

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
August 4, 2022**

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

**STAFF MEMBERS PRESENT:** Ty Jones, Guy Walker, Jake Lenihan, Jessica Isley, Brittany Medrano, and Michelle Obadia

**REGULAR MEETING**

Chairman Diffendaffer called the August 4, 2022, Regular Meeting to order at 5:02 p.m.

**MINUTES OF THE JULY 7, 2022, REGULAR MEETING**

Director Slauson moved to approve the July 7, 2022, Regular Meeting Minutes. Director Davis 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 \$145,611.57, plus A/P Mid-Month Checks of \$12,337.92, plus Supplemental Checks of \$45,548.59, plus Benefits Checks of \$30,090.11, plus HRA Disbursements of \$6,275.28, for a total of \$239,863.47. Director Davis seconded, and the motion passed unanimously.

**FINANCE DEPARTMENT REPORT**

Designate Person to Prepare 2023 District Budget – By statute, the Board must appoint an individual to prepare the District’s FY 2023 Budget. Director Mcelley made a motion to appoint Manager Jones to prepare the FY 2023 Budget. Director Slauson seconded, and the motion passed unanimously.

Budget Committee – The Budget Committee met on July 25<sup>th</sup> to review additional information for the 2023 budget. The next meeting will be held in October TBD.

Chart of Accounts – A new chart of accounts has been established and Finance is currently in the process of updating the account codes in Springbrook. The New chart of accounts will also be implemented on the 2023 budget.

Bond Payment - The bond payment for the 2014 DWRF Bond was due August 1, 2022. Staff made the payment of \$272,066.58 on July 27<sup>th</sup> per the loan repayment schedule.

Investments Update - Chris Johnson with Goldman Sachs, met with staff to review the District Investment Portfolio. Chris will meet with Staff at the beginning of the year to help advise on the District Portfolio for the new year.

## **POLICY COMMITTEE REPORT**

Staff presented a Staff Report (07/07/2022 File, Staff Report, Office & Workweek Change Policy) outlining a new Workweek schedule from Friday to Friday, to Sunday to Saturday, to create uniform hours of operation for all departments. Director Genova moved to approve the Workweek Schedule change. Director Davis seconded, and the motion was passed unanimously.

Staff presented a Memo (07/07/2022 File, Memo, FAMILI (Colorado Family Medical Leave Insurance) Proposition 118) outlining Colorado's FAMILI insurance providing up to 12 weeks of paid leave beginning January 1<sup>st</sup>, 2024. This act applies to all Colorado employers regardless of employer size. A written notice to employees and the voting process will need to be finalized and submitted to the State of Colorado FAMILI division by October 31<sup>st</sup>.

## **CONSTRUCTION DEVELOPMENT REPORT**

### **Project 2021-06 Mesa County 34 Road Bridge Replacement Project**

A final invoice was received from Mesa County summarizing final costs for the transmission line upgrade across Highline Canal. A Staff Report was presented to the Board (08/03/2022 File, Staff Report, Project 2021-06 Mesa County 34 Road Bridge Replacement Project) with the following cost summary for District purchases totaling \$291,076.39.

### **Project 2022-03 Coffman Road Remote Fill Station**

Nothing to report different from the June Report. Staff continues to work through the site approval process with the Mesa County Road and Bridge Department and the Mesa County Planning Department.

### **Project 2022-05.2 Holland Street Line Upgrades**

Project design is almost complete; however, staff discussed some alternatives to the current design for eliminating the use of temporary water services on Holland Street. The District's project design firm, River City Consulting Engineers, met with District Staff on July 20, 2022, to review the possible design revisions. The revised design will allow the installation of new pipe in a slightly different alignment while keeping the same project phasing. The elimination of temporary water services will reduce project costs. Final design and engineering cost information is still pending.

### **Project 2022-01 Coffman Road Transmission Line Project**

No new updates for this project. River City Consultants are currently working on the final design package. The final design package is due by August 19, 2022.

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

This Project is currently under the design phase. In July, District staff shot new locations and acquired valve depths for the existing 10" AC main line to update the GIS as well as provide JUB Engineers accurate information for design.

## **ACTION ITEMS**

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

Staff presented a Staff Report (07/07/2022 File, Staff Report, Project 2021-02 Murdoch's/McDonald's Main Line Upgrade.) stating that a public bid opening was held as advertised on Tuesday, August 2, 2022, with three contractors submitting bids. Staff and the District's Project Engineer Tetra Tech has evaluated the submitted bids and supporting information and recommends the District award the construction contact to K & D Construction in the amount of \$220,615.06. Director Mcelley made the motion to accept the bid submitted by K & D Construction and directed Staff to prepare the construction agreement documents for final signature as required. Director Genova seconded, and the motion passes unanimously.

Additional funding of \$320,122.79 is required to award the construction contract and complete the project support activities. Director Mcelley made the motion to transfer \$320,122.79 from the 2022 Budget Contingency Line Item to the Non-Operating Construction Line Item. Director Slauson seconded, and the motion passed unanimously.

### **Treatment/Distribution– Assistant Manager Lenihan**

CLETC Update - District Staff met with Bret Guillory and representatives from the City of Grand Junction to discuss solutions on the ownership of infrastructure installed at the Colorado Law Enforcement Training Center (CLETC). Staff is currently pursuing the passing of ownership of the system to the City of Grand Junction and/or Colorado Mesa University. There is a meter installed for the service to the property. The goal for the District is to treat the service like any other service line supplying domestic water.

### **Monthly Report – Assistant Manager Walker**

#### DRIP (Drought Response Information Project)/Drought Update

Assistant Manager Walker presented an Informational Report (07/07/2022 File, Staff Reports, Drought Response Plan 2022) summarizing the current Drought status and DRIP information. Most of Mesa County is now considered to be in Severe Drought D1-D2.

#### Xpress Bill Pay

The District has seen exponential growth in the new platform Xpress Bill Pay. Total active customers or customers who have created an account increased by 470%. Paperless billing increased 330%, and customers who setup autopay increased by 307%. Staff have also reported that customer satisfaction regarding the new system has been positive.

#### Caselle Utility Billing Software

Staff are working with technical consultants to extract data files from the District's current billing software. Once this step is complete, Caselle will assign a team to begin the conversion process. Caselle estimates that this process could take between 30 and 90 days to complete. It is the District's goal to have this phase completed by the end of August.

ACS Business Systems installed the District's new server. This server is an upgrade to the current system and was a requirement for the Caselle conversion.

Inclusion Request – 540 Warrior Way, Grand Junction, CO 81504 – Via Real Estate, LLC. Tax ID Number 2943-103-00-149

The Board received and reviewed the Inclusion Request, and Petition for Inclusion from 540 Warrior Way, Grand Junction, CO 81504 – Via Real Estate, LLC. Tax ID Number 2943-103-00-149 (07/07/2022 File, Inclusion Staff Reports). Director Mcelley made a motion to acknowledge the Petition for Inclusion from 540 Warrior Way, Grand Junction, CO 81504 – Via Real Estate, LLC. Tax ID Number 2943-103-00-149 and officially set and advertise a Public Hearing to be held at the September 1, 2022 Board of Directors Meeting. Director Slauson seconded the motion and the motion passed unanimously.

**MANAGER'S REPORT**

Manager Jones reviewed the June 2022 Manager's Report (08/04/2022 File, Manager's Report).

Staff reported that the District will begin requiring a Mesa County issued Building Permit prior to selling a tap for an ADU or a multi-residential unit.

**EXECUTIVE SESSION – 24-6-402(4)(f), CRS: Personnel Matters, Manager's Review**

Chairman Diffendaffer moved to enter Executive Session at 6:20 p.m. to discuss Personnel Matters – Manager's Review, per 24-6-402(4)(f) C.R.S. Director Genova seconded, and the motion passed unanimously.

All Staff exited the meeting. Manager Jones entered the meeting at 6:54 pm.

The Board exited Executive Session at 7:26 p.m.

**ADJOURNMENT**

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

**ATTEST:**

  
Melvin Diffendaffer

  
Dan Mcelley

  
Michael Slauson

  
Wesley Davis

  
Nicholas Genova