

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
March 3, 2022**

BOARD MEMBERS PRESENT: Dale Peck-Chairman, Melvin Diffendaffer-Secretary, Michael Slauson-Treasurer, and Dan Mcelley-Director (Director Sparks had an excused absence)

STAFF MEMBERS PRESENT: Ty Jones, David Reinertsen, Michelle Obadia, Guy Walker, Jacob Lenihan, Brittany Medrano, Isaac Brown, Tyler Lehmann, and Branden Edmonds.

GUESTS: Dale Tooker and Nick Genova

REGULAR MEETING

Chairman Peck called the March 3, 2022, Regular Meeting to order at 5:05 p.m. He noted two guests in attendance, Dale Tooker – Former District Manager, and Nick Genova – Perspective Board Member.

PUBLIC COMMENT

Chairman Peck announced Director Sparks has resigned after serving on the Board of Directors for six years. On behalf of the District, Chairman Peck issued a thank you for his dedicated service to the Clifton Water District.

ACTION ITEMS

MINUTES OF THE FEBRUARY 3, 2022, REGULAR MEETING

Director Diffendaffer moved to approve the February 3, 2022, 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 \$304,577.78, plus Supplemental Checks of \$393,684.54, plus Benefits Checks of \$68,412.00, plus Benefits Checks of \$26,415.55, plus HRA Disbursements of \$7,290.13, for a total of \$800,380.00. Director Diffendaffer seconded, and the motion passed unanimously.

POLICY COMMITTEE REPORT

Policy 10.1 – 10.4 Unintentional Water Use and Water Meter Testing

Staff requested approval of the Updated Policy #420 - Water Usage Fees. The Policy Committee met to discuss simplifying the Leak Adjustment Policy. Director Diffendaffer requested to

reconvene the Policy Committee with Staff to further discuss the verbiage for the suggested Policy change(s). This item was tabled until the April 7, 2022, Regular Board Meeting.

MONTHLY REPORTS

Engineering/Construction Report – Assistant Managers Reinertsen and Walker

Project 2021-06 Mesa County 34 Road Bridge Replacement Project

Mesa County's construction contractor, K & D Construction, has completed the installation of the 800 feet of new 24" transmission line associated with the bridge project. Pressure and water quality testing was completed on February 18, 2022. Distribution staff returned the transmission to active service on Saturday, February 19, 2022. K & D Construction continues activities associated with the new bridge installation. All construction work is scheduled for completion by early June 2022. Final project costs from Mesa County are anticipated in July 2022. No action required.

Project 2021-04 F and 31 Road Crossing Project

Staff received construction price quotes from Dirtworks Construction and MA Concrete Construction, to install a new 10" PVC waterline upgrade across F Road at the 31 Road intersection. The District has secured the necessary materials, and MA Concrete Construction was selected to perform the installation during School District 51's Spring Break (March 21 through March 25). The work is being performed prior to the scheduled repaving activities of F Road by Mesa County during the summer of 2022. The MA proposal for \$46,700 and includes labor and equipment to install District provided materials, traffic control, and asphalt patching. This project is a budgeted 2022 Capital Construction project. No action required.

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

Tetra Tech has completed the 90% design drawing set and staff is performing the final review and will begin Construction Bid Package development once final design drawings are received, by mid-March. Staff will finalize the prepurchase of the required project materials. Final construction easement approvals are underway as is the permitting process for the portion of the line upgrade that involves the Union Pacific Railroad right-of-way. Staff plans to present the final construction scope to the Board at the Regular April Board Meeting. Construction is tentatively planned for the summer of 2022. No action required.

Project 2022-02 Yolanda/South Pond Main Line Upgrade/Connection Project

Staff has secured material price quotes for this planned capital construction project. This project is currently planned for installation by the District's Distribution Maintenance crew. Installation is anticipated to begin in the April/May timeframe. This project is a budgeted 2022 Capital Construction project. No action required.

Project 2019-01 Administration Office Project

On Monday, February 21st (President's Day District Holiday), staff opened the ADM Building for FCI access, so subcontractors could install most of the fire suppression system in the front office customer service area. Crews have also finished the exterior brick work, and rough-in of the window frames. Subcontractors have been finishing drywall installation, painting, and electrical work as well as installing of new ceiling grids and lighting. No action required.

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

The District's contractor, MA Concrete Construction, is scheduled to complete all project activities, the week of March 14th. As soon as all contract work is complete, Staff is requesting Board authorization to begin the Final Payment Advertising process (retainage release) so final payments can be made at the April 7th Regular Board Meeting. It was the consensus of the Board for Staff to advertise for final payment when all work activities are complete.

CAPITAL PLANNING REPORT – Former Manager Tooker

Tooker provided a power-point demonstration reviewing the Capital Planning Data coupled with a discussion of Historical Water Use, Existing and Future Equivalent Populations, and Water Demand projections of both residential and commercial use. Historical population data for the District service area was analyzed to assess recent growth rate trends and household population information. Data was used to estimate existing population and projected populations during the interim planning years of 2030 and 2040. Level of service goals, system capacity, performance, and ability to meet demands was also presented to the Board. Information only.

TREATMENT/DISTRIBUTION REPORT – Assistant Manager Treatment/Distribution Jake Lenihan

Motor Control Center Preliminary Design Report

Staff provided an Informational Report (03/03/2022, *File, Informational Report*) to the Board addressing the Preliminary Design Report for Water Treatment Plant upgrades generated by Carollo Engineering. The Report identifies recommendations for a new effluent pump configuration and motor control center (MCC). The effluent pump MCC project is currently in the stage of Requesting for Proposals (RFP's) to engineering firms for design. Director Peck identified the value of older equipment being replaced to avoid repeated replacement costs in the future. No action required.

Arc Flash and WTP Electrical Study Update

Staff provided an Information Report (03/03/2022 *File, Informational Report*) to the Board that Carollo Engineering provided Arc Flash Training to the Treatment Plant Staff in February. An electrical study was completed with updates for new equipment installed and re-evaluated older electrical equipment for new guideline compliance.

2002 International Dump Truck

Staff provided an Informational Report (03/03/2022, *File Informational Report*) regarding significant issues with the 2002 International Dump Truck. Estimated costs for an engine rebuild is \$35,000. It is recommended that staff utilize the automotive category in the Non-Operating Expense Budget for 2022 for the repair of the Dump Truck. It was consensus of the Board to proceed with the necessary repairs within Staff's request.

ASSISTANT MANAGER'S REPORT – Reinertsen and Walker

2022 Mesa County Safety Fair

District staff participated in the 41st Annual Mesa County Safety Fair, held at the Mesa Mall, on February 16 and 17. The Safety Fair delivers its safety messages to primarily 2nd through 4th grade school children. Staff members, Michelle Obadia, Stephen Silva, Ty Hagerman, and Guy

Walker, worked with other representatives from the Local Emergency Planning Committee (LEPC), to provide hands-on and live demonstrations covering Shelter-in-Place practices for the children to use at school and home settings. Informational only.

DRIP/Drought Update

Staff provided an Informational Report (03/03/2022 File, Drip, Informational Report) concerning the current GROWL and DRIP information efforts. Information only.

Paymentus

Staff provided an Informational Report (03/03/2022, File, Informational Report) addressing the payment processing issues involving the autopay feature with Paymentus. An alternative processing system called Xpress Bill Pay is being researched at this time. Xpress is part of the Caselle Software package up-grade, but in the short-term, to solve customer on-line payment issues. Staff is currently identifying the process to integrate Xpress with Springbrook. No action required.

2022 Election Status

The District's 2022 Election was cancelled on March 3, 2022 as the number of candidates submitting Self-Nomination affidavits was less than the number of Board positions to be filled. District Resolution 2022-03 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) District Resolution 2022-03 serves as the 'resolution of cancellation' in the format provided by the Colorado Department of Local Affairs in the 2022 Election Manual. Within thirty days, after the cancelled May 5, 2022, Election, the Designated Election Official will submit the certification package to the Division of Local Government within the Colorado Department of Local Affairs. No action required.

Tier II Annual Hazardous Chemical Inventory Report

Staff completed and submitted the Tier II Hazardous Chemical Inventory Report prior to the March 1, 2022, due date. Submission of the Tier II form which Staff reported is a requirement under Section 312 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA). The purpose of this report is to provide State, Local Officials, and the public with specific information on potential chemical hazards. This includes the locations, as well as the amount, of hazardous chemicals present at our facility during the previous calendar year.

MANAGER'S REPORT – Manager Ty Jones

Endangered Fish

Staff provided a Manager's Report (03/03/2022 File, Manager's Report) regarding a State House Bill to extend Federal Funding for the Four Endangered Fish, inhabiting the Colorado and San Juan Rivers. Manager Jones also provided an article to the Board about Palisade High School's Fish Hatchery Program as something the District may like to consider supporting in the future. No action required.

Cyber Security

Staff provided an Informational report (03/03/2022, File, Informational Report) addressing Cyber Security. ACS is addressing the District's needs and vulnerabilities by replacing outdated

workstations and upgrading our Operating Systems to Microsoft Office 365. Replacing the identified four substandard workstations was not a budgeted expense for 2022, however, budgeted funds will be reallocated to ensure ACS provides the upgrades for the workstations. With the upgrades in place, Staff expects a higher level of computer security. No action required.

IT Transition

Staff reported that the transition from Sequent to ACS has been highly successful. ACS is anticipating our IT Systems will be fully migrated in about six weeks.

New Human Resources Administrator

Staff announced the hiring of Brittany Medrano as the District's new Human Resource Director. Brittany has over 11 years of Human Resource experience with both business and construction organizations.

Western Colorado Children's Water Festival

Staff announced the Annual Western Colorado Children's Water Festival is take place on May 16th & 17th at Las Colonias Park. District staff will be volunteering these two days. More information will be available at the April 7, 2022, Board meeting.

There were no comments on the January 2022 Manager's Report (03/03/2022, File, Manager's Report).

ADJOURNMENT

The Regular Meeting was adjourned at 6:35 p.m. by Chairman Peck.

ATTEST:



Dale Peck

Excused Absence

Stan Sparks



Melvin Diffendaffer



Michael Slauson



Dan Mcelley