

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
February 4, 2021**

BOARD MEMBERS PRESENT: Dale Peck-Chairman, Stan Sparks-Vice Chairman, 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 – Held Telephonically and Virtually

Chairman Peck called the February 4, 2021 Regular Meeting to order at 5:00 p.m.

MINUTES OF THE January 7, 2021 REGULAR MEETING

Director Sparks moved to approve the January 7, 2021 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 \$103,631.82 plus Supplemental Checks of \$262,318.98 plus Benefits Checks of \$28,981.82 plus HRA Disbursements of \$5,503.27 for a total of \$400,435.89. Director Diffendaffer seconded, and the motion passed unanimously.

MANAGER’S REPORT

Manager Tooker reviewed the December 2020 Manager’s Report (*02/04/2021 File, Manager’s Report*).

INFORMATIONAL REPORT

Drought Status Update – Staff presented an Informational Report (*02/04/2021 File, Staff Reports, Drought and DRIP Status*) reporting that Mesa County remains in a D3 Extreme Drought and D4 Exceptional Drought status. The DRIP committee has continued with the “Gnome More, Waste Less’ campaign and will be evaluating alternative marketing strategies to gain more attention for the 2021 year as well as addressing the current snowpack status. Additional campaign ideas will be reported at future Board meetings. The Board questioned the lack of drought information being presented to the community asking Staff to address getting more specific information concerning the District’s projections and concerns out to the community.

EXPRESS AGENDA

Director Mcelley 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:

Project 2020-01 27-Inch Transmission Line Upgrade – The construction contract has been signed by all parties and the Notice to Proceed was issued on Friday, January 29, 2021. Material submittals are in review by the project engineer, Black & Veatch Corporation and the contractor, MA Concrete Construction is scheduled to mobilize and begin construction as soon as materials arrive from vendors, estimated to be the third week of February.

Project RM 2019-01.3 Middle Water Storage Tank – Tank Painting – The contractor, WBS Coatings, has completed blasting of support columns and support I-beams. A Primer coat has been applied to the blasted areas. Initial inspection of the support columns and roof rafters indicate little to no deterioration of the steel support structures. The contractor is ahead of the original performance schedule and anticipates no schedule impacts other than unplanned weather events.

Project 2020-03 E Road Waterline Upgrade – The new 6-inch water line on the east end of the project has been placed in service. All customer service connections associated with that line have been upgraded. The County's contractor has started installing the new 10-inch water line starting at the west end of the project at 31 Road.

Project 2019-01 Expansion/renovation of Administration Building – The contractor FCI, has resumed construction activities from the temporary COVID work delay. Electrical and plumbing inspections are complete and interior insulation and rough wall installations are in progress.

UNFINISHED BUSINESS

Project RM 2019-01.2 Middle Tank Storage – Foundation Repair – Staff reported that advertising for Final Payment and release of retainage has been completed and the Contractor Keller North America Inc, has received the required Subcontractor Lien Waivers for Project RM2019-01.2 fulfilling the requirements of the release Final Payment of \$31,944.85 and release of Contract Retainage. Director Mcelley made the motion to approve Final Payment of \$31,944.85 to be made to Keller North America Inc. Director Diffendaffer seconded, and the motion passed unanimously.

NEW BUSINESS

Personnel Manual Revisions and Additions – Staff presented a Staff Report (*02/04/2021 File, Staff Reports, Policy Personnel Manual*) reporting Staff has been working with the District's Employment Attorney Michael Santos to update sections of the District's Personnel Manual to ensure compliance with Federal and State regulations. The Personnel Committee will meet to discuss the proposed changes which will be presented at future Board Meetings for consideration. No Board action is required at this time.

Project 2021-01 AWAI Investigations and Certification – Staff presented a Staff Report (02/04/2021 File, Staff Reports, Project 2021-01 Engineering Services AWIA Recommendations) summarizing the District's requirements to comply with The USEPA's America's Water Infrastructure Act of 2018 requiring certification of a comprehensive Risk and Resiliency Assessment (RRA) to the USEPA by June 30, 2021 and update the District's Emergency Response Plan (ERP) by December 30, 2021.

The District requested proposals from firms having the most up-to-date knowledge of the District's operations and that in the last seven years have been actively involved with the development of the District's infrastructure, facilities, and operations to perform the Risk and Resiliency Assessments. Proposals were received from Black & Veatch Corporation and Burns & McDonnell Engineering Company. Funding for this effort is included in the 2021 Budget. Staff reviewed the proposals and is recommending Black & Veatch to be selected to perform these evaluations for a cost not to exceed \$144,734. Staff also requested Board authorization to execute an Engineering Services Agreement and authorize Manager Tooker to sign on behalf of the District.

Director Mcelley made the motion to approve Black and Veatch to perform the RRA and update the ERP for a cost not to exceed \$144,734 authorizing Staff to execute the Engineering Services Agreement to have Manager Tooker sign on behalf of the District. Manager Slauson seconded, and the motion passed unanimously.

20-inch AC Waterline Upgrade Project – Staff presented a Staff Report (02/04/2021 File, Staff Reports, 20-inch Water line Upgrade Project) summarizing the District's opportunity to upgrade a critical section of 40-year-old 20-inch AC water line with a 24-inch PVC line in conjunction with Mesa County's E Road Project from 32 Road to 31 Road. Staff will develop a preliminary design and cost estimate for consideration at the March Board of Director's meeting. No action is required at this time.

Customer Request for Relief -Leak Adjustment 586 31 Road – Staff presented a Staff Report (02/04/2021 File, Staff Reports, Customer Requests to Board - 586 31 Road Leak Adjustment Request) and letter addressed to Dale Peck from Lynne Mathews at 586 31 Road requesting a leak adjustment after she experienced a leak on the service line between September 13 and October 20, 2020. Per the District's Leak Adjustment Policy #420 Section 10.1 and 10.2 Leak Adjustment, Ms. Matthews received a leak adjustment credit September billing period. Since the leak occurred across two billing months, Ms. Matthews is requesting an additional leak adjustment credit of \$419.70. Staff had failed to respond to the customer's inquiry on September 24, 2020 which could have resulted in a quicker repair of the leak preventing the event to cross over two billing periods. Staff has calculated the correct leak adjustment of \$463.10 rather than \$419.70 as requested.


Director Slauson made the motion that based upon the District's failure to respond in a timely manner to the Customer's leak request, which may have resulted in extending the repair over two billing periods the District would approve an additional leak adjustment credit of \$463.10 to property account address of 586 31 Road. Director Mcelley seconded, and the motion passed unanimously.

Chairman Peck identified that correspondence addressed to a Board Member should be conveyed to the Board. This would be helpful if a Customer would contact a Board Member directly. Manager Tooker agreed and apologized for failing to convey the information and will ensure future correspondences are conveyed to the Board.

ADJOURNMENT

The Regular Meeting was adjourned at 6:23 p.m. by Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauson



Dan McElley