meeting to order at 5:01 p.m.

MINUTES OF THE October 1, 2020 REGULAR MEETING

Director Diffendaffer moved to approve the October 1, 2020 Regular Meeting Minutes. Director Mcelley 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 **\$95,520.28**, plus Supplemental Checks of **\$79,813.48**, plus Benefits Checks of **\$29,510.52**, plus HRA Disbursements of **\$5,186.73** for a total of **\$210,031.01**, with the exception of check #37886 payable to Sorter Construction which is scheduled for action under Unfinished Business. Director Sparks seconded and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the September 2020 Manager's Report (*10/29/2020 File, Manager's Report*).

INFORMATIONAL REPORT

Drought Status – Staff provided an update regarding the current drought status as Mesa County is experiencing D3 Extreme Drought and D4 Exceptional Drought conditions while Colorado as a whole is at a level D1 Moderate Drought or greater.

Project 2020-01 27-inch Transmission Line Upgrade – Staff presented an Informational Report (*11/5/2020 File, Staff Report, Project 2020-01 E Road Transmission Line Upgrade Project*) identifying an opportunity to replace a portion of the District's 27-inch Transmission line. The 27-inch transmission line was installed in 1977 and as a result of the construction of the Desert Peach subdivision at 33 Road and E Road, the District can utilize a new access road from 33 Road to replace 850 feet of the existing line and install a critical isolation valve and system drain. Staff will be presenting bid documents at the December Meeting. No Board action at this time.

EXPRESS AGENDA

Director Slauson made the motion to approve the Express Agenda items as presented. Director Diffendaffer seconded and the motion passed unanimously. The Express Agenda items are as follows:

Springbrook Software Upgrade – Staff provided an update on the progress of the Springbrook software upgrade. Staff is in the final stages of testing compatibility for verification of data accuracy.

Project RM 2019-01 Final Payment - Staff received confirmation that Burns & McDonnell received the outstanding subcontractor lien waiver releases and the Final Payment Retainage Check was mailed to PCL Construction, Inc., on October 30, 2020.

Project RM 2019-01.2 Middle Storage Tank Emergency Repair – Phase 2 Foundation Stabilization - The contractor, Keller North America, has completed the tank floor grouting phase of the project and is in the process of completing the two-test pier installation and quality control testing and evaluation. They plan to have the interior and exterior piers installed by the first of December with structure lifting to commence the 1st or 2nd week of December.

Project 2020-03 E Road Water Line Upgrade, 32 Rd to 31 Rd - Mesa County's construction contractor (K&D Construction) has started construction of the new water line on the east end of the project, from Mountain Drive to 31 ½ Road. This section of the project will include the new waterline, upgrade 9 customer service lines and meter pits, and install 2 new fire hydrants. This phase of the overall project waterline involvement should be complete by the end of November. The remaining waterline improvements between 31 ½ and 31 Roads will take place in February/March of 2021, according to the contractor's schedule.

The Grand Valley Irrigation Company Notice of the 2021 Annual Shareholders Meeting – Staff provided information to the Board that the Annual Meeting of the Grand Valley Irrigation Company Shareholders will be held at 1:00 pm, December 5, 2020 at the Ute Water Conservancy District office.

UNFINISHED BUSINESS

Project 2019-01 Expansion/Renovation Administration Building – Staff recommended this item to be moved to the end of the meeting so a walking tour could be done with the Board.

Project 2020-02 Smallwood Drive Waterline Upgrade/Replacement – Staff provided a Staff Report (10/30/2020 File, Staff Report, Project 2020-02 Smallwood Drive Main Line Upgrade Final Cost Summary) that the Smallwood Drive 10" Main Line Upgrade Project was completed on September 18, 2020. Final payment advertising was completed on October 23rd and 28th 2020. No claims were submitted, and Staff recommends Board approval of Final Payment in the amount of \$4,982.17 to Sorter Construction, Inc. This Final Payment represents release of Contract Retainage. Director Mcelley made the motion to process Final Payment in the amount of \$4,982.17 to Sorter Construction. Director Sparks seconded and the motion passed unanimously.

FY 2021 Budget – Manager Tooker presented the Draft 2021 Budget that was reviewed with the Budget Committee. Operating Expenses for each department was reviewed thoroughly and any significant increases from 2020-2021 were reviewed and discussed.

Manager Tooker reviewed the Wages and Benefits section of the Draft 2021 Budget referencing a Memorandum to the Board (11/5/2020 File, Memos to Board, 2021 Budget) summarizing and recommending adjustments to the 2021 Wage and Benefits. It was a consensus of the Board to accept the Wage and Benefit recommendations and adjustments to the 2021 Budget.

Director Slauson moved to set the Budget Hearing for the District's FY2021 Budget for December 3, 2020 at 5:00 p.m. authorizing Staff secure the necessary postings and advertisement. Director Sparks seconded and the motion passed unanimously.

NEW BUSINESS

2021 Water Rates and Plant Investment Fees – Manager Tooker reported that recommendations for the 2021 Water Rates and Plant Investment Fees will be presented at the December Board Meeting. No action was required at this time.

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

Staff members Deserae Mora, Angie Beebe, Tyler Lehmann, and Jake Lenihan exited the meeting at 6:49.

Project 2019-01 Expansion/Renovation Administration Building – The Board took a walking tour of the office inspecting the construction progress.

Staff member David Reinertsen exited the meeting at 7:15.

EXECUTIVE SESSION

At 7:20 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 Tooker exited the meeting at 7:21.

The Board exited the Executive Session at 7:45.

Manager Tooker returned to the meeting.

The Board provided Manager Tooker with a review of his performance and discussed Goals and Objectives for the Manager. Director Peck moved to increase the Manager's salary by 4%. Director Diffendaffer seconded and the motion passed unanimously.

ADJOURNMENT

The Regular Meeting was adjourned at 8:24 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
December 3, 2020**

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

STAFF MEMBERS PRESENT: Dale Tooker, David Reinertsen, Deserae Mora, Angie Beebe, Tyler Lehmann, Jacob Lenihan

REGULAR MEETING-Meeting held telephonically and virtually

Chairman Peck called the December 3, 2020 Regular Meeting to order at 5:03 p.m.

MINUTES OF THE NOVEMBER 5, 2020 REGULAR MEETING

Director Slauson moved to approve the November 5, 2020 Regular Meeting Minutes. Director Diffendaffer seconded, and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Slauson moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$85,336.95 plus Supplemental Checks of \$186,000.34, plus Board payroll checks of \$6,286.32, plus Benefits Checks of \$28,363.28, plus HRA Disbursements of \$8,339.85 for a total of \$314,326.74. Director Diffendaffer seconded, and the motion passed unanimously.

MANAGER'S REPORT

Manager Tooker reviewed the October 2020 Manager's Report (*12/2/2020 File, Manager's Report*).

INFORMATIONAL REPORT

COVID-19 Response Update – Staff provided a COVID-19 status update as Mesa County moved to level Red on the COVID-19 Dial. Staff has implemented and is following the guidance provided by Mesa County Health Department, Colorado Department of Public Health and CDC. The District has continued to hold all meetings of more than two people telephonically and virtually. The District has adopted and has continued to utilize the use of face-masks and face-shields, social distancing, and sanitation of work areas as well as continuing to maintain separate work shifts within each department.

Drought Status - Mesa County is at level D3 Extreme Drought and D4 Exceptional Drought conditions while Colorado is experiencing level D1 -Moderate Drought or greater. The District will be including the "Winterization Checklist" that was provided to the Board at the November Board Meeting, in the December bills for customers.

EXPRESS AGENDA

Director Sparks made the motion to approve the Express Agenda items as presented. Director Slauson seconded, and the motion passed unanimously. The Express Agenda items are as follows:

Springbrook Software Upgrade – Staff continues to work with Springbrook Software on the upgrades to the Utility Billing system. The programming to replicate the District’s billing invoices has been a challenge for Springbrook causing numerous delays. Originally the District projected an October “go live” date which has been delayed until 2021.

Project RM 2019-01.2 Middle Storage Tank Emergency Repair – Phase 2 Foundation Stabilization – The contractor, Keller North America, has completed the installation of both the interior and exterior micropiles to support the tank. Tank foundation lifting is scheduled to take place the week of November 30, 2020. Repairs to the steel flooring inside the tank will begin once the lifting is complete. The contractor is ahead of schedule and is planning to be complete and demobilized before December 24, 2020.

Project 2020-03 E Road Water Line Upgrade, 32 Rd to 31 Rd – Mesa County’s contractor, K & D Construction has started installation of the new 6” water line between South Pond Ave and Mountain Drive. The contractor has installed approximately 250 feet of new waterline. Completion of this phase of the E Road project is scheduled for the week of December 21, 2020. The new water line portion between 31 ½ and 31 Roads is scheduled to start around February 2021.

Project 2019-01 Expansion/Renovation Administration Building – The contractor, FCI Constructors, have temporarily suspended work on the project due to pending District direction regarding final audio-visual component selection and subsequent cabling requirements and routing. Additionally, the current Mesa County COVID-19 status has impacted subcontractor status availability. Staff anticipates construction activities to resume by mid-December 2020.

UNFINISHED BUSINESS

2021 Water Rates and Plant Investment Fees – Staff reviewed the 2021 Water Rates and Plant Investment Fee Adjustment Memorandum (*File 12/3/2020, Board Memorandum*) recommending no change to the District’s Water Rates for 2021. Director Mcelley made the motion to keep the existing Water Rates with no changes in 2021. Director Diffendaffer seconded, and the motion passed unanimously.

Following the Board’s decision in 2016 to make future incremental Plant Investment Fee increases, Staff presented an increase in the In District Plant Investment Fee for 2021 from \$7,500 to \$8,000 effective January 1, 2021. The increase represents a 6.6% increase for a standard Residential 3/4-inch x 5/8-inch water tap. The 6.6% increase would be applied to each Plant Investment Fee for all size water taps. Director Mcelley made the motion to increase the

Plant Investment Fee from \$7,500 to \$8,000 and apply the 6.6% percent increase to each water tap size to be effective January 1, 2021. The Board discussed the System Equity method of establishing Plant Investment Fees based upon the volume of water provided by the different size water taps. Director Sparks seconded, and the motion passed unanimously.

FY 2021 Budget – Staff presented the Final 2021 Budget for discussion. Director Diffendaffer moved to approve the 2021 Budget adopting the Appropriation Resolution of the Clifton Water District Board of Directors Acting By and Through its Water Activity Enterprise for the 2021 Budget Year (*Resolutions, 2021 Budget File, 12/3/20 File*); and further resolve that there is appropriated funds of the District Acting By and Through its Water Activity Enterprise, Twenty Million Five Hundred Forty Four Thousand Four Hundred Eighty Nine Dollars (\$20,544,489) for general expenses of the District, and that this appropriation be a continuing appropriation whether said funds be expended during 2021 thereafter. Director Sparks 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
2021 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 2021 Budget Year.

WHEREAS, the Directors have adopted the annual Budget for 2021 in accordance with the Local Government Budget Law, on the 3rd day of December, 2020, 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	\$12,689,735
ESTIMATED EXPENDITURES	
Operating Expenses	
Source of Supply	\$33,915
Water Treatment	\$882,394
Transmission & Distribution	\$609,129
General & Administrative	\$457,532
Labor Expenses	\$2,475,046
Total Operating Expenses	\$4,457,986
Non-Operating Expenses	
Capital Expenses	\$3,902,500
Bond Principal & Interest	\$1,045,794
Emergency Fund	\$418,026
Reserve Fund	\$436,000
Contingency	\$10,294,183
Total Non-Operating Expenses	\$16,086,593
TOTAL ESTIMATED EXPENDITURES	\$20,544,489
ESTIMATED REVENUES	
Operating Revenue	
Sale of Water	\$5,844,132
System Fees	\$440,070
Sanitation District	\$43,875
Penalty and Fees	\$129,180
Town Fees	\$76,200
Total Operating Revenues	\$6,533,457
Non-Operating Revenues	
Plant Investment Fees	\$1,125,000
Main Line Extension Fees	\$25,000
Disposal of Assets	\$10,000
Availability of Service	\$26,503
Interest	\$182,730
Bond/Crgat Proceeds	\$0
Property Taxes	\$0
Lease Income	\$12,444
Construction Reimbursements	\$0
Tap Installation	\$1,600
Miscellaneous	\$18,000
Total Non-Operating Revenues	\$1,401,297
TOTAL ESTIMATED REVENUE	\$7,934,754
Estimated From Reserves	\$12,689,735
TOTAL FUNDS AVAILABLE	\$20,544,489
ESTIMATED ENDING BALANCE	(\$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 Five Hundred Forty Four Thousand Four Hundred Eighty Nine Dollars (\$20,544,489) for the general expense of the DISTRICT, and that this appropriation be a continuing appropriation whether said funds be expended during 2021 or thereafter.

I hereby certify the foregoing 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 3, 2020. 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 moved to direct Staff to submit the 2021 Budget documents to the appropriate reporting entities. Director Sparks seconded, and the motion passed unanimously.

Resolution 2020-04 Disconnection of Water Service and Associated Fees Moratorium – Staff presented a contingency plan that in the event of continued increase in COVID-19 cases, state orders, or advancing to the “Extreme Risk” category the District could re-establish Resolution 2020-04 Disconnection of Water Service and Associated Fees Moratorium for an additional 60 days if warranted by conditions. By consensus of the Board, if the Governor of Colorado enacts a Moratorium to not Disconnect Water Services for Non Payment, the District will re-establish Resolution 2020-04 Disconnection of Water Service and Associated Fees Moratorium for an additional 60 days.

Project RM 2019-01.3 Middle Storage Tank Emergency Repair – Tank Painting – Select Contractor – Staff presented a Staff Report (12/03/20 File, Staff Report, Project RM 2019-01.3 Phase 3 3.7 MG Tank Repairs Coating Contractor) summarizing the Project bid and recommendation from the District’s engineer, Burns and McDonnell to select WBS Coatings to perform the protective coating work. Staff is in concurrence with Burns and McDonnell recommending the selection of WBS Coatings to perform the identified Phase 3 work of the 3.7 MG Storage Tank Emergency Stabilization Project RM 2019-01.3. Director Mcelley made a motion to award the Phase 3 work of Project 2019-01.3 Middle Storage Tank Emergency Repair to WBS Coatings and for Staff to finalize and issue the contract documents. Director Slauson seconded, and the motion passed unanimously.

NEW BUSINESS

2021 Workers Compensation Insurance Renewal – Staff presented a Staff Report (12/3/20 File, Staff Report, 2021 Worker's Comp) detailing the Workers Compensation policy administered through the Colorado Special Districts Property and Liability Pool. The 2021 premium is \$11,469.00 and within the District’s 2021 Budget for Workers Compensation. Director Slauson made a motion to approve the 2021 Workers Compensation policy issued by the Colorado Special Districts Property and Liability Pools. Director Diffendaffer seconded, and the motion passed unanimously.

2021 Property Casualty and Liability Insurance Renewal – The 2021 Property Casualty and Liability had not been received prior to the Board Meeting. Staff will present the information at the January 7, 2021 Board Meeting. No action required from the Board.

Project 2020-01 27-inch Transmission Line Upgrade – Staff reviewed Project 2020-01 27-inch Transmission Line Upgrade. The District is taking the opportunity as a result of subdivision construction at 3325 E ¼ Road to replace and upgrade 850 feet of existing 27-inch transmission line that is 42 years old and has experienced some repairs associated with aging infrastructure. The District has secured Black and Veatch to design and bid the project that will be presented for Board approval at the January Board meeting. No Board action at this time.

ADJOURNMENT

The Regular Meeting held telephonically and virtually was adjourned at 6:37 p.m. by Chairman Peck.


ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slanson



Dan McElley

**APPROPRIATION RESOLUTION OF THE CLIFTON WATER DISTRICT BOARD OF DIRECTORS
ACTING BY AND THROUGH ITS WATER ACTIVITY ENTERPRISE FOR THE
2021 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 2021 Budget Year.

WHEREAS, the Directors have adopted the annual Budget for 2021 in accordance with the Local Government Budget Law, on the 3rd day of December, 2020, 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:

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<i>Total Non-Operating Expenses</i>	<i>\$16,086,503</i>
TOTAL ESTIMATED EXPENDITURES	\$20,544,489
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<i>Total Operating Revenue</i>	<i>\$6,533,457</i>
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Main Line Extension Fees	\$25,000
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Property Taxes	\$0
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Date: December 3, 2020

By: 
Dale Peck, Board Chairman

ATTEST: 
Michael Slauson, Treasurer

