

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
May 5, 2022**

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

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

REGULAR MEETING

Chairman Peck called the May 5, 2022, Regular Meeting to order at 5:03 p.m.

PUBLIC COMMENTS

None

ACTION ITEMS

MINUTES OF THE APRIL 7, 2022, REGULAR MEETING

Director Diffendaffer moved to approve the April 7, 2022 Regular Meeting Minutes as amended. 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 \$336,654.70, plus Supplemental Checks of \$124,060.40, plus Benefits Checks of \$29,715.18, plus HRA Disbursements of \$3,819.37, for a total of \$494,249.65. Director Diffendaffer seconded, and the motion passed unanimously.

FINANCE DEPARTMENT REPORT

Finance Manager Isley reviewed the 2013 Bond payment due June 1. The District has a \$16,500 interest payment which will be processed at the end of May. Our next bond payments are not due until August 1, 2022. Chadwick, Steinkirchner, Davis & Co. will begin the FY 2021 Audit, the week of May 9th. The Auditors will be onsite this year after a virtual performance last year.

Director Diffendaffer made a motion to remove former Manager Dale Tooker from the Alpine Bank checking account and add Director Diffendaffer and Manager Jones as signers on the checking account. Director Slauson seconded, and the motion passed unanimously.

OATH OF OFFICE

Designated Election Official Guy Walker administered the Oath of Office prior to the commencement of the Board meeting. The paperwork was submitted to the Mesa County Clerk and Records Office prior to close of business, on May 5, 2022. Assistant Manager Walker

administered the Oath of Office and installed to the Board of Directors Dan Mcelley, Michael Slauson and Wesley Davis for three-year terms. Nicholas Genova was appointed to a one-year term. All Directors signed the Oath of Office.

RESOLUTION IN HONOR OF SERVICE

Manager Jones read the Resolution in Honor of Service for Dale Peck. During his 12-year tenure on the Clifton Water District Board of Directors, Chairman Peck was recognized for his leadership, accountable spending, strategic planning and knowledge, and commitment to the District. Manager Jones presented him with the Resolution and a plaque.

Director Peck thanked his fellow Board Members and District Staff for his opportunity to serve and left the Board table and attended the remainder of the meeting as an ‘interested’ constituent.

REORGANIZATION OF THE BOARD

Director Mcelley moved to install Mel Diffendaffer as the Chairman, Dan Mcelley as Vice-Chair, Michael Slauson as Treasurer, Wesley Davis as Secretary and Nicholas Genova as Director. Director Slauson seconded, and the motion passed unanimously.

As of May 5, 2022, the Clifton Water District Officers are as follows:

Chairman/President	Director Diffendaffer
Vice-Chairman/Vice President	Director Mcelley
Secretary	Director Davis
Treasurer	Director Slauson
Director	Director Genova

BOARD COMMITTEE APPOINTMENTS

Budget	Director Diffendaffer/Mcelley
Construction	Director Davis/Slauson
Personnel	Director Slauson/Genova
Policy	Director Diffendaffer/Davis
Water Rights	Director Mcelley/Genova

A motion by consensus of the Board agreed to the new Board Committee Appointments.

POLICY COMMITTEE REPORT

HR Director Medrano requested adoption of the Cellphone Reimbursement Policy. The purpose of the policy outlines the cellphone reimbursement qualifications and terms. Managers and Supervisors who meet the eligibility criteria, will be reimbursed \$25.00 per month for Low use individuals or \$35.00 per month for High use individuals.

Director Slauson made a motion to approve the Cellphone Reimbursement Policy. Director Mcelley seconded, and the motion passed unanimously.

ENGINEERING/CONSTRUCTION REPORT

Project 2019-01 Administration Office Project

FCI has completed the majority of the ADM Building Remodel Project. Final building inspection was signed off by Mesa County. Security cameras which have a 5G capability and store images to the Cloud are in place. Staff began relocating to the front, Friday, April 29, 2022. Environmental sensors have been placed in the AV Room to control the climate for the AV equipment. The system will notify staff of any potential issues.

Project 2021-06 Mesa County 34 Road Bridge Replacement Project

Nothing to report different from the March Report. Final invoicing from Mesa County is still anticipated for processing in June/July 2022, once all bridge work is completed by their contractor, K & D Construction.

Project 2022-03 Coffman Road Remote Fill Station

Staff has been working with Mesa County Road and Bridge to locate a remote bulk water fill station on the southwest corner of Hookless Blvd. and Coffman Road, Whitewater, CO, on Mesa County owned property. Staff has submitted wording to Mesa County Public Works for the requested Memorandum of Understanding (MOU) to allow operation of the remote bulk water fill station on Mesa County property. Staff has issued Purchase Orders to Double M Concrete to install the new concrete slab and safety bollards and to Barnes Electric to run power from the GVP pole and connect all electric components to the prefab structure. This work will commence as soon as the MOU is signed by both Mesa County and the District. The Mesa County Road and Bridge Department has begun the site work preparation.

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

Final payment to MA Concrete Construction has been completed for Phase 4. The Project Engineer, Burns and McDonnell, continues to compile documents for final as-built drawings and project summary report. The Final Project Report for all four phases of the Middle Tank Repair Project will be presented at the June 2, 2022 Regular Board Meeting.

Project 2022-05.1 CDOT F Road Project – Construction Preparation Activities

Distribution has completed the items identified for completion prior to the start of construction activities by the CDOT construction contractor. These preparatory activities included installation of eight new in-line valves needed to isolate the planned road project from existing customer water service and distribution, and relocation of three water service connections off the existing water line in F Road.

Project 2022-05.2 Holland Street Line Upgrades

The District's project design firm, River City Consulting Engineers, has completed the survey field work and is working on the 30% design drawings. Once staff has reviewed the 30% plan set, final construction design drawings will be completed.

Construction continues to be scheduled for late summer/early fall of 2022.

Project 2022-06 Yolande and Glendam Main Line Upgrade

Distribution staff are currently preparing for a main line upgrade project on Yolande Lane and Glendam Drive. This project will be performed in May, utilizing Distribution staff and equipment. This main line upgrade will form a “loop” system for better water movement between E Road and Glendam Drive. The mainline will be upgraded to 6” PVC C900 pipe. Customer service lines will be upgraded, and new fire hydrants installed.

ACTION ITEMS

Project 2022-01 Coffman Road Transmission Line Project

Assistant Manager Reinertsen presented a Staff Report (05/05/2022 File, Staff Report, Project 2022-01, Coffman Rd. Transmission Line) identifying the District’s project design firm, River City Consultants, has delivered the 30% Concept Design drawings and Engineer’s Estimate of Cost.

Staff has confirmed that River City Consulting Engineers has the resources available to complete the 100% Construction Design Package at this time. The 100% Construction Design package will include a higher level of accuracy in the Opinion of Cost and will include the necessary support needed to secure the required private property waterline easements. They are currently working on an estimated cost to complete the 100% Construction Design Package. This Construction Package will position the District to start the Construction Bid Process as soon as local economic conditions warrant.

Director Mcelley made the motion to proceed with contract negotiations with River City Consulting Engineers to complete the Construction Bid Drawing and Specification package. Director Genova seconded, and the motion passed unanimously.

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

Assistant Manager Reinertsen presented a Staff Report (05/05/2022 File, Staff Report, Project 2021-02, McDonalds/Denny’s/Murdoch’s Main Line Upgrade/Installation Project) identifying the District’s project design firm, Tetra Tech, has completed the construction drawing package. Staff will present construction contract award recommendations at a later Board Meeting. Construction continues to be scheduled for July, August, and September 2022.

Director Slauson authorized staff to proceed with the construction bid advertising process as soon as the remaining pre-bid items have been completed. Director Mcelley seconded, and the motion passed unanimously.

Treatment/Distribution– Assistant Manager Lenihan

Grand Valley Irrigation Canal Operations

Staff from the Water Treatment Plant switched diversion points from the River Pump Station to the Grand Valley Irrigation Canal (GVIC).

Consumer Confidence Report

The Annual 2022 Consumer Confidence Report (CCR) identifying the District's 2021 Water Quality data is distributed pursuant to the Colorado Drinking Water Regulations and published to the District's website and notification on our Customer's May Billing Statements.

2022 Lead & Copper Sampling

Assistant Manager of Treatment and Distribution Lenihan reported the EPA has published extensive revisions to the Lead and Copper Rule (LCR). Clifton Water District has received a sampling waiver for Lead & Copper until 2024. Systems that were able to show low sample results for Lead & Copper were placed on a reduced sampling schedule this year. Staff will be working on the development of the plan and engaging with Black and Veatch to utilize the GIS system to track service lines and sampling activity.

Retention Pond Maintenance

WTP and Distribution staff completed Spring maintenance on the Retention Pond. The maintenance is completed bi-annually in the Spring and Fall. River diversion is closed and WTP operators draw solely off the ponds. The liner and concrete bottom are cleaned and inspection for deficiencies. No significant deficiencies were found.

Meter Replacement Update

In February, the Board approved the purchase of 1,000 new meters to replace failing and problematic radio read meters. To date, Distribution crews have completed 712-meter replacements saving staff an estimated 36 hours during meter reading cycles.

New Distribution Staff

Staff introduced two new Distribution Operators, Jose Gonzalez, and Gary Larsen. Jose comes to the District from Sorter Construction and Gary is a Navy Veteran with water experience.

ACTION ITEMS

PLC Upgrades- Pre- and Post-Treatment Facilities

Assistant Manager Lenihan is requesting a budget transfer for the replacement of the Programmable Logic Controllers (PLC) system. This was a budgeted item in FY 2021 as a non-operating expense for the WTP. Due to supply chain issues, the equipment was not available, and the project was not included in the FY 2022 budget. The equipment is available and being installed. A budget transfer of \$58,800 from Contingency to Non-Operational line item WTP Equipment is requested.

Director Genova made a motion to approve a budget transfer of \$58,800 from Contingency to the Capital Improvement line item WTP Equipment. Director Slauson seconded, and the motion passed unanimously.

Monthly Report – Assistant Manager (Walker/Reinertsen)

DRIP (Drought Response Information Project)/Drought Update

A DRIP Committee meeting was held on April 27, 2022, to discuss the status of the valley's water resources. Staff provided an Informational Report (*05/05/2022 File, Drip, Informational Report*) concerning the current GROWL and DRIP information efforts.

Children's Water Festival 2022 May 16th and 17th Las Colonias Park

The 2022 Children's Water Festival Committee met to finalize the remaining details of this year's festival. The festival has received overwhelming support from the community. Thirteen District Staff members have volunteered, and Board Members are invited for lunch and a tour of the event on Tuesday, May 17.

Xpress Bill Pay

Staff and Xpress Bill Pay are working with Springbrook Support to begin the integration process between the two platforms. The District will be cancelling its service contract with Paymentus, which currently functions as the District's online payment processor. Xpress Bill Pay is fully supported by the District's new utility billing software, Caselle.

Caselle Utility Billing Software

Staff have completed 5 out of the 10 informational packets for Caselle. When the packets are completed, the District will transition from the pre-implementation phase to the set-up phase. Caselle is still projecting that complete implementation will not occur until the end of the year.

ACTION ITEMS

Staff presented a Staff Report (*05/05/2022 file, Staff Report, District Server Upgrade*) detailing an evaluation by ACS Business Systems Inc. on the current conditions of the District's data servers. Assistant Manager Walker identified two HP Proliant Servers, software, and supporting hardware units that will meet the District's IT needs. Staff is requesting a budget transfer of \$52,314.88 from the Contingency Fund to the Capital Improvement budget line item for IT upgrades.

Director Slauson moved to approve a budget transfer of \$52,314.88 from the 2022 Contingency budget line item to Capital Improvement budget line item for IT Upgrades. Director Mcelley seconded, and the motion passed unanimously.

Staff presented a Staff Report (*05/05/2022 File, Staff Report, Banking Reconciliation: Outstanding Checks*) detailing approximately 66 checks totaling \$19,000 that have not cleared in Springbrook. Staff is recommending approving the consultation services as presented by Springbrook. Staff will be able to more accurately account for issued checks and their status. Staff identified \$2,600 in outstanding checks, if canceled, would enable funds to be transferred to the IT budget, offsetting the consultation fees.

It was the consensus of the Board to approve consultation services by Springbrook to write a script enabling the system to be cleaned up of all outstanding checks.

Manager's Report

State Affairs Committee Meetings

Staff attended the State of Affairs Committee meeting at Ute Water via Zoom informing Districts of upcoming Bills State Legislators are working on. HB22-1363 is a bill the District is watching that identifies Special Districts and accountability to taxpayers. Other Bills in discussion address wildfire mitigation and firefighting efforts.

Grand Valley Watershed Plan Update

The Grand Valley Watershed Group released a "brief" 217-page plan and hosted a virtual meeting focusing primarily on water quality along The Adobe and Leach Creeks. Initial studies of the creek run-off have shown significant levels of E-Coli being measured as it enters the waters of the Colorado River. With a more in-depth investigation, it was discovered that the point of contamination is near the headwaters and is not necessarily the function of users or irrigators in the valley. Unfortunately, most of the focus and responsibility has been put on the municipalities and water users to change their methods. More discussions on this topic are anticipated.

The Desert Rivers Collaborative

Staff attended a meeting of The Desert Rivers Collaborative. It is a Non-profit organization in Grand Junction which advances the restoration of riparian lands through education, collaboration, and technical assistance. Attendees of the meeting consisted of the City of GJ, GJ Fire, Mesa County, BLM, BOR, Colorado State Forest Service, Colorado Parks & Wildlife, and a representative from Senator Bennet's office. Their mission is to clear Tamarisk and Russian Olive trees from the banks of the Colorado and Gunnison Rivers. The group is funded by grants and coordinates private and public volunteers to clear these invasive species from the waterways. Clifton Water plans to get involved and do our part to help eradicate this invasive vegetation as it consumes large amounts of water from the Colorado River. The District will continue to attend and participate in this collaborative effort.

Special District Association Workshop

Manager Jones announced the SDA Workshop in Montrose, June 14 from 8:00 am - 12:30 pm. Board members Genova, Davis and Diffendaffer will attend with Staff members.

Clifton Sanitation Front - End Loader

Staff discussed releasing shared ownership of the Loader with Clifton Sanitation District. The loader is requiring \$50,000 in repairs and the District would prefer to rent any needed equipment for projects from Century Equipment.

It was the consensus of the Board to release ownership of the loader to Clifton Sanitation and rent equipment needed for projects.

Manager Jones reviewed the March 2022 Manager's Report (May/05/2022 *File, Manager's Report*).

EXECUTIVE SESSION

None

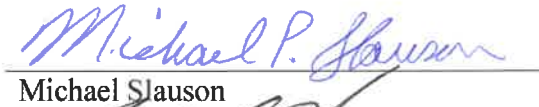
ADJOURNMENT

The Regular Meeting was adjourned at 7:35 p.m. by Chairman Diffendaffer.

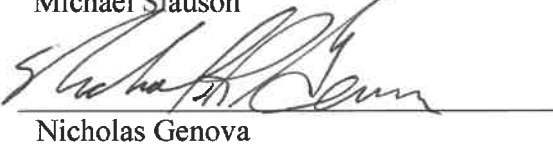
ATTEST:


Melvin Diffendaffer

Dan McElley


Michael Slauson


Wesley Davis


Nicholas Genova