

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
May 6, 2021**

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

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

**REGULAR MEETING**

Chairman Peck called the May 6, 2021 Regular Meeting to order at 5:08 p.m.

**MINUTES OF THE APRIL 1, 2021 REGULAR MEETING**

Director Sparks moved to approve the April 1, 2021 Regular Meeting Minutes. Director Slauson seconded, and the motion passed unanimously.

Correction of March 4, 2021 Regular Meeting Minutes. Staff identified that an error had been made in the Agenda item 2021 Fees, Rates, Tools, Penalties for Water Services C.R.S. 32-1-1001(2)(a) in paragraph b. 2021 Plant Investment Fees. In the motion made by Director Mcelley, the 3/4 by 5/8 inch In District Tap should read “\$7,500 to \$8,000” not \$7,500 to \$8,8000. Director Slauson moved to correctly identify the Water Tap at \$8,000 not \$8,8000 in the March 4 2021 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 \$532,741.55, plus Supplemental Checks of \$384,258.01 plus Benefits Checks of \$28,893.33 plus HRA Disbursements of \$8,079.33 for a total of \$953,972.22. Director Sparks seconded, and the motion passed unanimously.

**MANAGER’S REPORT**

Manager Tooker reviewed the March 2020 Manager’s Report *(05/06/2020 File, Manager’s Report)*.

**INFORMATIONAL REPORT**

Drought Status Update – Assistant Manager Reinertsen presented an Informational Report *(05/06/2021 File, Staff Reports, Drought and Drip Status)* on the current drought conditions reporting that we remain in a D3 and D4 status and are likely to worsen over the summer months as weather forecasts continue to indicate that spring will be below average precipitation and above average temperatures. The DRIP Committee continues to work with the Growl Agency to promote water conservation and educating our community by placing additional billboards and signage around the Grand Valley.

Project RM 2019-01.3 Middle Water Storage Tank Update – Assistant Manager Reinertsen presented an Informational Report (05/06/2021 File, Staff Report, Project RM 2019-01.3) regarding the construction activities for Phase 3 final coating repairs and internal steel repairs. Anode Systems will install cathodic protection system by May 3, 2021 with an anticipated project completion date by the week of May 10, 2021.

Project 2020-01 27-inch Transmission Line Upgrade – Assistant Manager Reinertsen presented an Informational Report (5/06/2021 File, Staff Reports, Project 2020-01) reporting that the District's 27-inch Transmission Line Upgrade has been completed and returned to full operating status on April 9, 2021. The final project site inspection was performed April 23, 2021 with no construction variances noted.

HRA 2020 Utilization Report - Manager Tooker presented an Informational Report (05/06/2021 File, Staff Reports, HRA 2020 Utilization) regarding the utilization for the Health Reimbursement Arrangement (HRA) for 2020. The HRA was underutilized in 2020 by 52% resulting in a cost savings of \$142,932. The HRA has been effective in reducing the District's health insurance premiums and has continued to provide an extremely positive employee benefit while saving over \$1,197,583 over the past ten years.

### **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:

Grand Valley Irrigation Shareholders Meeting – The Board of Directors of Grand Valley Irrigation Company will be holding a special shareholders meeting at the Ute Water Conservancy District office at 2190 H ¼ Road, Grand Junction, Colorado on May 8, 2021 at 1:00 p.m.

### **UNFINISHED BUSINESS**

Personnel Policy Revisions – The Board reviewed the final revisions of Section 2 General and Section 12 Sick/Disability Leave with all corrections and updates for final review and approval.

Section 2 General – Director Slauson made the motion to accept the updates and revisions to Section 2 General of the Personnel Manual. Director Sparks seconded, and the motion passed unanimously.

Section 12 Sick/Disability Leave – Director Sparks made the motion to accept the revisions to Section 12 Sick/Disability Leave and to change the Sick Leave monthly accrual from 4 hours per month to 8.67 hours per month in compliance with the Healthy Families Workplace Act (HFWA). Director Diffendaffer seconded, and the motion passed unanimously.

Project 2020-05 20-inch AC Waterline Upgrade – Assistant Manager Reinertsen presented a Staff Report (05/06/2021 File, Staff Report, Project 2020-05 20-inch AC Waterline Upgrade) reporting the Board had previously approved securing design services for an unplanned capital project to replace 1,400 LF of 20-inch waterline in the E Road corridor. River City Consultants developed

the design but due to the volatile market price of large diameter PVC pipe materials and the current material cost, Staff is recommending not to proceed with this unplanned Capital Construction project at this time. There was no Board action required at this time.

Project 2019-01 Expansion/Renovation Administration Building – Manager Tooker presented a Staff Report (05/06/2021 File, Staff Report, Project 2019-01 Expansion-Renovation Administration Building) identifying that the expansion project is nearing completion and the second phase of construction is scheduled to begin. FCI Contractors provided an updated current market estimate of \$537,024 to complete the project. Director Diffendaffer made the motion to a proceed with the renovation of the existing building and accept the estimate of \$537,024 for the remainder of the project and authorize Manager Tooker to execute an amendment to the original contract to complete phase 2. Director Slauson seconded, and the motion passed unanimously.

Project 2019-15 RFP Pump MCC and SCADA Project – Manager Tooker presented a Staff Report (05/06/2021 File, Staff Report, Project 2019-15 Pump MCC and SCADA Replacement) reporting that in September of 2019 Carollo Engineering was selected to evaluate the Pump Motor Control Centers at the Water Treatment Plant, ARC Flash, and SCADA system. The ARC Flash and NanoFiltration Motor Control Center improvements have been completed or are in process. The remainder of Carollo’s evaluation identified the replacement of the Effluent Pump Motor Control Center and SCADA system. Carollo Engineering’s evaluation and recommendations are sufficient to prepare Requests for Proposals (RFP) for an Engineer Led Design Build project to replace the Water Treatment Plant Pump Motor Control Center and SCADA system. Director Diffendaffer made the motion to approve advertisement for Requests for Proposals for Project 2019-15 Pump MCC and SCADA Replacement. Director Sparks seconded and the motion passed unanimously.

## **NEW BUSINESS**

Employee Wellness Award – Manager Tooker presented a Staff Report (05/06/2021 File, Staff Report, Employee Wellness Award) regarding the 2020 Health Reimbursement Arrangement utilization. This Report identified the criteria used in the past to recognize employees for remaining healthy and thereby reducing health insurance and HRA expenses. As reported, healthy employees have resulted in an overall 2020 cost savings of \$142,932 and over the past ten years, the District has saved over \$1,197,583 in employee health insurance and benefit costs. Director Diffendaffer moved to approve a monetary Employee Wellness Award based upon 10% of the individual unspent HRA funds above \$1,000, or additional time off (1 day for each \$3,000 unspent HRA) to be funded from budgeted Payroll Expense. Director Sparks seconded the motion and the passed unanimously.

Water Share Rental Agreements for 2021 – Director Diffendaffer identified that due to a conflict of interest he would abstain from the discussion and vote on this matter. Manager Tooker presented a Staff Report (05/06/2021 File, Staff Report, GVICO Water Share Rental Agreements) for two water share rental requests. The District has received rental requests from Clifton Sanitation District for 35 GVICO shares and Melvin Diffendaffer, 544 33 ¾ Road for 3 shares. Following the guidelines of the Water Share Agreement procedure, Staff determined the District has adequate irrigation shares available without jeopardizing the District’s operation. Director Sparks made the motion to rent GVICO water shares according to the conditions of the District’s Water

Share Agreement to the Clifton Sanitation (35 shares) and Melvin Diffendaffer (3 shares).  
Director Slauson seconded, and the motion passed unanimously.

**ADJOURNMENT**

The Regular Meeting was adjourned at 6:50 p.m. by Chairman Peck.

ATTEST:



Dale Peck



Stan Sparks



Melvin Diffendaffer



Michael Slauson

*Excused Absence*

Dan McElley