

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, JANUARY 4, 2018**

**BOARD MEMBERS PRESENT:** Melvin Diffendaffer; Secretary, Doralyn Genova;  
Treasurer, Dan McElley, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Angie Beebe; Melissa  
Lemke, Jacob Lenihan; Amanda Fleming and Isaac Brown

**REGULAR MEETING**

Director Genova called the January 4, 2018 Regular Meeting to order at 5:05 p.m. Treasurer Genova noted that Dale Peck; Chairman and Stan Sparks; Vice-Chairman were absent and excused from the meeting. The Board proceeded to complete the signing of the Accounts Payable checks.

**MINUTES OF THE DECEMBER 7, 2017 REGULAR MEETING**

Director Diffendaffer moved to approve the December 7, 2017 Regular Meeting Minutes. Assistant Manager Reinertsen reported there were corrections made to the minutes the Directors received on 12/29/2017. Director McElley seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Diffendaffer moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$98,132.00, plus Special Check of \$100,956.47, plus Supplemental Checks of plus Benefits Checks of \$32,117.99, plus Benefit Checks of \$22,936.97, plus HRA Disbursements of \$10,262.02 for a total of \$264,405.45. Director McElley seconded and the motion passed unanimously.

**MANAGER'S REPORT**

Manager Tooker reviewed the November 2017 Manager's Report. He noted ten (10) taps sold in November which is a notable increase from 2016.

**INFORMATIONAL REPORT**

Manager Tooker presented an Informational Report (*1/4/18 File, Staff Reports*) on the status of the 2017 Preemptive Poly Service Line Replacements effort. The District replaced 78 Poly Service Lines at an average per service line cost of \$1,732 without labor and \$2,189 including labor. The District estimates an additional 4,078 Poly Service Lines remaining to be replaced. At the

current pace, this would take 22 years and over \$8,000,000 to complete. Staff will continue to evaluate alternative cost savings methods.

### **EXPRESS AGENDA**

Director Diffendaffer moved to approve the Express Agenda items as presented. Director McElley seconded the motion which passed unanimously. The Express Agenda (*File 1/4/18*) items are as follows:

FY 2018 Budget – The FY 2018 Budget was submitted to the Department of Local Affairs on December 28, 2017.

GVICo Auction – At the GVICo Auction held December 14, 2017 water shares were sold at an average cost \$425 per share. The District did not purchase any shares.

### **UNFINISHED BUSINESS**

None presented.

### **NEW BUSINESS**

Designating Time, Location and Postings of Meetings – Resolution 2018-01 – Director Diffendaffer moved to adopt Resolution 2018-01 (*1/4/18 File, Resolutions*), A Resolution Designating Time, Location and Posting of Meetings for 2018. Director McElley seconded and the motion passed unanimously. Resolution Text is as follows:

#### **RESOLUTION 2018-01 RESOLUTION DESIGNATING MEETING TIME, PLACE AND 24-HOUR POSTING LOCATION**

*WHEREAS, the Clifton Water District designates that all Regular Board of Directors Meetings will be held the first Thursday of each month at 5:00 p.m. located at the Clifton Water District Office, 510 34 Road, Clifton Colorado; and*

*WHEREAS, the Clifton Water District designates that the posting places for all Board of Directors meetings are the Clifton Water District Office and the following three additional locations; Clifton Sanitation District Office, Clifton Fire Department, and the United Postal Service, Clifton Branch Facility; and*

*WHEREAS, the Clifton Water District designates that the 24-hour Agenda Notice will be posted at the Clifton Water District Office; and*

*BE IT FURTHER RESOLVED, that this Resolution be adopted this 4th day of January 2018.*

Resolution 2018-02 Adopting Availability of Service Charge for 2018 – Manager Tooker presented a Staff Report (1/4/18 File, 2018 Staff Reports, Availability of Service) summarizing the 2017 average customer billing amounts used to calculate the 2018 Availability of Service Charge. Director McElley moved to adopt Resolution 2018-02 Resolution For the Availability of Service Charge for 2018 (1/4/18 File, Resolutions) setting the In-District Availability of Service rate at \$17.21 per month and the Out-of-District Availability of Service rate at \$25.82 per month. Director Diffendaffer seconded and the motion passed unanimously. Resolution Text is as follows:

**RESOLUTION 2018-02**  
**RESOLUTION FOR THE AVAILABILITY OF SERVICE CHARGE FOR 2018**

*WHEREAS, the District has reviewed the Availability of Service Charge Policy; and*

*WHEREAS, the Availability of Service Charges are considered to be an equitable revenue contribution toward the repayment toward debt incurred by the Clifton Water District; and*

*WHEREAS, the Availability of Service Charge Policy is for those customers who benefit from the immediate availability of water service even though they are currently not receiving water; and*

*WHEREAS, all revenue generated by the Availability of Service Charge shall be used to repay the principal and interest on bonds and other outstanding indebtedness; and*

*WHEREAS, in the 2018 Fiscal Year the District has indebtedness for Water Revenue Bonds; and*

*WHEREAS, the said percentage of the Availability of Service Charge shall be determined by the Board; and*

*WHEREAS, in 2017 the average water usage charge for a Clifton Water District In-District customer was \$34.43/month per unit; and*

*WHEREAS, in 2017 the average water usage charge for a Clifton Water District Out-of-District customer was \$54.07/month per unit.*

*NOW THEREFORE BE IT RESOLVED, that the Clifton Water District Board of Directors establish the In-District Availability of Service Charge for the 2018 Fiscal Year at 50% of the In-District average water bill in 2017, which equals \$17.21 per month per unit and the Out-of-District Availability of Service Charge for the 2018 Fiscal Year at 48% of the Out-of-District average water bill in 2017, which equals \$25.82/month per unit.*

*BE IT FURTHER RESOLVED, that this Resolution be adopted this 4th day of January 2018 and is effective January 4, 2018.*

Emergency Rate Annual Review – The Board reviewed the Staff Report (1/4/18 File, 2018 Staff Reports, Water Rates) regarding the 2009 Resolution establishing an Emergency Rate, using the current 2018 of rates as the basis for the calculation of the 2018 Emergency Rates. Director Diffendaffer moved to reaffirm the 2009 Resolution Establishing an Emergency Rate and adopt the 2018 Exhibit A to Policy #420 (1/4/18 File, 2018 Staff Reports, Policy #420 Water Usage Fees) Director McElley seconded and the motion passed unanimously.

Director McElley then moved to place the Emergency Rate on hold until further Board action is taken. Director Diffendaffer seconded and the motion passed unanimously.

**Certificate of Appointment of Designated Election Official** – Assistant Manager Reinertsen identified the terms of office for Directors Peck, Genova, and McElley will expire in May, 2018. The election date is scheduled for May 8, 2018. Director Diffendaffer moved to appoint Assistant Manager David Reinertsen as the District’s Designated Election Official. Director McElley seconded and the motion passed unanimously.

Director Diffendaffer moved to adopt Resolution 2018-03 the 2018 Clifton Water District Election Resolution (1/4/18, Resolutions, Elections), setting the election for May 8, 2018. Director McElley seconded and the motion passed. Resolution text is as follows:

**RESOLUTION 2018-03  
2018 CLIFTON WATER DISTRICT ELECTION RESOLUTION**

*WHEREAS, the terms of office of Directors Peck, Genova, and McElley shall expire after their successors are elected at the regular Special District election to be held on May 8, 2018 (“Election”) and take office; and*

*WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”), the Election must be conducted to elect three Directors to serve for a term of four (4) years.*

*NOW, THEREFORE, be it resolved by the Board of Directors of the Clifton Water District in the County of Mesa, State of Colorado that:*

1. *The regular election of the eligible electors of the District shall be held on May 8, 2018, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, three Directors will be elected to serve a four-year term.*

2. *There shall be one polling place at the following location:*

*Clifton Fire Station  
3254 ½ F Road  
Clifton, CO 81520*

*situated in the County of Mesa, State of Colorado. The polling place located at 3254 ½ F Road, Clifton, CO shall also be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.*

3. *Applications for absentee ballots may be filed with the Designated Election Official at the address indicated on the Call for Nominations, no later than the close of business on the Tuesday immediately preceding the election day (May 1, 2018).*



4. *The Designated Election Officials of local governments with overlapping boundaries that hold elections the same day by polling place must meet, confer, and thereafter, if practical, hold such elections in a manner that permits an elector in the overlapping area to vote in all of such elections at one polling place. If applicable, the Designated Election Official is authorized to enter into an intergovernmental agreement with such local governments on behalf of the District concerning the election procedures and any cost sharing associated with coordinating the use of one polling place.*

5. *The Board of Directors hereby designate David A. Reinertsen as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.*

6. *Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, nor later than 3:00 p.m. on Friday, March 2, 2018.*

7. *If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 6, 2018, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 5, 2018, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.*

8. *If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.*

9. *Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.*

10. *All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.*

11. *The provisions of this Resolution shall take effect immediately.*

*ADOPTED AND APPROVED this 4th day of January, 2018.*

**ADJOURNMENT**

The Regular Meeting was adjourned at 6:55 p.m. by Treasurer Genova.

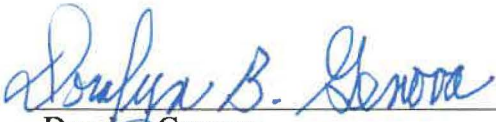
**ATTEST:**

*Excused*

\_\_\_\_\_  
Dale Peck

*Excused*

  
\_\_\_\_\_  
Stan Sparks

  
\_\_\_\_\_  
Doralyn Genova

  
\_\_\_\_\_  
Melvin Diffendaffer

  
\_\_\_\_\_  
Dan McElley

**RESOLUTION 2018-01**  
**RESOLUTION DESIGNATING MEETING TIME, PLACE**  
**AND 24-HOUR POSTING LOCATION**

WHEREAS, the Clifton Water District designates that all Regular Board of Directors Meetings will be held the first Thursday of each month at 5:00 p.m. located at the Clifton Water District Office, 510 34 Road, Clifton Colorado; and

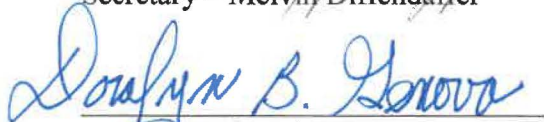
WHEREAS, the Clifton Water District designates that the posting places for all Board of Directors meetings are the Clifton Water District Office and the following three additional locations; Clifton Sanitation District Office, Clifton Fire Department, and the United Postal Service, Clifton Branch Facility; and

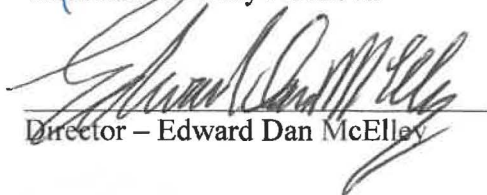
WHEREAS, the Clifton Water District designates that the 24-hour Agenda Notice will be posted at the Clifton Water District Office; and

BE IT FURTHER RESOLVED, that this Resolution be adopted this 4th day of January 2018.

**ATTEST:**

  
Secretary – Melvin Diffendaffer

  
Treasurer – Doralyn Genova

  
Director – Edward Dan McElroy

ABSENT  
Chairman – Dale Peck

ABSENT  
Vice Chairman – Stan Sparks

**RESOLUTION 2018-02**  
**RESOLUTION FOR THE AVAILABILITY OF SERVICE CHARGE FOR 2018**

WHEREAS, the District has reviewed the Availability of Service Charge Policy; and

WHEREAS, the Availability of Service Charges are considered to be an equitable revenue contribution toward the repayment toward debt incurred by the Clifton Water District; and

WHEREAS, the Availability of Service Charge Policy is for those customers who benefit from the immediate availability of water service even though they are currently not receiving water; and

WHEREAS, all revenue generated by the Availability of Service Charge shall be used to repay the principal and interest on bonds and other outstanding indebtedness; and

WHEREAS, in the 2018 Fiscal Year the District has indebtedness for Water Revenue Bonds; and

WHEREAS, the said percentage of the Availability of Service Charge shall be determined by the Board; and

WHEREAS, in 2017 the average water usage charge for a Clifton Water District In-District customer was \$34.43/month per unit; and

WHEREAS, in 2017 the average water usage charge for a Clifton Water District Out-of-District customer was \$54.07/month per unit.

NOW THEREFORE BE IT RESOLVED, that the Clifton Water District Board of Directors establish the In-District Availability of Service Charge for the 2018 Fiscal Year at 50% of the In-District average water bill in 2017, which equals \$17.21 per month per unit and the Out-of-District Availability of Service Charge for the 2018 Fiscal Year at 48% of the Out-of-District average water bill in 2017, which equals \$25.82/month per unit.

BE IT FURTHER RESOLVED, that this Resolution be adopted this 4th day of January 2018 and is effective January 5, 2018.

ATTEST:

ABSENT

Dale Peck - Chairman

*Doralyn B. Genova*  
Doralyn Genova - Treasurer

*Melvin Diffendaffer*  
Melvin Diffendaffer - Secretary

ABSENT

Stan Sparks - Vice Chairman

*Edward Dan McElley*  
Edward Dan McElley - Director

**RESOLUTION 2018-03**  
**2018 CLIFTON WATER DISTRICT ELECTION RESOLUTION**

WHEREAS, the terms of office of Directors Peck, Genova, and McElley shall expire after their successors are elected at the regular special District election to be held on May 8, 2018 (“Election”) and take office; and

WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”), the Election must be conducted to elect three Directors to serve for a term of four (4) years.

NOW, THEREFORE, be it resolved by the Board of Directors of the Clifton Water District in the County of Mesa, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 8 2018, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, three Directors will be elected to serve a four-year term.

2. There shall be one polling place at the following location:

*Clifton Fire Station*  
*3254 ½ F Road*  
*Clifton, CO 81520*

situated in the County of Mesa, State of Colorado. The polling place located at 3254 ½ F Road, Clifton, CO shall also be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election

3. Applications for absentee ballots may be filed with the Designated Election Official at the address indicated on the Call for Nominations, no later than the close of business on the Tuesday immediately preceding the election day (May 1, 2018).

4. The Designated Election Officials of local governments with overlapping boundaries that hold elections the same day by polling place must meet, confer, and thereafter, if practical, hold such elections in a manner that permits an elector in the overlapping area to vote in all of such elections at one polling place. If applicable, Designated Election Official is authorized to enter into an intergovernmental agreement with such local governments on behalf of the District concerning the election procedures and any cost sharing associated with coordinating the use of one polling place.



5. The Board of Directors hereby designate David A. Reinertsen as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

6. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, nor later than 3:00 p.m. on Friday, March 2, 2018.

7. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 6, 2018, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 5, 2018, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.

8. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

9. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

10. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

11. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 4th day of January, 2018.

**ATTEST:**

Absent  
Chairman – Dale Peck

Absent  
Vice Chairman – Stan Sparks

Dorilyn B. Genova  
Treasurer – Dorilyn Genova

Melvin Diffendaffer  
Secretary – Mel Diffendaffer

[Signature]  
Director – Dan McElley

**CERTIFICATE OF APPOINTMENT OF DESIGNATED ELECTION OFFICIAL**

**THIS IS TO CERTIFY**, that we have this day appointed, and do hereby appoint David A. Reinertsen as Designated Election Official for the purposes of conducting our special district regular biennial election on May 8, 2018. The appointment includes the authority to act on behalf of the board of directors in planning and implementing the duties required in the success of an election. The Designated Election Official will, with integrity and transparency, and according to law, conduct an election for the Clifton Water District, County of Mesa, State of Colorado. The Designated Election Official has full power and authority to act in an official capacity prior to, during, and until the results of the May 8, 2018 regular biennial election results are certified, unless this appointment should be sooner extended or revoked by Resolution.

**WITNESS** our hand and seal this 4th day of January, 2018.

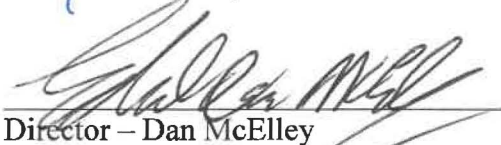
**ATTEST:**

  
Secretary – Melvin Diffendaffer

ABSENT  
Chairman – Dale Peck

  
Treasurer – Doralyn Genova

ABSENT  
Vice Chairman – Stan Sparks

  
Director – Dan McElley



**APPROPRIATION, RESOLUTION OF THE CLIFTON WATER DISTRICT BOARD OF DIRECTORS  
ACTING BY AND THROUGH ITS WATER ACTIVITY ENTERPRISE FOR THE  
2018 BUDGET YEAR**

A resolution appropriating sums of money to the various accounts, in the amounts and for the purposes as set forth below, for the Clifton Water District Acting By and Through its Water Activity Enterprise, Mesa County, Colorado, for the 2018 Budget Year.

WHEREAS, the Directors have adopted the annual Budget for 2018 in accordance with the Local Government Budget Law, on the 7th day of December, 2017, and;

WHEREAS, the Directors have made provision therein to use a combination of revenues and reserves in an amount equal to, or greater than, the total proposed expenditures as set forth in said Budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the Budget to and for the purposes described below, so as to not impair the operations of the District or its Water Activity Enterprise.

NOW THEREFORE, BE IT RESOLVED by the Directors of the Clifton Water District Acting By and Through its Water Activity Enterprise, Mesa County, Colorado that the following sums are hereby appropriated from the revenue and reserves of the Water Activity Enterprise, for the purposes stated below:

ESTIMATED BEGINNING BALANCE \$10,490,224

**ESTIMATED EXPENDITURES**

Operating Expenses	
Source of Supply	\$31,559
Water Treatment	\$819,211
Transmission & Distribution	\$489,669
General & Administrative	\$407,804
Labor Expenses	\$2,294,443
<i>Total Operating Expenses</i>	<i>\$4,042,686</i>
Non-Operating Expenses	
Capital Expenses	\$3,452,650
Bond Principal & Interest	\$1,050,268
Emergency Fund	\$374,768
Reserve Fund	\$436,000
Contingency	\$8,261,672
<i>Total Non-Operating Expenses</i>	<i>\$13,575,358</i>

**TOTAL ESTIMATED EXPENDITURES \$17,618,044**

**ESTIMATED REVENUES**

Operating Revenue	
Sale of Water	\$5,680,286
System Fees	\$419,280
Sanitation District	\$37,860
Penalty and Fees	\$109,050
Turn Fees	\$90,600
<i>Total Operating Revenue</i>	<i>\$6,337,076</i>
Non-Operating Revenue	
Plant Investment Fees	\$585,000
Main Line Extension Fees	\$20,000
Disposal of Assets	\$6,000
Availability of Service	\$49,700
Interest	\$105,000
Bond/Grant Proceeds	\$0
Property Taxes	\$0
Lease Income	\$12,444
Construction Reimbursements	\$0
Tap Installation	\$1,600
Miscellaneous	\$11,000
<i>Total Non-Operating Revenue</i>	<i>\$790,744</i>

**TOTAL ESTIMATED REVENUE \$7,127,820**

**Estimated From Reserves \$10,490,224**

**TOTAL FUNDS AVAILABLE \$17,618,044**

**ESTIMATED ENDING BALANCE (\$0)**

IT IS FURTHER RESOLVED, that there is appropriated from the funds of the District Acting By and Through its Water Activity Enterprise, Seventeen Million Six Hundred Eighteen Thousand and Forty Four Dollars (\$17,618,044) for the general expenses of the DISTRICT, and that this appropriation be a continuing appropriation whether said funds be expended during 2018 or thereafter.

I hereby certify the forgoing is a true copy of a Resolution adopted by the Board of Directors of the Clifton Water District Acting By and Through its Water Activity Enterprise at the Regular Board of Directors Meeting held on December 7, 2017. Said Budget was displayed for inspection and notice of said display for inspection was duly published in accordance with C.R.S. § 29-1-106.

Date: December 7, 2017

By: Dale E. Peck  
Dale Peck, Board Chairman

ATTEST: Doralyn B. Genova  
Doralyn Genova, Treasurer

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, FEBRUARY 1, 2018**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Stan Sparks: Vice-Chair; Melvin Diffendaffer, Doralyn Genova; Treasurer, Secretary; Dan McElley, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley, Melissa Lemke, Lacey Bouton, Amanda Fleming and Isaac Brown

**REGULAR MEETING**

Chairman Peck called the February 1, 2018 Regular Meeting to order at 5:00 p.m.

**MINUTES OF THE JANUARY 4, 2018 REGULAR MEETING**

Director Genova moved to approve the January 4, 2018 Regular Meeting Minutes. Director Diffendaffer noted incorrect wording in the motion to adopt the Availability of Service Charge for 2018. The correction was made and Director McElley seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Genova moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$107,221.50, plus Supplemental Checks of plus \$5,651.29, plus Benefits Checks of \$23,414.69, plus HRA Disbursements of \$14,594.17 for a total of \$150,881.65. Director Diffendaffer seconded and the motion passed unanimously.

**MANAGER'S REPORT**

Manager Tooker reviewed the December 2017 Manager's Report. He noted fifteen (15) taps sold in December which exceeded sales from 2016. Additionally, final year-to-date tap sales in 2017 surpassed 2016 sales (91 vs. 54, respectively). He also noted that water sales had increased 3% for 2017.

**INFORMATIONAL REPORT**

None presented.

## **EXPRESS AGENDA**

Director Genova moved to approve the Express Agenda items as presented. Director McElley seconded the motion which passed unanimously. The Express Agenda (*File 2/1/18*) items are as follows:

### **Request for Qualifications (RFQ) for Engineering Services (GIS/Water Modeling) –**

Advertisement for this Project has been completed. The District has received good interest in the Project. Proposal deadline is Thursday, February 15, 2018 at 4:00 p.m. Staff expects to evaluate the proposals and will make a recommendation to the Board at the March 1, 2018 Board Meeting.

**Project 2017-03 – 34 Road Main Line Upgrade/Replacement Project** – This project is the completion of the 8” Main Line Upgrade/Replacement on 34 Road between the south side of the GVIC and the intersection of 34 and E ¼ Roads. This construction bid project is currently in advertising with a mandatory Pre-Bid Tour set for Thursday, February 8, 2018 with a public bid opening scheduled for Thursday, February 22, 2018. Contract award recommendations will be presented to the Board at the March 1, 2018, Regular Board Meeting.

**Project 2017-04 – 30 Road and F ½ Road Main Line Upgrade/Replacement Project** – This project is the completion of the 6” Main Line Upgrade/Replacement on F ½ Road between 30 and 30 ½ Roads. The design is complete and the bid advertising process will begin in mid-March with contract award recommendations being presented at the May 3, 2018, Regular Board Meeting.

## **UNFINISHED BUSINESS**

Manager Tooker presented the Staff Report (*2/1/18 File, 2018 Staff Reports*) on the Midlands Village Multiple Unit Investment Fees. He reported that prior concerns with the process to collect the multiple unit investment fees, has been alleviated with a partnering process with the Clifton Sanitation District that provides a workable tracking system that addresses the needs and concerns of both organizations. Director McElley moved to authorize the District working jointly with Clifton Sanitation District to correctly track and add additional multiple units to the Midlands Village master account. Director Diffendaffer seconded and the motion passed unanimously.

## **NEW BUSINESS**

**Project 2018-01 – Grand Valley Irrigation Company Canal Crossing Mile Marker 10** – Assistant Manager Reinertsen reviewed the Staff Report (*2/1/18 File, 2018 Staff Reports, Project 2018-01*) summarizing GVICo contacting the District requesting to improve a water line crossing under the section of their canal at Mile Marker 10, on I-70B. Assistant Manager Reinertsen reported this waterline upgrade/replacement was not identified in the 2018 Budget. Staff recommends performing and tracking this work as an unplanned project utilizing a portion of the General Construction Upgrade budget item in the Non-Operating Expenses. Staff has estimated the cost of this project at \$54,500. Director Genova moved to authorize Project 2018-01 and utilize the estimated cost of \$54,500 out of the existing \$942,000 allocated for General Construction

Upgrade, Non-Operating Expense. Director Sparks seconded and the motion passed unanimously.

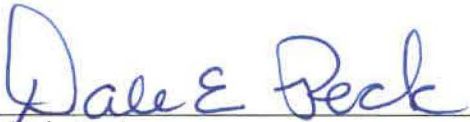
Project 2018-05 WTP SCADA Integration – Manager Tooker reported that the staff wishes to secure Engineering Services for the SCADA Integration project at the Water Treatment Plant. Staff request is to begin the process of issuing Requests for Proposals (RFP) for engineering services for the project. Director Sparks moved to approve Project 2018-05, RFP for Engineering Services for the SCADA Integration. Director Genova seconded and the motion passed unanimously.

Project 2018-06 Effluent Pump and Motor Control Improvements – Manager Tooker reported that the staff wishes to secure Engineering Services for the Effluent Pump and Motor Control Improvements at the Water Treatment Plant. Staff request is to begin the process of issuing Requests for Proposals (RFP) for engineering services for the project. Director Diffendaffer moved to authorize Project 2018-06, RFP for Engineering Services for the Effluent Pump and Motor Control Improvements at the Water Treatment Plant. Director Genova seconded and the motion passed unanimously.

**ADJOURNMENT**

The Regular Meeting was adjourned at 5:50 p.m. by the Chairman.

**ATTEST:**

  
\_\_\_\_\_  
Dale Peck

  
\_\_\_\_\_  
Stan Sparks

*NOT AVAILABLE FOR SIGNATURE*  
\_\_\_\_\_  
Doralyn Genova

  
\_\_\_\_\_  
Melvin Diffendaffer

  
\_\_\_\_\_  
Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, MARCH 1, 2018**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Stan Sparks: Vice-Chair; Dan McElley, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley, Melissa Lemke, Lacey Bouton, Isaac Brown and Jacob Lenihan

**GUESTS:** Jerry Derby, Clifton Water District Customer; and Angie Fowler, SGM

**REGULAR MEETING**

Chairman Peck called the March 1, 2018 Regular Meeting to order at 5:00 p.m. The Chairman noted that Directors Genova and Diffendaffer had an excused absence from this meeting.

**GUEST: JERRY DERBY, CLIFTON WATER DISTRICT CUSTOMER**

Manager Tooker introduced Mr. Jerry Derby at 5:05 p.m. Mr. Derby is requesting relief from his January 11, 2018 water bill stating that he did not use 35,000 gallons of water that he was charged on his bill. Mr. Derby had purchased the property on December 5, 2017 and the balance of the water bill was paid at closing. The next bill, January 11, 2018 included charges for 35,000 gallons which Mr. Derby represented he did not use. Mr. Derby requested relief from all or a portion of his January bill.

Mr. Derby exited the meeting at 5:15 p.m.

Chairman Peck requested discussion of Mr. Derby's proposal on his water bill. Staff reviewed the Staff Report *(3/1/18, 2018 Staff Reports)* and conditions related to Mr. Derby's claim. Director McElley made motion to provide relief to Mr. Derby by adjusting the outstanding bill elimination the conservation Tier 2 and Tier 3 charges and calculating the bill based on the Tier 1 rate, in doing so the District complies with existing Bond Covenants and provides some relief to Mr. Derby. Director Peck seconded and the motion passed (2 yea and 1 no votes). The Board directed Staff to communicate the Board's action by telephone and mail *(3/1/18, 2018 Letters)*.

Chairman Peck acknowledged and introduced Angie Fowler from SGM Engineering as a guest. In addition, without objection, Chairman Peck requested moving the Project 2017-02 – System Hydraulic Model and GIS Evaluation Proposal Selection up in the Agenda for discussion.

**Project 2017-02 – System Hydraulic Model and GIS Evaluation Proposal Selection**

Manager Tooker reviewed the Staff Report *(3/1/18, 2018 Staff Reports)* and identified the six proposals the District received and reviewed the rating evaluation table. Director Sparks moved to award Project 2017-02, System Hydraulic Model and GIS Evaluation to Black & Veatch to begin work



of the District's GIS System and development of a system hydraulic model. Director McElley seconded the motion which passed unanimously.

### **MINUTES OF THE FEBRUARY 1, 2018 REGULAR MEETING**

Director McElley moved to approve the February 1, 2018 Regular Meeting Minutes as submitted. Director Sparks seconded and the motion passed unanimously.

### **FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Sparks moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$93,854.19, plus Supplemental Checks of plus \$35,235.63, plus Benefits Checks of \$23,333.91 plus HRA Disbursements of \$3,416.30 for a total of \$155,840.03. Director McElley seconded and the motion passed unanimously.

### **MANAGER'S REPORT**

Manager Tooker reviewed the January 2018 Manager's Report.

### **INFORMATIONAL REPORT**

None presented.

### **EXPRESS AGENDA**

Director Sparks moved to approve the Express Agenda items as presented. Director McElley seconded the motion which passed unanimously. The Express Agenda (*File 3/1/18*) items are as follows:

2018 Pre-emptive Poly Replacement – The 2018 Pre-Emptive Poly Replacement Program began in earnest on Thursday, February 15<sup>th</sup>. As of Friday, February 23<sup>rd</sup>, 14 services have been updated.

Project 2018-01 Grand Valley Irrigation Company Canal Crossing – MA Concrete Construction began installation of the new water line crossing of the GVIC canal at the Mile Marker 10 reference location on Thursday, February 8<sup>th</sup>. The water line and new casing have been installed and the new concrete anchor walls are completed. Final backfill and site cleanup is expected to be completed by Wednesday, February 28<sup>th</sup>. Final project costs will be presented at the April Board Meeting.

2018 District Election – As of Friday, February 23<sup>rd</sup>, two candidates have submitted Self-Nomination forms to the District's Designated Election Official (DEO). The final day to submit Self-Nomination forms is Friday, March 2<sup>nd</sup>. If on March 5<sup>th</sup>, the number of declared candidates is less than or the same as the number of Board positions open (3), the DEO can declare the election cancelled and deemed the candidates elected as of May 8, 2018.

## UNFINISHED BUSINESS

Operating Policy #420 – Leak Adjustment Policy – Manager Tooker presented a Staff Report (3/1/18, 2018 Staff Reports) on Policy #420 Water Usage Fees, Section 10 - Unintentional Water Use (Leak Adjustment). As written, the policy is difficult to administer and explain to customers. Manager Tooker identified a Policy revision would simplify the existing language in Section 10 - Unintentional Water Use (Leak Adjustment) to establishing qualification criteria and remove the Tier 2 and Tier 3 water rates for confirmed customer leaks out of the control of the customer. Also identified in the Policy is compliance to the District's Bond Covenants preventing the District from providing free water service. Director McElley moved to accept the revisions of Policy #420; Section 10 - Unintentional Water Use (3/1/18, Policy #410 Section 10 revision march 1, 2018) to provide customer assistance in the event of unintentional leak while remaining compliant with the District's Bond Covenants and simplify the policy and its administration. Director Sparks seconded and the motion passed unanimously.

Project 2017-03 – 34 Road Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen presented the Staff Report (3/1/18, 2018 Staff Reports) informing the District had received seven (7) bid submittals. He reviewed the project requirements of this next phase of the non-operational general construction line upgrade project along 34 Road from F Road south to GVIC canal. Director Peck moved to accept the MA Concrete Construction Company bid in the amount of \$108,735 for Project 2017-03 and directed staff to prepare construction agreement documents for final signatures. Director Sparks seconded and the motion passed unanimously.

## NEW BUSINESS

Grand Valley Drought Condition Status – Assistant Manager Reinertsen presented the Staff Report (3/1/18, 2018 Staff Reports, Drought Response Plan) reporting on current snowpack and drought outlook information. At the monthly Water Manager's Meeting in February, the decision was made that each utility would closely monitor their respective water sheds and reservoir levels through February. At the upcoming March 6<sup>th</sup> Water Manager's Meeting, review of the data will be presented and a decision whether or not to make an early Stage I declaration will be made. Staff will update the Board of any such declaration.

Residential Development Fire Suppression – Assistant Manager Reinertsen reported on a Residential Development that will be utilizing individual residential fire sprinkler systems, which is new to the District. There is potential for the new development to request a 3/4 –inch meter to achieve adequate flow rate. The District does not have an established Plant Investment Fee a 3/4-inch tap and meter. Staff will keep the District Board updated on any future development of this situation and possible establishment of a proper Plant Investment Fee.

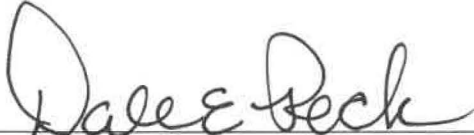
Water Acquisition Plan – Manager Tooker reported the Water Acquisition Plan will be moved from pending items of the Manager's Report to the Policy Committee for further discussion.



**ADJOURNMENT**

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

**ATTEST:**



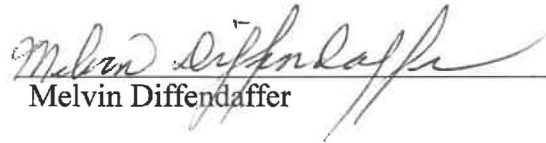
Dale Peck



Stan Sparks

*--Excused--*

Doralyn Genova



Melvin Diffendaffer



Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, APRIL 5, 2018**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Stan Sparks: Vice-Chair; Mel Diffendaffer, Secretary; Dan McElley, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley, Melissa Lemke, Isaac Brown and Amanda Fleming.

**REGULAR MEETING**

Chairman Peck called the April 5, 2018 Regular Meeting to order at 5:00 p.m. The Chairman noted that Directors Genova had an excused absence from this meeting. Manager Tooker reported that Director Genova had contacted him that because of health reasons she would not be at the meeting and will be resigning her position on the Board.

**MINUTES OF THE MARCH 1, 2018 REGULAR MEETING**

Director McElley moved to approve the March 1, 2018 Regular Meeting Minutes as submitted. Director Sparks seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Diffendaffer moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$207,605.38, plus Supplemental Checks of plus \$35,573.17, plus Benefits Checks of \$23,411.78 plus HRA Disbursements of \$5,021.01 for a total of \$271,611.34. Director McElley seconded and the motion passed unanimously.

**MANAGER'S REPORT**

Manager Tooker reviewed the February 2018 Manager's Report.

**INFORMATIONAL REPORT**

None presented.

**EXPRESS AGENDA**

Director Diffendaffer moved to approve the Express Agenda items as presented. Director Sparks seconded the motion which passed unanimously. The Express Agenda (*File 4/5/18*) items are as follows:

Children's Water Festival Participation – The 2018 Water Festival is scheduled for May 14 – 15, 2018, from 9:30 am – 2:00 pm each day at Colorado Mesa University. District Staff has

presented classroom sessions in the past and has been asked to do so this year as well. If any Board Member would like to participate, there are opportunities for assisting at the DRIP booth or feel free to just stop by CMU on either day and enjoy the fun learning. There is a VIP Luncheon for Board Members; as soon as invitations are received they will be distributed.

Administration Building Emergency Generator – EC Electric completed installation of a new 50 kW emergency generator for the District's Administration Building on March 2, 2018. This new generator replaces the used one obtained from Clifton Sanitation that was used for several years before seizing in 2016. This new generator was supplied by Cummins Generators and will be placed on the same annual service contract for future service maintenance.

Four West Slope Basin Roundtable Meeting – The Four West Slope Basin Roundtable meeting will be held on Wednesday, April 25<sup>th</sup>, at Ute Water. The meeting will run from 10:00am until 3:00 pm. Notify Melissa by Friday, April 13<sup>th</sup> if you wish to attend so reservations can be made.

Colorado River District's State of the River Meeting – The Colorado River District's Annual State of the River Meeting will be held on Tuesday, May 8<sup>th</sup> at the CMU Ballroom. The meeting will run from 6:00 pm until 8:00 pm. Notify Melissa by Friday, April 13<sup>th</sup> if you wish to attend so reservations can be made.

Project 2017-03 – 34 Road Main Line Upgrade/Replacement Project – The contractor, MA Concrete Construction, has the road closure posting scheduled to start on Wednesday, April 4<sup>th</sup>. New main line installation will start the week of April 9<sup>th</sup>. Utility pothole locates have started and should be complete prior to the April 9 start date.

Project 2017-04 – F ½ Road Main Line Upgrade/Replacement Project – Project Bid Documents are being picked up by interested contractors. A mandatory Pre-Bid Meeting will be held on Tuesday, April 17<sup>th</sup> with the Public Bid Opening scheduled for 4:00 pm on Tuesday, May 1<sup>st</sup>. Construction bid award recommendations will be presented at the Regular Board Meeting scheduled for May 3<sup>rd</sup>. Construction is scheduled to start June 1, 2018 to accommodate construction during the summer break for Thunder Mountain Elementary School.

Engineering Design Support for 2018 Budgeted Main Line Upgrade Designs – Staff will be soliciting cost proposals from local engineering firms to begin the planned waterline upgrade designs for both 31 Road (F to F ½ Roads) and 32 Road (D to E Roads). These design projects are scheduled for completion in 2018 with construction to be considered in the 2019 Non-Operating District Budget.

## **UNFINISHED BUSINESS**

2018 District Election – Adoption of Resolution 2018-04 – Assistant Manager and Designated Election Official Reinertsen reviewed the Staff Report (4/5/18, 2018 Staff Reports, Resolutions, 2018 Election) District Resolution 2018-04 Cancellation of Election and Declaration Deeming Candidates Elected. Designated Election Official Reinertsen stated the District's 2018 Election was cancelled on March 6, 2018 as the number of candidates submitting Self-Nomination affidavits was less than the number of Board positions to be filled. He also presented District Resolution 2018-04 Cancellation of Election and Declaration (4/5/18, Resolutions) deeming candidates Dale E. Peck and Edward D. McElley elected. Notification of Cancellation of the District's 2018 election was published in the Daily Sentinel on Wednesday, March 21, 2018, along with cancellation postings made as per Statute. Director Diffendaffer moved to adopt Resolution 2018-04 for Cancellation of Election and Declaration Deeming Candidates Elected. Director Sparks seconded and the motion passed unanimously. Chairman Peck signed the Resolution. The Resolution text is inserted below:

**RESOLUTION 2018-04  
CANCELLATION OF ELECTION and  
DECLARATION DEEMING CANDIDATES ELECTED  
BOARD OF DIRECTORS**

CLIFTON WATER DISTRICT

MESA COUNTY, COLORADO

*WHEREAS, the Board of Directors of the District is authorized to cancel the election by resolution and declare candidates elected at the close of business on the sixty-third before the election to be conducted on May 8, 2018; and*

*WHEREAS, the Board of Directors has duly certified that there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates,*

*Now, THEREFORE, pursuant to 1-13.5-513 & 1-11-103(3), C.R.S., the Board HEREBY Cancels the regular election to be conducted on the 8<sup>th</sup> day of May, 2018 by formal resolution and*

*THE BOARD DECLARES THE FOLLOWING CANDIDATES ELECTED FOR THE FOLLOWING TERMS OF OFFICE:*

<u>Dale E. Peck</u>	<u>3047½ Wedgewood Ave, Grand Junction, CO</u>	<u>4-year term</u>
<u>Edward D. McElvey</u>	<u>573 33¾ Road, Clifton, CO</u>	<u>4-year term</u>

Signed by: \_\_\_\_\_  
(Board Chair's signature) (date)

Contact Person for the District: Dale Tooker  
Telephone Number of the District: 970-434-7328  
Address of the District: 510 34 Road, Clifton, CO 81520

Project 2017-02 –System Hydraulic Model & GIS Evaluation Agreement – Manager Tooker reviewed the Staff Report (4/5/18, 2018 Staff Reports, Project File) concerning the Engineering Services Agreement with Black and Veatch. The Engineering Services Agreement includes the Scope of Services and Cost Proposal of \$58,440. Manager Tooker reported that the initial cost is to evaluate the District's existing system and data then provide improvement recommendations in a Preliminary Evaluation Report. Additional costs will be necessary to complete the project based upon the recommendations and options chosen. Director Peck moved to authorize accepting the Agreement with Black and Veatch and the Cost Proposal of \$58,440 for initial system evaluation to proceed with the project authorizing the Manager to sign the Agreement. Director Sparks seconded and the motion passed unanimously.

District Administrative Office Design and Preconstruction Services – Manager Tooker reviewed the Staff Report (4/5/18, 2018 Staff Reports) regarding the cost proposal presented by FCI Constructors Inc to begin preliminary design and preconstruction evaluation for the Administration Office expansion and renovation. The FCI Constructors Inc cost proposal is \$28,107. Director Sparks moved to accept the FCI Constructors Inc. cost proposal of \$28,107 for the Design and Preconstruction Services and authorize the Manager to sign the proposal. Director McElley seconded and the motion passed unanimously.

Project 2018-01 Grand Valley Irrigation Company Canal Crossing – Assistant Manager Reinertsen reviewed the Staff Report as informational and no action required by the Board (4/5/18 File, 2018 Staff Reports, Project 2018-01). Reinertsen reported the project involved installing a new 12” waterline crossing of the GVICo canal at Mile Marker 10, on I-70B. During the course of the project work, site conditions changed which resulted in an increase to the final cost. Staff previously had estimated cost to be \$54,500, but with site condition changes project cost increased to \$61,425.60. The cost increase will be funded in the 2018 Budget for Capital Improvement Projects.

2017 FY Audit – Manager Tooker reported that this is informational only and that Chadwick Steinkirchner, Davis & Co., P.C. will present the FY 2017 Audit at a future Board Meeting.

#### NEW BUSINESS

Project 2018-03 – Three (3) Million Gallon Storage Tank Painting Project – Assistant Manager Reinertsen reviewed the Staff Report (4/5/18 File, 2018 Staff Reports) requesting approval to advertise for Request for Proposal (RFP) for Project 2018-03 – Three (3) Million Gallon Storage Tank Painting Project. Director McElley moved to approve the Request for Proposal for Project 2018-03 Storage Tank Painting Project. Director Diffendaffer seconded and the motion passed unanimously.

#### ADJOURNMENT

The Regular Meeting was adjourned at 5:50 p.m. by the Chairman.

ATTEST:



Dale Peck



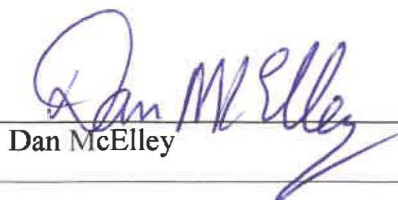
Stan Sparks

--Excused--

Doralyn Genova



Melvin Diffendaffer



Dan McElley

**RESOLUTION 2018-04  
CANCELLATION OF ELECTION and  
DECLARATION DEEMING CANDIDATES ELECTED  
BOARD OF DIRECTORS**

CLIFTON WATER DISTRICT

MESA COUNTY, COLORADO

WHEREAS, the Board of Directors of the District is authorized to cancel the election by resolution and declare candidates elected at the close of business on the sixty-third before the election to be conducted on May 8, 2018; and

WHEREAS, the Board of Directors has duly certified that there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates,

Now, THEREFORE, pursuant to 1-13.5-513 & 1-11-103(3), C.R.S., the Board HEREBY cancels the regular election to be conducted on the 8<sup>th</sup> day of May, 2018 by formal resolution and

THE BOARD DECLARES THE FOLLOWING CANDIDATES ELECTED FOR THE FOLLOWING TERMS OF OFFICE:

Dale E. Peck                      3047½ Wedgewood Ave, Grand Junction, CO                      4-year term

Edward D. McElley                      573 33¾ Road, Clifton, CO                      4-year term

Signed by:



(Board Chair's signature)

4-5-18

(date)

Contact Person for the District: Dale Tooker

Telephone Number of the District: 970-434-7328

Address of the District: 510 34 Road, Clifton, CO 81520

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, MAY 3, 2018**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Stan Sparks: Vice-Chair; Mel Diffendaffer, Secretary; Dan McElley, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley, Melissa Lemke, Lacey Bouton and Amanda Fleming.

**REGULAR MEETING**

Chairman Peck called the May 3, 2018 Regular Meeting to order at 5:00 p.m.

**MINUTES OF THE APRIL 5, 2018 REGULAR MEETING**

Director Diffendaffer moved to approve the April 5, 2018 Regular Meeting Minutes as submitted. Director McElley seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Diffendaffer moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$126,058.46, plus Supplemental Checks of \$5,900.54, plus Benefits Checks of \$23,571.98 plus HRA Disbursements of \$4,514.30, for a total of \$160,045.28. Director Sparks seconded and the motion passed unanimously.

**MANAGER'S REPORT**

Manager Tooker presented the Manager's Report. There were no questions.

**INFORMATIONAL REPORT**

Manager Tooker presented the Utilization Report for the 2017 HRA Plan Year (*File 05/03/18, 2018 Informational Reports*). Manager Tooker reported that the 2017 HRA Budget item had a 46% underutilization representing a savings of \$125,283. The HRA has been effective in reducing the District's Health Insurance Premium expense and has provided an extremely positive employee benefit. Manager Tooker reviewed the cost savings over the past seven years to the District of over \$800,000 in benefit costs.

**EXPRESS AGENDA**

Director Diffendaffer moved to approve the Express Agenda items as presented. Director Sparks seconded the motion which passed unanimously. The Express Agenda (*File 5/3/18*) items are as follows:



2018 Pre-emptive Poly Replacement – Distribution crews have completed 108 Preemptive Poly Service Line Replacements on Friday, April 27th. The final completion will include additional asphalt and concrete. At the next Board Meeting, Final Costs will be provided in a Staff Report. SDA Regional Training Seminar – The SDA Regional Training Seminar for District Board Members, Managers, and Staff will be held on Wednesday, June 13<sup>th</sup> at the Grand Valley Fire Protection District in Parachute, CO. The seminar will run from 8:00 am until 12:15 pm and will cover various topics such as conflicts of interests, notice of meetings, and district powers. For those wanting to attend, please let Melissa know by Friday, May 18<sup>th</sup> for her to make your reservation.

Project 2018-04 – Booshway/Midlands Extension – 10” Water Line Project – Staff received the executed exclusive water line easement from Midlands Village, Inc. allowing installation of approximately 600 feet of 10” PVC waterline connecting the previously installed waterline on Nottingham Dr. inside Midlands Village with the existing 10” waterline in Booshway Ave. The District secured the services of the developer and contractor for the Fox Meadows Subdivision, Grand Junction Real Estate Investments, LLC, to install District provided materials to complete the connection. The line is scheduled to be placed in service the week of April 30<sup>th</sup>. This connection provides a critical, redundant north/south distribution system link between D ½ and D Roads.

### UNFINISHED BUSINESS

FY 2017 Audit – Manager Tooker reported that Chadwick Steinkirchner, Davis & Co., P.C. will present the FY 2017 Audit at the June 7, 2018 Board Meeting. Information only, no Board action required at this time.

Project 2017-03 – 34 Road Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen reported that the contractor, MA Concrete Construction completed installation of the new 8-inch water line on May 2, 2018. Staff is requesting Board authorization to begin the Final Payment advertising processing so final payment could be considered at the June 7<sup>th</sup> Regular Board Meeting. Director Diffendaffer moved to authorize to advertise for Project 2017-03 Final Payment to be considered at the June 7, 2018 Regular Board Meeting. Director McElley seconded and the motion passed unanimously.

Residential Development Fire Suppression – Assistant Manager Reinertsen reported that Staff met with the developer of the Palisade Legends Subdivision and was provided a letter from the design engineer stating the required fire flows could be met through the standard 5/8-inch water meter that the District uses for 3/4” residential service taps. Evaluation of developing a policy for Residential Fire Taps will be reviewed by the Policy Committee. Information only, no Board action required at this time.

Project 2017-04 – F ½ Road Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen reviewed the Staff Report (*File 05-03-18, 2018 Staff Reports, Project 2017-04*) requesting the Board not award Project 2017-04 submitted by the low bid offeror. The bid price was \$81,147.35 above the budgeted funds for the project. Director Sparks asked if the work could be performed by the District’s distribution staff. Manager Tooker responded that District distribution staff couldn’t perform the project due to other planned projects in 2018. Director

McElley moved to not award Project 2017-04, based on the bid exceeding budgeted funds for the project. Director Diffendaffer seconded and the motion passed unanimously.

Drought Response Plan Update – Assistant Manager Reinertsen reviewed the Staff Report (*File 05-03-18, 2018 Staff Reports, Drought Response Plan*) concerning the update of the Drought Response Plan in collaboration with the other three (3) local domestic water providers in the Grand Valley. The Drought Response Plan was originally developed in 2003, in response to the 2002/2003 drought conditions. The Drought Response Plan has been revised to identify five (5) drought stages that match those of the U.S. Drought Monitor. Director Sparks moved to adopt the Revised Grand Valley Drought Response Plan. Director Diffendaffer seconded and the motion passed unanimously.

**NEW BUSINESS**

Employee Wellness Award – Manager Tooker reviewed the Employee Wellness Award Staff Report (*File 05-03-18, 2018 Staff Reports*). 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 2017 cost savings of \$125,283 and over the past seven years, the District has saved over \$800,000 in employee health insurance and benefit costs. Director Diffendaffer moved to approve an employee Wellness Award based upon 10% of the individual unspent HRA funds above \$1,000, using funds from the budgeted Payroll expense. Director Sparks seconded the motion and the passed unanimously.

Four West Slope Basin Roundtable – Director Peck provided a summary of the Four West Slope Basin Roundtable meeting. Water managers discussed a variety of topics including the demands of the lower basin states and the challenges of developing a plan to keep an adequate amount of water in Lake Powell to avoid a demand from downstream states for more water under the Colorado River Compact.

**ADJOURNMENT**


The Regular Meeting was adjourned at 6:40 p.m. by the Chairman.

ATTEST:

  
\_\_\_\_\_  
Dale Peck

  
\_\_\_\_\_  
Stan Sparks

--Excused--  
\_\_\_\_\_  
Doralyn Genova

  
\_\_\_\_\_  
Melvin Diffendaffer

  
\_\_\_\_\_  
Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, JUNE 7, 2018**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Stan Sparks: Vice-Chair; Mel Diffendaffer, Secretary; Dan McElley, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley, Melissa Lemke, and Isaac Brown.

**GUEST:** Mr. Mike Nelson, Chadwick, Steinkirchner, Davis & Co., PC

**REGULAR MEETING**

Chairman Peck called the June 7, 2018 Regular Meeting to order at 5:00 p.m.

**FY 2017 AUDIT**

Mike Nelson with Chadwick, Steinkirchner, Davis & Co., P.C. presented the 2017 Audited financial statements to the Board. Mr. Nelson identified the improvement in the District's net position and increased financial health of the District in FY 2017. He noted that the District Net Position continues to remain financially strong at \$1,975,409 in 2017 compared to \$1,987,532 in 2016. This is attributed to continued increase in Cash and Investments and a decrease in Liabilities. Mike Nelson praised the District financial health and noted the Working Capital Ratio for 2017 was a healthy 7.56 compared to 6.69 in 2016. Mr. Nelson answered the Board's questions and exited the meeting at 5:20 pm.

Director McElley moved to accept the FY 2017 Audit and authorize Staff to distribute to the proper agencies. Director Diffendaffer seconded and the motion passed unanimously.

**MINUTES OF THE MAY 3, 2018 REGULAR MEETING**

Director Sparks moved to approve the May 3, 2018 Regular Meeting Minutes as submitted. Director McElley seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Sparks moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$138,131.28, plus Supplemental Checks of \$8,841.59, plus Benefits Checks of \$24,408.61 plus HRA Disbursements of \$6,320.76, for a total of \$177,702.24. Director Diffendaffer seconded and the motion passed unanimously.

## **OATH OF OFFICE**

Vice-Chairman Sparks administered the Oath of Office and installed Dale Peck and Edward Dan McElley to the Board of Directors for four-year terms. Directors Peck and McElley signed the Oath of Office.

## **REORGANIZATION OF THE BOARD**

Director McElley moved to retain Dale Peck as the Chairman, Stan Sparks as Vice Chairman and Melvin Diffendaffer as Secretary. Director Sparks seconded and the motion passed unanimously. Director Sparks then moved to nominate Dan McElley as the Treasurer, and Director Diffendaffer seconded and the motion passed unanimously.

As of June 7, 2018, the Clifton Water District Officers are as follows:

Chairman/President	Director Peck
Vice-Chairman/Vice President	Director Sparks
Secretary	Director Diffendaffer
Treasurer	Director McElley

Director Sparks moved to appoint Director Diffendaffer to the Policy & Standards Committee. Director McElley seconded and the motion passed unanimously. Director Sparks moved to accept the remaining Standing District Committees as is. Director McElley seconded and the motion passed unanimously.

As of June 7, 2018, the Clifton Water District Standing Committee members are:

Budget	Directors Peck and Diffendaffer
Construction	Directors Peck and Sparks
Personnel	Directors Peck and McElley
Policy and Standards	Directors Sparks and Diffendaffer
Water Rights	Directors Diffendaffer and McElley

## **MANAGER'S REPORT**

Manager Tooker presented the Manager's Report for April 2018. He highlighted the sale of new taps year to date has increased 84 percent from the previous year. He also pointed out that Availability of Service Accounts are down 20 percent and in conjunction with the increased tap sales, it is a good indicator of the increase of new construction and customer growth.

## **INFORMATIONAL REPORT**

Partnership For Safe Water Award 2017 – Manager Tooker reported the District is honored to receive the 10-year Directors Award from the Partnership for Safe Water Award. The award recognizes the District's outstanding commitment of meeting stringent operation and performance standards for the past 10 years consecutively. The 10-year Directors Award is prestigious accomplishment.

District Administrative Office Design – Manager Tooker reported that he and Assistant Manager Reinertsen met with FCI Construction and Blythe Design and will be scheduling a meeting with the Board Construction Committee. At a future board meeting, there will be renderings of the office design progress. Staff will need to plan for a design and construction budget for this project.

### **EXPRESS AGENDA**

Director McElley moved to approve the Express Agenda item as presented. Director Diffendaffer seconded the motion which passed unanimously. The Express Agenda (*File 6/7/18*) item are as follows:

Children's Water Festival – The 25<sup>th</sup> Annual Children Water Festival was held at Colorado Mesa University on May 14<sup>th</sup> and 15<sup>th</sup>. Over 2,500 5<sup>th</sup> graders from 42 schools participated this year. In addition to local schools, students attended from Collbran, DeBeque, Rifle, Parachute, Glenwood Springs, Delta and Cedaredge. Over \$17,000 were raised in donations (up from \$16,000 in 2017). There were 63 individual presentation classes and over 375 presenters and volunteers. District Staff participating this year included Mark Dalley, Cameron Deppe, Kyle Bishop, Josh Moore, Amanda Fleming, Melissa Lemke, Stephen Silva, Lacey Bouton, Nick Cooley, and Board Members Peck, Diffendaffer, and McElley. This year's Festival once again solidified the Grand Valley's reputation as the premier educational water festival in Colorado.

### **UNFINISHED BUSINESS**

Board Member Recognition, Doralyn Genova – Director McElley moved to Recognize the service of former Board Member Doralyn Genova through Resolution 2018-05 in Honor of Doralyn Genova (*File 6/7/2018, Resolutions*). Chairman Peck read the Resolution aloud. Director Diffendaffer seconded the motion which passed unanimously. Chairman Peck signed the Resolution.

Text of Resolution 2018-05:

Resolution in Honor of Doralyn Genova

**WHEREAS**, Doralyn Genova served as a member of the Clifton Water District Board of Directors from May 5, 2005 to June 7, 2018; and

**WHEREAS**, Doralyn Genova's guidance and governance was critically valuable during her 13 year tenure when over \$42 million dollars in Capital Projects were completed, a 13% increase in customers was observed while also persevering through one of the largest housing price drops in history causing an economic recession; and

**WHEREAS**, Doralyn Genova has provided honest and respected governmental leadership with dignity, compassion, empathy and solid insight that has been instrumental in the progressive improvement of the District; and

**WHEREAS**, Doralyn Genova has been influential in developing and maintaining the fiscal accountability of the District by incorporating effective budgeting, effective water rates, accountable spending, enlightened strategic planning; and

**WHEREAS**, Doralyn Genova's extensive knowledge and understanding of the operation and management of local, county, and state governmental entities helped to guide District decisions and development of District policies in accordance with Title 32 Special District rules and regulations; and

**NOW THEREFORE BE IT RESOLVED** that the Clifton Water District and Board of Directors express their gratitude for Doralyn Genova's commitment;

**BE IT FURTHER RESOLVED** that this Resolution is presented to Doralyn Genova in appreciation of her dedication and service to the Clifton Water District.

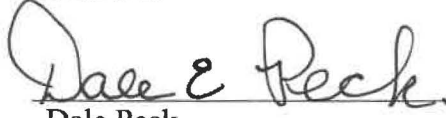
**NEW BUSINESS**

Open Board Position – The Board discussed the open Board position and possible candidates. The Board will direct any interested candidates to Manager Tooker for further information and explanation. The Board identified that the open Board position will need to be filled within 60 days of this meeting date. This item is continued to the July 5<sup>th</sup> Regular Board Meeting.


**ADJOURNMENT**

The Regular Meeting was adjourned at 7:05 p.m. by the Chairman.

**ATTEST:**

  
\_\_\_\_\_  
Dale Peck

  
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Stan Sparks

  
\_\_\_\_\_  
Melvin Diffendaffer

  
\_\_\_\_\_  
Dan McElley



**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, JUNE 7, 2018**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Stan Sparks: Vice-Chair; Mel Diffendaffer, Secretary; Dan McElley, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley, Melissa Lemke, and Isaac Brown.

**GUEST:** Mr. Mike Nelson, Chadwick, Steinkirchner, Davis & Co., PC

**REGULAR MEETING**

Chairman Peck called the June 7, 2018 Regular Meeting to order at 5:00 p.m.

**FY 2017 AUDIT**

Mike Nelson with Chadwick, Steinkirchner, Davis & Co., P.C. presented the 2017 Audited financial statements to the Board. Mr. Nelson identified the improvement in the District's net position and increased financial health of the District in FY 2017. He noted that the District Net Position continues to remain financially strong at \$1,975,409 in 2017 compared to \$1,987,532 in 2016. This is attributed to continued increase in Cash and Investments and a decrease in Liabilities. Mike Nelson praised the District financial health and noted the Working Capital Ratio for 2017 was a healthy 7.56 compared to 6.69 in 2016. Mr. Nelson answered the Board's questions and exited the meeting at 5:20 pm.

Director McElley moved to accept the FY 2017 Audit and authorize Staff to distribute to the proper agencies. Director Diffendaffer seconded and the motion passed unanimously.

**MINUTES OF THE MAY 3, 2018 REGULAR MEETING**

Director Sparks moved to approve the May 3, 2018 Regular Meeting Minutes as submitted. Director McElley seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Sparks moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$138,131.28, plus Supplemental Checks of \$8,841.59, plus Benefits Checks of \$24,408.61 plus HRA Disbursements of \$6,320.76, for a total of \$177,702.24. Director Diffendaffer seconded and the motion passed unanimously.

## OATH OF OFFICE

Vice-Chairman Sparks administered the Oath of Office and installed Dale Peck and Edward Dan McElley to the Board of Directors for four-year terms. Directors Peck and McElley signed the Oath of Office.

## REORGANIZATION OF THE BOARD

Director McElley moved to retain Dale Peck as the Chairman, Stan Sparks as Vice Chairman and Melvin Diffendaffer as Secretary. Director Sparks seconded and the motion passed unanimously. Director Sparks then moved to nominate Dan McElley as the Treasurer, and Director Diffendaffer seconded and the motion passed unanimously.

As of June 7, 2018, the Clifton Water District Officers are as follows:

Chairman/President	Director Peck
Vice-Chairman/Vice President	Director Sparks
Secretary	Director Diffendaffer
Treasurer	Director McElley

Director Sparks moved to appoint Director Diffendaffer to the Policy & Standards Committee. Director McElley seconded and the motion passed unanimously. Director Sparks moved to accept the remaining Standing District Committees as is. Director McElley seconded and the motion passed unanimously.

As of June 7, 2018, the Clifton Water District Standing Committee members are:

Budget	Directors Peck and Diffendaffer
Construction	Directors Peck and Sparks
Personnel	Directors Peck and McElley
Policy and Standards	Directors Sparks and Diffendaffer
Water Rights	Directors Diffendaffer and McElley

## MANAGER'S REPORT

Manager Tooker presented the Manager's Report for April 2018. He highlighted the sale of new taps year to date has increased 84 percent from the previous year. He also pointed out that Availability of Service Accounts are down 20 percent and in conjunction with the increased tap sales, it is a good indicator of the increase of new construction and customer growth.

## INFORMATIONAL REPORT

Partnership For Safe Water Award 2017 – Manager Tooker reported the District is honored to receive the 10-year Directors Award from the Partnership for Safe Water Award. The award recognizes the District's outstanding commitment of meeting stringent operation and performance standards for the past 10 years consecutively. The 10-year Directors Award is prestigious accomplishment.

District Administrative Office Design – Manager Tooker reported that he and Assistant Manager Reinertsen met with FCI Construction and Blythe Design and will be scheduling a meeting with the Board Construction Committee. At a future board meeting, there will be renderings of the office design progress. Staff will need to plan for a design and construction budget for this project.

### **EXPRESS AGENDA**

Director McElley moved to approve the Express Agenda item as presented. Director Diffendaffer seconded the motion which passed unanimously. The Express Agenda (*File 6/7/18*) item are as follows:

Children's Water Festival – The 25<sup>th</sup> Annual Children Water Festival was held at Colorado Mesa University on May 14<sup>th</sup> and 15<sup>th</sup>. Over 2,500 5<sup>th</sup> graders from 42 schools participated this year. In addition to local schools, students attended from Collbran, DeBeque, Rifle, Parachute, Glenwood Springs, Delta and Cedaredge. Over \$17,000 were raised in donations (up from \$16,000 in 2017). There were 63 individual presentation classes and over 375 presenters and volunteers. District Staff participating this year included Mark Dalley, Cameron Deppe, Kyle Bishop, Josh Moore, Amanda Fleming, Melissa Lemke, Stephen Silva, Lacey Bouton, Nick Cooley, and Board Members Peck, Diffendaffer, and McElley. This year's Festival once again solidified the Grand Valley's reputation as the premier educational water festival in Colorado.

### **UNFINISHED BUSINESS**

Board Member Recognition, Doralyn Genova – Director McElley moved to Recognize the service of former Board Member Doralyn Genova through Resolution 2018-05 in Honor of Doralyn Genova (*File 6/7/2018, Resolutions*). Chairman Peck read the Resolution aloud. Director Diffendaffer seconded the motion which passed unanimously. Chairman Peck signed the Resolution.

Text of Resolution 2018-05:

Resolution in Honor of Doralyn Genova

***WHEREAS**, Doralyn Genova served as a member of the Clifton Water District Board of Directors from May 5, 2005 to June 7, 2018; and*

***WHEREAS**, Doralyn Genova's guidance and governance was critically valuable during her 13 year tenure when over \$42 million dollars in Capital Projects were completed, a 13% increase in customers was observed while also persevering through one of the largest housing price drops in history causing an economic recession; and*

***WHEREAS**, Doralyn Genova has provided honest and respected governmental leadership with dignity, compassion, empathy and solid insight that has been instrumental in the progressive improvement of the District; and*

***WHEREAS**, Doralyn Genova has been influential in developing and maintaining the fiscal accountability of the District by incorporating effective budgeting, effective water rates, accountable spending, enlightened strategic planning; and*

***WHEREAS**, Doralyn Genova's extensive knowledge and understanding of the operation and management of local, county, and state governmental entities helped to guide District decisions and development of District policies in accordance with Title 32 Special District rules and regulations; and*

***NOW THEREFORE BE IT RESOLVED** that the Clifton Water District and Board of Directors express their gratitude for Doralyn Genova's commitment;*

***BE IT FURTHER RESOLVED** that this Resolution is presented to Doralyn Genova in appreciation of her dedication and service to the Clifton Water District.*

2017 FY Audit – This Agenda Item was moved to the beginning of the meeting in conjunction with the audit presentation.

Project 2017-02 System Hydraulic Model & GIS Evaluation - Manager Tooker reviewed the Staff Report (*File 6/7/18, Staff Reports*) reported Staff had received the Preliminary GIS Evaluation Report from Black & Veatch (B&V) (*File 6/7/18, Project 2017-02 File*) and the next phase was to approve and implement recommendations for the District's Hydraulic Model and GIS system. Staff is requesting Board approval and authorization to accept Amendment 1 to the original agreement in the amount of \$124,830. Director Diffendaffer made a motion to accept Amendment 1 in the amount of \$124,830 and Black & Veatch's recommendation as identified in the Preliminary GIS Evaluation Report and directed Manager Tooker to sign Amendment 1. Director Sparks seconded the motion which passed unanimously.

Project 2017-03 34 Road Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen reported that Staff was waiting for final pay application request that was not received from MA Concrete prior to this meeting. Staff will defer the final payment and present at the next Board Meeting in July 2018.

Project 2018-09 Three Million Gallon Storage Tank Painting Project – Assistant Manager Reinertsen reviewed the Staff Report (*File 6/7/18, Staff Reports*) and reported that the District had received only one submittal of interest from Burns and McDonnell. He reported that they provided detail evaluation to do the work as requested in the RFQ (*File 6/7/18, Project 2018-03 File*). Staff is recommending accepting the Burns and McDonnell proposal. Director Sparks made a motion to accept Burns and McDonnell’s proposal to provide requested engineering services, and directed staff to generate design services agreement for Board signature. Director Diffendaffer seconded the motion which passed unanimously.


### **NEW BUSINESS**

Open Board Position – The Board discussed the open Board position and possible candidates. The Board will direct any interested candidates to Manager Tooker for further information and explanation. The Board identified that the open Board position will need to be filled within 60 days of this meeting date. This item is continued to the July 5<sup>th</sup> Regular Board Meeting.

### **ADJOURNMENT**

The Regular Meeting was adjourned at 7:05 p.m. by the Chairman.

### **ATTEST:**

  
\_\_\_\_\_  
Dale Peck

  
\_\_\_\_\_  
Stan Sparks

  
\_\_\_\_\_  
Melvin Diffendaffer

  
\_\_\_\_\_  
Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, JULY 5, 2018**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Stan Sparks: Vice-Chairman; Mel Diffendaffer, Secretary; Dan McElley, Treasurer

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Angie Beebe; Melissa Lemke; Lacey Bouton; and, Amanda Fleming

**GUEST:** Michael Slauson, Prospective Board Member

**REGULAR MEETING**

Chairman Peck called the July 5, 2018 Regular Meeting to order at 5:00 p.m.

**MINUTES OF THE JUNE 7, 2018 REGULAR MEETING**

Director Diffendaffer moved to approve the June 7, 2018 Regular Meeting Minutes as submitted. Director Sparks seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director McElley moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$214,639.34, plus Supplemental Checks of \$15,320.87, plus Benefits Checks of \$23,110.13 plus Special Payroll Check of \$184.70, plus HRA Disbursements of \$2,181.56, for a total of \$255,436.60, with the exception of check #35723, payable to MA Concrete Construction, Inc., which was scheduled for action under Unfinished Business. Director Diffendaffer seconded and the motion passed unanimously. Manager Tooker reported cash received from Tap Sales increased in May resulting in increased revenue for the month.

**MANAGER'S REPORT**

Manager Tooker presented the Manager's Report for May 2018. He highlighted metered water use of 5.46 million gallons sent to the City of Grand Junction. A question was asked why the City of Grand Junction was not charged for the 5.46 million gallons of metered water use. Manager Tooker identified the District's agreements with City of Grand Junction and Ute Water agreeing to work together during emergency supply events and not exchange payment for such emergency requests.

Water quality results indicate little run-off impact noted in the Colorado River during the historical May run-off period.



## **INFORMATIONAL REPORTS**

DRIP Activities – Assistant Director Reinertsen reported staff participated in the 2018 Rain Barrel Building Workshop on June 22<sup>nd</sup> at Cross Orchards. Participants were able to build residential rain barrels they could take home with them. He identified that in 2019, this customer rain barrel workshop will occur earlier, in April or May, when customers are generally performing outdoor yard and garden activities and when there is a greater opportunity to collect rain in the ‘new’ barrels.

Preemptive Poly Replacement Summary Report – Manager Tooker presented the Informational Report (*File 07-05-18, 2018 Informational Reports*) on the District’s historical preemptive poly replacement for the past six years. He focused on the District’s escalation of the program over the last two years. He highlighted preemptive costs vs. emergency repair costs with the projection of 4,000 poly service lines replaced vs. waiting for a leak to appear. Estimated costs are \$8,756,000 at current pace of 220 service lines (Emergency and Preemptive) is projected to take 18 years before all Poly Service Lines are replaced. With the success of replacement activities in 2018, it is reasonable to increase the number of Preemptive Poly Service Line replacements up to 400 annually. This would reduce the time frame for full replacement within 10 years.

## **EXPRESS AGENDA**

Director Diffendaffer moved to approve the Express Agenda items as presented. Director McElley seconded the motion which passed unanimously. The Express Agenda (*File 7/5/18*) items are as follows:

Project 2018-08 – Peach Tree New 8” Waterline – K & D Construction was selected to provide excavation and installation services for the new 8” water line at the Peach Tree Shopping Center, located south of the Maverick Gas Station at F Road and 1<sup>st</sup> Street in Clifton. This budgeted project connected the existing 8” waterline in 1<sup>st</sup> Street with the existing 3” waterline in Laura Ave. and the existing 8” waterline south of the Peach Tree Shopping Center. The new waterline was placed in service on Wednesday, June 27<sup>th</sup>. The project included the installation of 520 feet of 8” PVC waterline and one new fire hydrant. This project completes a redundant water supply connection for the commercial establishments at the Peach Tree Shopping Center.

2018 SDA Annual Conference – This year’s SDA Annual Conference is being held in Keystone, Colorado. The Conference begins on Wednesday, September 12<sup>th</sup> and ends on Friday, September 14<sup>th</sup>. A preliminary conference agenda is included in the Board Packet. Please notify Melissa Lemke by Wednesday, July 25<sup>th</sup>, 2018 if you wish to attend the Conference so that room reservations can be made well in advance.

## **UNFINISHED BUSINESS**

Board Position Vacancy – Chairman Peck asked Mr. Slauson if he had interest in filling the current vacancy on the District’s Board of Directors. Mr. Slauson stated that he would like to serve in that position. Director Peck moved to appoint Mr. Michael Slauson to the vacant Board position until the next regularly scheduled District election, to be held in May 2020. Director



Sparks seconded the motion which passed unanimously. The Oath of Office will be administered at the August 2, 2018, Regular Board Meeting.

Project 2017-03 34 Road Main Line Upgrade/Replacement Project – Assistant Manager Reinertsen presented the Staff Report (*File 07-05-18, 2018 Staff Reports, Project 2017-03*) requesting final payment of construction retainage to MA Concrete Construction, Inc., in the amount of \$5,523.31. Director Diffendaffer made a motion to approve payment for \$5,523.31 to MA Concrete Construction, Inc., reflecting the amount retained during construction. Director Sparks seconded the motion and the motion passed unanimously.

Drought Conditions – Assistant Manager Reinertsen provided a status update on the current state-wide drought conditions and provided handouts describing current drought conditions and near-term outlooks. The Grand Valley Drought Status is still in the Severe Drought designation, with Voluntary Water Restrictions still in place. Water supplies for area domestic providers are still favorable and not in a Mandatory Restriction condition. Information only, no Board action required at this time.

SDA Regional Training Seminar Briefing – Staff Beebe and Lemke presented highlights of the SDA Regional Training Seminar held on Wednesday, June 13<sup>th</sup> at the Grand Valley Fire Protection District in Parachute, CO. Staff member Beebe appreciated the opportunity to attend and expressed she learned more about Tabor requirements as it applies to special districts. Staff member Lemke shared as noted in the SDA Board Member Manual, House Bill 18-1181, Out of State Electors, was vetoed by Governor Hickenlooper on June 1, 2018. Directors should cross out this section in the recently issued Board Member manual.

## NEW BUSINESS

City of Grand Junction Request – Communication Antenna, Whitewater Tank Site – Manager Tooker reported the City of Grand Junction had inquired about securing antenna space on District-owned property at the top of Whitewater Hill. Manager Tooker confirmed there was room on either the south One Million Gallon Finished Water Storage Tank or on the abandoned antenna tower adjacent the Plant One structure. Staff has no concerns with this request. Information only, no Board action requested or required at this time.

Contractor Request for Dust Control Water – Bosley Wash Project – Assistant Manager Reinertsen reported this is a Mesa County project. Several contractors had contacted the District this past April regarding purchase of water for dust control and soil compaction during the bid development phase for the project. Staff denied those requests to use potable water due to the Grand Valley Drought status. The Contractor who was awarded the project was not one of the bidders who had previously requested the purchase of potable water for this project. Information only, no Board action requested. Chairman Peck suggested Staff contact Mesa County and inform them that the Contractor could possibly lease water from the Grand Valley Irrigation Company to use on the project.

October 4, 2018 Regular Board Meeting – Manager Tooker reported that he would out of town during the October 4<sup>th</sup> Regular Board Meeting and that the scheduled meeting could happen in

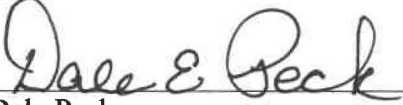
his absence. Information only, no decision requested of the Board at this time. Final scheduling decision will be made at a future Board meeting.

Personnel Changes – Manager Tooker reported on personnel changes in the front office. Kayla Stearns has been hired as the District’s new Customer Service Representative/ Billing Specialist.

**ADJOURNMENT**

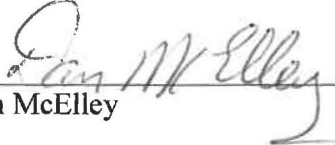
The Regular Meeting was adjourned at 6:50 p.m. by the Chairman.

**ATTEST:**

  
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Dale Peck

  
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Stan Sparks

  
\_\_\_\_\_  
Melvin Diffendaffer

  
\_\_\_\_\_  
Dan McElley

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, AUGUST 2, 2018**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Stan Sparks: Vice-Chairman; Mel Diffendaffer, Secretary; Dan McElley, Treasurer; and, Michael Slauson, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Brian Sheley; Angie Beebe; Melissa Lemke; and, Amanda Fleming

**GUEST:** Robert Wachal, Regional Planning Leader – Black & Veatch

**REGULAR MEETING**

Chairman Peck called the August 2, 2018 Regular Meeting to order at 5:00 p.m.

Manager Tooker introduced Mr. Wachal, with Black & Veatch, to demonstrate the District's Hydraulic Modeling and GIS System Program. Mr. Wachal presented the software capabilities and level of District integration completed as of July 31<sup>st</sup>. Completion of the GIS base mapping is anticipated around mid-September with the initial Hydraulic Model functional by the end of September. Operational questions raised by the Board were addressed by Mr. Wachal and Manager Tooker. After completion of his presentation, Mr. Wachal remained in attendance for the rest of the Board Meeting.

**MINUTES OF THE JULY 7, 2018 REGULAR MEETING**

Director Diffendaffer moved to approve the July 7, 2018 Regular Meeting Minutes as submitted. Director McElley seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

It was noted that the expenditure information posted on the Agenda did not reflect updated information pertaining to the Supplemental Checks (\$7,263.84) and the total (\$175,756.56) expenditures. Director McElley moved to accept the Amended Financial Report and Approve Accounts Payable Regular Checks of \$136,943.43, plus Supplemental Checks of \$7,263.84, plus Benefits Checks of \$22,913.10, plus HRA Disbursements of \$8,636.19, for a total of \$175,756.56. Director Diffendaffer seconded and the motion passed unanimously.

**OATH OF OFFICE FOR DIRECTOR**

Chairman Peck administered the Oath of Office and installed Michael Slauson to the Board of Directors of the Clifton Water District for a two-year term, terminating with the next regularly scheduled District election, May 2020. Director Slauson signed the Oath of Office.

## **MANAGER'S REPORT**

Manager Tooker presented the Manager's Report for June 2018. He provided a detailed overview of the items reported in the Manager's Report. It was also identified that the District-wide monthly safety meeting focused on the District's Emergency Response Plan with specific emphasis on emergency site evacuations.

## **INFORMATIONAL REPORT**

Assistant Manager Reinertsen provided a handout *Rocky Mountain Area - 30 to 120 Day Fire Potential Outlook (File 8/2/18)* which detailed the precipitation deficits in the Rocky Mountain Area and resulting wildfire outbreaks. He indicated the on-going drought trends in the southwestern region of the state had extreme drought (D3) rating as of July 17, 2018, which without the arrival of the annual monsoon rain events could lead to serious consideration of mandatory water use restrictions. Information only, no Board action required at this time.

## **EXPRESS AGENDA**

Director Diffendaffer moved to approve the Express Agenda item as presented. Director Sparks seconded the motion which passed unanimously. The Express Agenda (*File 8/2/18*) item is as follows:

DRIP Booth at the Mesa County Fair – A total of thirteen District Staff members provided coverage for a number of time slots at the DRIP Booth at the Mesa County Fair from Tuesday, July 24 through Saturday, July 28, 2018. The DRIP presence at the Mesa County Fair was an effort to continue the public awareness campaign and to provide the valuable community service of free chilled water to the Fair attendees.

## **UNFINISHED BUSINESS**

Project 2017-02 System Hydraulic Model & GIS Evaluation-Amendment 2 and the Master Software Service Agreement – Manager Tooker presented a Staff Report (*File 08-02-18, 2018 Staff Reports, Project 2017-02*) requesting authorization to accept Amendment 2 to the original agreement in the amount of \$56,750. Director Diffendaffer made a motion to approve Amendment 2 in the amount of \$56,750 to implement recommendations identified in the Preliminary GIS Evaluation Report. Director McElley seconded the motion and the motion passed unanimously.

Manager Tooker also presented the Staff Report (*File 08-02-18, 2018 Staff Reports, Project 2017-02*) addressing the Master Software Service Agreement that will allow Black & Veatch to host the District's GIS and Modeling System at a cost of \$37,800 per year beginning in 2019 and concluding in 2020. Director Sparks made a motion to accept the Master Software Service Agreement for Black & Veatch to host the GIS and Modeling System at an annual cost of \$37,800, beginning in 2019 and concluding in 2020. Director McElley seconded the motion and the motion passed unanimously.

District Administrative Office Design and Preconstruction Services – Manager Tooker reported that he and Assistant Manager Reinertsen have been participating in meetings to identify

current/future administrative office needs and preliminary design concepts with FCI Constructors. The preliminary design concepts are approximately 85% complete and Manager Tooker recommends the construction committee convene to review the design concepts for consideration in the development of the FY2019 Budget. Information only, no Board action required at this time.

### NEW BUSINESS

Grand Valley Drainage District Fees – Manager Tooker asked Chairman Peck speak to the Grand Valley Drainage District Fee status. Chairman Peck reported the recent court ruling stated that the charged stormwater drainage fee is actually a tax. The Drainage District was directed to pay back the money collected for the stormwater drainage fee from their District constituents. The Drainage District is required to develop a repayment plan that will include an interest calculation. This is presented as information only, no Board action requested or required at this time.

2018 Audit Services – Manager Tooker reported the District has not advertised for Audit Services since 2011 and since then audit services have been performed by Chadwick, Steinkirchner, Davis & Co., P.C. He requested Board direction on whether to proceed with continued audit services provided by Chadwick, Steinkirchner, Davis & Co., P.C. for the 2018 Audit or to issue a Request for Proposals for the 2018 District audit. Director Diffendaffer moved to direct Staff to advertise a Request for Proposal for the 2018 District Audit emphasizing local interested parties that have Special District or governmental agency audit experience. Director McElley seconded and the motion passed.

Designate Person to Prepare 2019 Budget – By statute the Board must appoint an individual to prepare the District's FY 2019 Budget. Director Diffendaffer made a motion to appoint Manager Tooker to prepare the FY 2019 Budget. Director Peck seconded and the motion passed unanimously.


Designate Colorado Special Districts Property and Liability Pool Representative – Director Diffendaffer moved to designate Chairman Peck as the District's representative at the Colorado Special District's Property and Liability Pool Annual Meeting to be held in conjunction with the Colorado Special District's 2018 Annual Conference with Director Sparks assigned in the alternate role. Director McElley seconded and the motion passed unanimously.

Special Meeting of Board of Directors – Manager Tooker reported that four of the five District Directors are planning to attend the Special District Association's Annual Conference in Keystone, CO, September 12 – 14, 2018. This represents a quorum of Directors which constitutes a meeting, requiring a Notice of Meeting posting. Director Diffendaffer moved to post the Notice of Meeting stating the meeting purpose is educational and no set meeting agenda and thus no official actions will be taken by the Board. Director McElley seconded and the motion passed unanimously.

**ADJOURNMENT**

The Regular Meeting was adjourned at 7:30 p.m. by the Chairman.


**ATTEST:**

  
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Dale Peck

  
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Stan Sparks

  
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Melvin Diffendaffer

  
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Dan McElley

  
\_\_\_\_\_  
Michael Slason



**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, SEPTEMBER 6, 2018**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Mel Diffendaffer, Secretary; Dan McElley, Treasurer; and, Michael Slauson, Director

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Brian Sheley; Angie Beebe; Melissa Lemke; Amanda Fleming; Isaac Brown and, Lacey Bouton

**REGULAR MEETING**

Chairman Peck called the September 6, 2018 Regular Meeting to order at 5:00 p.m. The Chairman noted that Director Sparks had an excused absence from this meeting.

**MINUTES OF THE AUGUST 2, 2018 REGULAR MEETING**

Director Diffendaffer moved to approve the August 2, 2018 Regular Meeting Minutes as submitted. Director McElley seconded and the motion passed unanimously.

**AMENDED MINUTES OF THE JUNE 7, 2018 REGULAR MEETING**

Manager Tooker reported that the June 7, 2018 Minutes from the original meeting held on June 7<sup>th</sup> were missing sections under Unfinished Business (*see file 6/7/18, Executed Minutes 6/7/18*) following the *Resolution in Honor of Doralyn Genova* and asked the Board to review and approve the amended minutes. Director Diffendaffer moved to approve the Amended June 7, 2018 Regular Meeting Minutes. Director McElley seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director McElley moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$163,360.89, plus Supplemental Checks of \$16,598.35, plus Benefits Checks of \$23,044.14, plus HRA Disbursements of \$4,091.01, for a total of \$207,094.39. Director Slauson seconded and the motion passed unanimously.

**MANAGER'S REPORT**

Manager Tooker presented the Manager's Report for July 2018. He reported that the taps sold to date provide a good indicator of the recent new home construction growth in the District.

**INFORMATIONAL REPORT**

None presented.

## **EXPRESS AGENDA**

Director Diffendaffer moved to approve the Express Agenda items as presented. Director Slauson seconded the motion which passed unanimously. The Express Agenda (*File 9/6/18*) items are as follows:

Request for Proposals for 2018 Audit Services – Advertisement for the 2018 Audit Services has been completed. Proposal deadline is Monday, September 17, 2018 at 4:00 p.m. Staff expects to evaluate the proposals and will make a recommendation to the Board at the October 4, 2018 Board Meeting.

Project 2018-03 3MG Storage Tank Painting – Burns and McDonnell Engineering was selected in June to perform the design investigations and evaluation, project construction bidding, contract administration, and construction oversight and final certifications of the Project. The initial Project Meeting with Burns and MacDonnell is scheduled for September 5, 2018.

Project 2018-07 31 Rd F to F ½ Rd Phase I Design – Tetra Tech Engineering was selected to perform the Phase I design. The District's design efforts for this project have been identified in the Capital Improvement Plan and is in anticipation of Mesa County's 31 Road improvement plan.

McConnell Science Museum EUREKA!, September 13<sup>th</sup> – A VIP Donor Open house for the Water in the West Exhibit Grand Opening on Thursday, September 13th, from 4:00-7:00pm. The Museum is providing a private showing to thank donors for their generous support toward the exhibit.

## **UNFINISHED BUSINESS**

Grand Valley Drought Condition Update – Assistant Manager Reinertsen presented a Staff Report (*File 09-06-18, 2018 Staff Reports*) addressing the City of Grand Junction's announcement of Mandatory Watering Restrictions and implementation of the recommended 3-2-1 outdoor watering schedule. The Board discussed a number of drought and water supply subjects. The Board expressed disappointment that recent activities did not follow the intent of the unified Drought Response Plan as agreed. The Board reinforced the District's support of the unified Drought Response Plan and the importance of providing a unified decision and message to our customers. They also indicated support of the implementation of outdoor watering restrictions. Staff will continue to keep the Board informed with Drought updates and the need for implementation of emergency rates, if warranted. Information only, no Board action required at this time.

FY 2019 Budget – Manager Tooker presented the 2019 Proposed Budget, developed in conjunction with the Budget Committee. This is preliminary budget information and no action was requested or taken.

Project 2018-10 Lewis Wash Upgrade/Replacement – Assistant Manager Reinertsen reviewed the Staff Report (*File 09-06-18, Project file, 2018 Staff Reports*) requesting Board acceptance of the City of Grand Junction's Utility Agreement in the amount of \$30,000 for the Lewis Wash Bridge

Replacement Project (GRJ F.5-30.8). He further requested authorization from the Board to reprioritize available funds within the District's Non-Operational General Construction Line Upgrades 2018 Budget to fund this project. Director Peck moved to accept the City's Utility Agreement for the Lewis Wash Bridge Replacement and to reprioritize available funds in the amount of \$30,000, within the Non-Operational General Construction Line Upgrades of the 2018 Budget. Director Diffendaffer seconded and the motion passed unanimously.

Utility Billing Software Upgrade – Manager Tooker reviewed the Staff Report (*File 09-06-18, 2018 Staff Reports*) requesting a time extension for Staff to evaluate the new Springbrook software offering before issuing the Request for Proposal (RFP) to replace Springbrook. He identified the 2018 Budget included \$120,000 for the purchase of a new billing software system. Director Diffendaffer moved to accept Staff's request to review and evaluate the new Springbrook offering before proceeding with the planned new billing software Request for Proposal process. Director Slauson seconded the motion and the motion passed unanimously.

District Administrative Office Design and Preconstruction Services – Manager Tooker presented the conceptual design and building renderings to the Board. The Construction Committee (Directors Peck and Sparks and staff members Tooker and Reinertsen) will meet with representatives of FCI Constructors and Blythe Architects to refine the conceptual plans for Board consideration. The Construction Committee will also review and refine construction cost parameters for 2019 budgetary considerations. Information only, no Board action required at this time.

Water Acquisition Plan – Manager Tooker presented copies of the District's Confidential Water Acquisition Plan to the Board and requested future discussion for cost considerations to be included in the 2019 District Budget. Director Peck directed Staff to add this topic as a future agenda item for discussion within an Executive Session. Information only, no Board action required at this time.

## **NEW BUSINESS**

Budget Transfer Water Treatment Plant – Manager Tooker reviewed the Staff Report (*File 09-06-18, 2018 Staff Reports*) requesting the Board approve a transfer of \$185,000 from Contingency to Water Treatment Plant Equipment Repair and Maintenance. He reported the District sustained unforeseen and unplanned emergency response to failed equipment as itemized below:

- a. Nano Membrane Replacement - \$160,000
- b. River Pump Station Variable Frequency Drive (VFD) Replacement - \$25,000

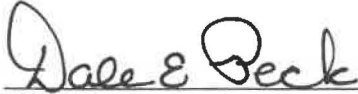
Director Diffendaffer moved to approve the request to transfer \$160,000 from Contingency to Water Treatment Plant Equipment Repair and Maintenance for replacement of Nano membranes on two skids. Director McElley seconded the motion and the motion passed unanimously.

Director Diffendaffer then moved to approve the request to transfer \$25,000 from Contingency to Water Treatment Plant Equipment Repair and Maintenance for replacement of three VFDs at the River Pump Station. Director McElley seconded the motion and the motion passed unanimously.

**ADJOURNMENT**

The Regular Meeting was adjourned at 9:30 p.m. by the Chairman.

**ATTEST:**



Dale Peck

Stan Sparks  
~~-Excused-~~



Melvin Diffendaffer



Dan McElley



Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, OCTOBER 4, 2018**

**BOARD MEMBERS PRESENT:** Dale Peck, Chairman; Stan Sparks, Vice Chairman; Mel Diffendaffer, Secretary; Dan McElley, Treasurer; and, Michael Slauson, Director

**STAFF MEMBERS PRESENT:** David Reinertsen; Brian Sheley; Angie Beebe; and Melissa Lemke

**REGULAR MEETING**

Chairman Peck called the October 4, 2018 Regular Meeting to order at 5:00 p.m.

**MINUTES OF THE SEPTEMBER 6, 2018 REGULAR MEETING**

Director Diffendaffer moved to approve the September 6, 2018 Regular Meeting Minutes as submitted. Director Sparks seconded and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director McElley moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$54,271.15, plus Supplemental Checks of \$6,198.59, plus Benefits Checks of \$23,998.40 plus HRA Disbursements of \$4,542.22, for a total of \$89,010.36. Director Diffendaffer referenced the loss taken on sale of an investment sold in July. Accounting Supervisor Beebe confirmed the loss and explained the investment sold carried a low interest rate of 1.36% and the proceeds of the sale were used to purchase a different investment with a 3.10% interest rate. Director Slauson seconded and the motion passed unanimously.

**MANAGER'S REPORT**

Assistant Manager Reinertsen presented the Manager's Report for August 2018. He reported that the new taps sold in August were less than previous months but that trend reversed for September. He also reported that there are two new subdivisions starting development construction that will add over 60 residential units to the tap inventory.

**INFORMATIONAL REPORT**

None presented.

**EXPRESS AGENDA**

Director Diffendaffer moved to approve the Express Agenda items as presented. Director McElley seconded the motion which passed unanimously. The Express Agenda (*File 10/4/18*) items are as follows:

Project 2018-07 31 Rd F to F ½ Rd Phase I Design – Tetra Tech Engineering has begun the field work collection for the Phase I Design. Tetra Tech has committed to providing the District with an Engineer's Estimate of Cost prior to November 9<sup>th</sup> so a construction budget amount can be included in the District's 2019 General Construction Line Upgrades Non-Operating Budget line item.

Project 2018-10 Lewis Wash Upgrade/Replacement – The City of Grand Junction has awarded the construction contract for this project with a construction start date of November 1, 2018. Distribution staff is performing some specific line upgrades (additional valves) on F ½ Road in anticipation of the identified project start date.

### **UNFINISHED BUSINESS**

2018 Audit Services – Accounting Supervisor Beebe presented the Staff Report (*File 10-04-18, 2018 Staff Reports, FY 2018 file*) addressing the RFP process used to select a qualified firm to perform the District's 2018 financial audit. Staff received one (1) proposal to provide for the requested financial audit services. Director Sparks moved to select Chadwick, Steinkirchner, Davis and Co. to provide audit services for the District's 2018 financial audit. Director Slauson seconded and the motion passed unanimously.

Grand Valley Drought Condition Update – Assistant Manager Reinertsen presented a Staff Report (*File 10-04-18, 2018 Staff Reports*) addressing the current status of the Grand Valley drought conditions and domestic water provider actions. He also presented the week of October 1 U.S. Drought Monitor, Colorado map. The map indicates approximately 50% of Mesa County is shown as D4, Exceptional Drought. The D4 classification is one of the 'triggers' in the Grand Valley Drought Response Plan that begins discussions on mandatory water restrictions and consideration of implementation of Emergency Water Rates. Assistant Manager Reinertsen stated that at the recent Water Manager's Meeting (held on October 2<sup>nd</sup>) the three domestic water providers decided to not move towards the recommendation of Emergency Water Rate implementation due to current local weather conditions (precipitation and lower temperatures) at this time. If conditions begin to deteriorate regarding moisture, temperatures and water storage, then further discussions will take place. Information only, no Board action requested at this time.

FY 2019 Budget – Assistant Manager Reinertsen presented the Water Treatment Plant 2019 Proposed Budget along with changed items in the Administration and Distribution Departments resulting from the recent Budget Committee meetings. The presented budget information is considered preliminary no action was requested or taken.

Utility Billing Software Upgrade – Accounting Supervisor Beebe presented the Staff Report (*File 10-04-18, 2018 Staff Reports*) requesting a delay on making the final Staff recommendation on whether continuing with Springbrook Software or continue the RFP process to identify a new utility billing software provider. Staff is still waiting for clarification from Springbrook on specific service questions that were submitted. There was Board consensus to provide additional time for Staff to thoroughly evaluate the Springbrook responses before providing a final



recommendation regarding the RFP process for identification of a new utility billing software system.

District Administrative Office Design and Preconstruction Services – Assistant Manager Reinertsen presented the updated conceptual design and building renderings to the Board for review and comment. The Construction Committee (Directors Peck and Sparks and staff member Reinertsen) met with representatives of FCI Constructors and Blythe Architects to refine the conceptual plans presented at the September 6, 2018 Regular Board Meeting. Directors Peck and Sparks identified the design changes made since the last Board Meeting. The Board suggested looking at the estimated cost to include the 15-year projected building expansion plan for consideration of construction in this 2019 project plan. The Board also requested a review of the planned HVAC and electrical systems to ensure sufficient service capacity for the future expansion plans. Budgetary construction values were discussed with direction to continue consideration of this project in the District's 2019 Capital Construction budget line item. The Construction Committee will continue meeting and refining the project scope as efforts progress on the 2019 Non-Operational portion of the budget. Information only, no Board action required at this time.

Briefing of Special District Association Conference – Directors Peck, Diffendaffer and Slauson attended the 2018 Annual Conference in Keystone, Colorado from September 12-14, 2018. The Directors stated the Conference was excellent, presentations were well attended and provided highlights and information obtained from the conference to the Board.

Update on the Colorado River District Annual Water Seminar – Assistant Manager Reinertsen reported on the Annual Water Seminar presented by the Colorado River District on Friday, September 14<sup>th</sup> in Grand Junction, that he and Manager Tooker attended. He presented information on regional drought conditions and effects on both upper and lower Colorado River basin states. He also presented information pertaining to the Demand Management concepts that may have near and long-term consequences on Western Colorado agricultural water supplies.

Project 2018-03 3.0 MG Storage Tank Painting – Assistant Manager Reinertsen reported that Burns and McDonnell had completed the design package for the 3.0 MG Water Storage Tank Painting Project. He presented the schedule for the contractor pre-bid tour and bid opening. He requested Board authorization for Staff to move forward with the bid process. Director Slauson moved to authorize staff to begin the bid process for Project 2018-03 3.0 MG Storage Tank Painting. Director Sparks seconded and the motion passed unanimously.

## NEW BUSINESS

3288 F Road - Unauthorized Water Use Penalty – Assistant Manager Reinertsen presented a Staff Report (*File 10-04-18, Project file, 2018 Staff Reports*) requesting Board direction regarding unauthorized water usage at 3288 F Road. He reported that Clifton Sanitation District had identified an unauthorized sewer service connection to the metal pole barn building located on the parcel. The Clifton Sanitation District has negotiated a penalty payment plan with the property owner. The District has not received payment of a multiple-unit tap fee. Domestic water was supplied to the metal pole barn building via an internal water line extension from the

residential unit. Staff requested Board direction regarding unauthorized water use in accordance with District Policy #420, Water Usage Fees. Director Diffendaffer moved to assess unauthorized water use penalties as follows:

1. Assess a one-time unauthorized water use penalty of \$50.00.
2. Notify the property owner, Jaida A. Gray, that she has 90 days to purchase a Multiple-Unit Plant Investment Fee for the detached metal pole building.
3. If a Multiple-Unit Plant Investment Fee is not made within said 90 days, verification of the removal of all plumbing fixtures within the metal pole barn building shall be completed by District staff.
4. If fixtures remain at the end of the 90-day period or if the fixtures are activated without payment of the required Multiple-Unit Plant Investment Fee, the unauthorized water use penalty of \$50.00 per day will be assessed from the date of the decision, October 4, 2018.

Director Sparks seconded the motion and the motion passed unanimously.


### **MANAGER'S EVALUATION**

It was Board consensus to move this item for consideration at the November 1, 2018 Regular Board Meeting.

### **ADJOURNMENT**

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

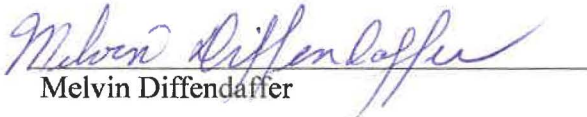
### **ATTEST:**



Dale Peck



Stan Sparks



Melvin Diffendaffer



Dan McElley



Michael Slauson

## **EXPRESS AGENDA**

Director Diffendaffer moved to approve the Express Agenda items as presented. Director Slauson seconded the motion which passed unanimously. The Express Agenda (*File 11/1/18*) items are as follows:

Project 2018-07 31 Rd F to F ½ Rd Phase I Design – The project design engineer, Tetra Tech, has completed field work and is scheduled to submit the Preliminary Design for review on October 31, 2018. This project will be included for construction in the FY 2019 Non-Operating Budget.

Project 2018-10 Lewis Wash Upgrade/Replacement – The Pre-Construction Meeting for this City of Grand Junction project was held on Friday, October 26<sup>th</sup> with the City's contractor mobilizing on November 5<sup>th</sup>. In preparation for this project, the District's Repair and Maintenance crew installed some waterline and valve upgrades west of the project site to ensure redundant water supply to customers in the vicinity of 30 and F ¾ Roads. The project duration will be through March 2019.

## **UNFINISHED BUSINESS**

Project 2018-03 3.0 MG Storage Tank Painting – Assistant Manager Reinertsen presented a Staff Report (*File 11-01-18, 2018 Staff Reports*) reporting the project bid opening was held as advertised on Tuesday, October 30, 2018 with six contractors submitting bids. The low bid for the Project was \$634,565 submitted by Worldwide Industries Corporation. The District's Engineer for this Project, Burns and McDonnell has evaluated the bids and recommends award to the low bidder. The 2018 Budget for this Project is \$500,000 with \$84,282 encumbered by the Project Design leaves an available \$414,979 which is a budget shortfall of \$219,586. Director Diffendaffer made a motion to transfer \$219,586 from Contingency to the Non-Operational General Construction Line Upgrades, Capital Improvement Projects line item to complete the Project. Director Slauson seconded the motion and the motion passed unanimously.

Director Sparks made a motion to accept the Bid and Alternate Bid Item #2 submitted by Worldwide Industries Corporation in the amount of \$634,565 for the District's Project 2018-03, 3.0 MG Storage Tank Painting project, and further directed Staff to prepare the Construction Agreement documents for signatures as required. Director Slauson seconded the motion and the motion passed unanimously.

District Administrative Office Design and Preconstruction Services – Manager Tooker updated the Board concerning the scope of the Administration Office Design and reviewed the design details. The work so far has been completed to develop a budget estimate so that the Board could make the decision to include the project in the 2019 Budget. The Board discussed the space utilization and identified needs of the building and it was the consensus to have Staff continue to work with FCI Construction to refine the design. Director Peck made a motion to add this project in the District's 2019 Capital Construction budget for \$1.75 million. Director Slauson seconded the motion and the motion passed unanimously.

FY 2019 Budget – Manager Tooker presented and reviewed the Draft 2019 Budget (*File 11-01-18, 2018 Staff Reports, 2019 Budget*). The Budget Committee and Staff identified a number of Budget items that had significant changes from the 2018 Budget.

Director Diffendaffer moved to set the Budget Hearing regarding the District's FY 2019 Budget for Thursday, December 6, 2018 at 5:00 p.m. and have Staff secure the necessary postings and advertisement. Director Slauson seconded and the motion passed.

Manager Tooker reviewed a Memorandum to the Board dated October 31, 2019 (*File 11-01-18, 2018 Memos, 2019 Budget*) summarizing the 2019 Water Rate Recommendation analysis. Staff is not recommending Water Rate increase in 2019.

Manager Tooker reviewed a Memorandum to the Board dated October 25, 2018 (*File 11-01-18, 2018 Memos, 2019 Budget*) summarizing and recommending adjustments to the 2019 Wage and Benefits. After Board discussion it was the consensus accept and include a Total Labor Expense increase of 1.4% (\$33,209) and continue to fund the District's Health Insurance plan and provide a 4% increase to the labor positional salary ranges.

### NEW BUSINESS

2019 Water Rates and Plant Investment Fee – Manager Tooker presented a Staff Report (*File 11-01-18, 2018 Staff Reports*) recommending an increase of the Plant Investment Fee for the standard 3/4" x 5/8" water service to \$7,000. This increase is based upon a System Equity Evaluation per Active Tap. The current System Equity per Residential Active tap is \$6,676, and the 2019 Budget is based upon the projection of 120 new taps. The Board asked Staff to review all other tap sizes and associated Plant Investment Fees prior to the Budget Hearing and projected adoption at the December 6, 2018 Board of Directors Meeting.

Budget Transfer from Contingency to Water Treatment Plant Chemicals – Manager Tooker presented the Staff Report (*File 11-01-18, 2018 Staff Reports*) Board approval to transfer \$30,000 from Contingency to Water Treatment Chemicals as a result of more frequent chemical cleaning of the membranes due to premature fouling on the NanoFiltration and RO membranes. Director Diffendaffer made a motion to approve a transfer of \$30,000 from Contingency to Water Treatment Chemicals for the NanoFiltration premature membrane fouling. Director Slauson seconded the motion and the motion passed unanimously.

Holiday Turkey or Ham – Director McElley moved to continue the District's long-standing tradition of providing each employee and Board Member with their choice of a turkey or a ham for Thanksgiving or Christmas. Director Slauson seconded and the motion passed.

**EXECUTIVE SESSION**

At 8:00 p.m., Director Peck moved to go into Executive Session, as per C.R.S. 24-6-402 (4)(c) for the purposes of discussing confidential matters. Director Diffendaffer Seconded and the motion passed unanimously.

Staff members, Reinertsen, Sheley, Beebe, and Lemke exited the meeting. Directors Peck, Sparks, Diffendaffer, McElley and Slauson, and Manager Tooker remained for the Executive Session.

The Board exited the Executive Session at 9:26 p.m.

**ADJOURNMENT**

The meeting was adjourned at 9:27 p.m. by the Chairman.

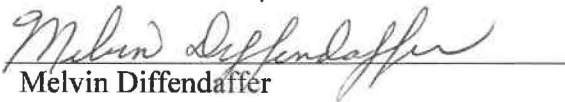
**ATTEST:**



Dale Peck



Stan Sparks



Melvin Diffendaffer



Dan McElley



Michael Slauson

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
THURSDAY, DECEMBER 6, 2018**

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

**STAFF MEMBERS PRESENT:** Dale Tooker; David Reinertsen; Angie Beebe; Brian Sheley; Isaac Brown; Amanda Fleming and Melissa Lemke

**GUEST PRESENT:** Mr. Jamie Hamilton, Home Loan and Investment

**PUBLIC HEARING**

Chairman Peck called to order the Public Hearing at 5:00 p.m. regarding the District's Proposed FY2019 Budget, in accordance with C.R.S. 29-1-106 *Et.Seq.* The Notice of Public Hearing (12/6/18 File, 2019 Budget File, Daily Sentinel Legal Notices) was confirmed as published in the Grand Junction Daily Sentinel in accordance with C.R.S. 29-1-106(3)(a). Manager Tooker reported that no comments have been received regarding the Proposed Budget from members of the public. No members of the public were present. Chairman Peck closed the Public Hearing at 5:01 p.m.

**REGULAR MEETING**

Chairman Peck called the December 6, 2018 Regular Meeting to order at 5:01 p.m.

**GUEST**

Manager Tooker introduced Jamie Hamilton of Home Loan and Investment. Mr. Hamilton summarized the District's 2019 Property Casualty and Liability Insurance (12/6/18 File, Insurance – 2019 Property, Casualty). Mr. Hamilton explained that the District's insurance rates have increased 7.75%, up \$6,925 primarily as a result of nationwide flood and fire events. Mr. Hamilton also reviewed the District's Worker's Compensation policy (12/6/18 File, Insurance – Workers Comp), stating the District has a very low Experience Modification of .72, indicating the District's commitment to the importance of safety and proactive approach to providing a safe work place.

Mr. Hamilton exited the Meeting at 5:20 p.m.

**MINUTES OF THE NOVEMBER 1, 2018 REGULAR MEETING**

Director Diffendaffer moved to approve the November 1, 2018 Regular Meeting Minutes. Director McElley seconded and the motion passed unanimously.



## **FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director McElley moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$124,946.30 plus Special Check of \$57,375.00, plus Supplemental Checks of \$18,697.03, plus Board Payroll Checks of \$5,479.25, plus Benefits Checks of \$22,549.59 plus HRA Disbursements of \$8,230.83, for a total of \$237,278.00. Director Diffendaffer seconded and the motion passed unanimously.

## **MANAGER'S REPORT**

Manager Tooker reviewed the October 2018 Manager's Report. He noted the 87.9% increase Taps Purchased, the 1.8% increase in Water Sales and the effects that drought has on water quality compared to the previous year.

## **INFORMATIONAL REPORT**

Assistant Manager Reinertsen reported that the current snow pack is 18% greater compared to last year's level at this date. All mountain reservoirs have been drawn down and much higher than normal snow pack is needed this season to begin reservoir supply recovery.

Assistant Manager Reinertsen also reported the 2019 DRIP (Drought Response Information Project) focus will be on community drought education by the utilities and CSU Extension Service to residential and commercial customers. These efforts will begin early in 2019. The District has also identified additional funding in the 2019 Budget for 'localized' Customer Messaging. DRIP will continue with smaller venue educational communication including Farmers Markets at Palisade, Fruita, and Cross Orchards Museum, and the 2019 Air Show. DRIP will once again partner with Colorado Water Education for a "Build Your Own Rain Barrel" hands on seminar.

## **EXPRESS AGENDA**

Director Diffendaffer moved to approve the Express Agenda items with the exception of Project 2018-07 31 Road to F ½ Road Phase I Design requested to be moved under Unfinished Business on the Agenda. Director Slauson seconded the motion which passed unanimously. The Express Agenda (*File 12/6/18*) items are as follows:

Project 2018-10 Lewis Wash Upgrade/Replacement – The City of Grand Junction's Contractor, K & D Construction, assisted the District's Repair and Maintenance crew with the installation of the new butterfly valve on the 16" transmission line in F ½ Road. Installation of this valve was required before the Contractor could begin demolition of the existing bridge and support walls. This City project is scheduled for completion by the end of March 2019.

Project 2018-03 3.0 MG Storage Tank Painting – The Notice to Proceed was issued to the Contractor, Worldwide Industries Corporation, on Wednesday, November 28, 2018. The Contractor is providing the project submittals to Burns & McDonnell for review and acceptance. The anticipated progress schedule that has been submitted shows site mobilization occurring on January 2<sup>nd</sup>, 2019 with project completion by March 15, 2019.

**UNFINISHED BUSINESS**

**2019 Plant Investment Fee Adjustment** – Manager Tooker reviewed the Plant Investment Fee Adjustment Memorandum (*File 12-6-18, 18 Board Memorandum*) recommending an increase of the Plant Investment Fee for the standard 3/4inch x 5/8inch water service to \$7,000. The recommendation is based upon a System Equity Evaluation. In November, Manager Tooker had presented a System Equity Evaluation that supported the increase for the 3/4inch x 5/8inch Plant Investment Fee. In addition to the 3/4inch x 5/8inch water service, Staff performed a Meter-Equivalent Ratio analysis to evaluate all sizes of New Taps and establishing a Residential Fire Sprinkler tap size of 3/4inch x 3/4inch. Director Diffendaffer moved to approve Exhibit A - Plant Investment Fees including tap sizes ranging from the standard 3/4inch x 5/8inch water service to the 2” x 10” Combo service, and establishing a Residential Fire Sprinkler tap size of 3/4inch x 3/4inch, effective January 1, 2019.

**Exhibit A - Plant Investment Fees**

<b>Tap and Meter Size (inch)</b>	<b>Plant Investment Fee In District</b>	<b>Plant Investment Fee Out of District</b>
3/4 x 5/8	\$7,000	\$10,500
3/4 x 3/4	\$8,750	\$13,125
1”	\$16,250	\$24,375
1 1/2”	\$18,000	\$27,000
2”	\$27,000	\$40,500
3”	\$40,500	\$60,750
1"x4" Combo	\$60,840	\$91,260
1 1/2"x 6" Combo	\$91,260	\$136,890
2" x 8" Combo	\$136,890	\$205,335
2" x 10" Combo	\$205,336	\$308,003

Director McElley seconded the motion which passed unanimously.

**FY 2019 Budget** – Manager Tooker presented the Final 2019 Budget for discussion. Director Sparks moved to approve the 2019 Budget and adopt the Appropriation Resolution (*Resolutions, 2019 Budget, 12/6/18 File*) of the Clifton Water District Board of Directors Acting By and Through Its Water Activity Enterprise for the 2019 Budget Year; and further resolve that there is appropriated funds of the District Acting By and Through its Water Activity Enterprise, Twenty Million One Hundred Ninety-Seven Thousand and Seven Hundred Fifty-One Dollars (\$20,197,751) for the general expenses of the DISTRICT, and that this appropriation be a continuing appropriation whether said funds be expended during 2019 or thereafter. Director McElley seconded and the motion passed unanimously.

The Resolution Text is inserted as follows:

**APPROPRIATION RESOLUTION OF THE CLIFTON WATER DISTRICT BOARD OF DIRECTORS  
ACTING BY AND THROUGH ITS WATER ACTIVITY ENTERPRISE FOR THE  
2019 BUDGET YEAR**

A resolution appropriating sums of money to the various accounts, in the amounts and for the purposes as set forth below, for the Clifton Water District Acting By and Through its Water Activity Enterprise, Mesa County, Colorado, for the 2019 Budget Year.

WHEREAS, the Directors have adopted the annual Budget for 2019 in accordance with the Local Government Budget Law, on the 6th day of December, 2018, and;

WHEREAS, the Directors have made provision therein to use a combination of revenues and reserves in an amount equal to, or greater than, the total proposed expenditures as set forth in said Budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the Budget to and for the purposes described below, so as to not impair the operations of the District or its Water Activity Enterprise.

NOW THEREFORE, BE IT RESOLVED by the Directors of the Clifton Water District Acting By and Through its Water Activity Enterprise, Mesa County, Colorado that the following sums are hereby appropriated from the revenue and reserves of the Water Activity Enterprise, for the purposes stated below:

ESTIMATED BEGINNING BALANCE	\$12,683,010
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**ESTIMATED EXPENDITURES**

Operating Expenses	
Source of Supply	\$31,559
Water Treatment	\$840,786
Transmission & Distribution	\$539,602
General & Administrative	\$414,997
Labor Expenses	\$2,327,653
<i>Total Operating Expenses</i>	<i>\$4,154,597</i>

Non-Operating Expenses	
Capital Expenses	\$5,928,750
Bond Principal & Interest	\$1,049,718
Emergency Fund	\$504,168
Reserve Fund	\$436,000
Contingency	\$8,124,518
<i>Total Non-Operating Expenses</i>	<i>\$16,043,154</i>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$20,197,751</b>
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**ESTIMATED REVENUES**

Operating Revenue	
Sale of Water	\$5,737,089
System Fees	\$422,280
Sanitation District	\$39,500
Penalty and Fees	\$118,020
Turn Fees	\$87,600
<i>Total Operating Revenue</i>	<i>\$6,404,489</i>

Non-Operating Revenue	
Plant Investment Fees	\$840,000
Main Line Extension Fees	\$25,000
Disposal of Assets	\$6,000
Availability of Service	\$47,500
Interest	\$166,708
Bond/Grant Proceeds	\$0
Property Taxes	\$0
Lease Income	\$12,444
Construction Reimbursements	\$0
Tap Installation	\$1,600

Miscellaneous	\$11,000
<i>Total Non-Operating Revenue</i>	<i>\$1,110,252</i>
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$7,514,741</b>
<b>Estimated From Reserves</b>	<b>\$12,683,010</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$20,197,751</b>
<b>ESTIMATED ENDING BALANCE</b>	<b>(\$0)</b>

IT IS FURTHER RESOLVED, that there is appropriated from the funds of the District Acting By and Through its Water Activity Enterprise, Twenty Million One Hundred Ninety Seven Thousand and Seven Hundred Fifty One Dollars (\$20,197,751) for the general expenses of the DISTRICT, and that this appropriation be a continuing appropriation whether said funds be expended during 2019 or thereafter.

I hereby certify the forgoing is a true copy of a Resolution adopted by the Board of Directors of the Clifton Water District Acting By and Through its Water Activity Enterprise at the Regular Board of Directors Meeting held on December 6, 2018. Said Budget was displayed for inspection and notice of said display for inspection was duly published in accordance with C.R.S. § 29-1-106.

Director Sparks then moved to direct Staff to submit the 2019 Budget documents to the appropriate reporting entities. Director McElley seconded and the motion passed unanimously.

Project 2018-07 31 Road to F ½ Road Phase I Design – The Project Design Engineer, Tetra Tech, continues with additional field data collection to comply with the intent of Senate Bill 18-167, *Improvements to Colorado’s 811 Utility Locate System*. The Bill requires public utilities to perform subsurface utility engineering plans (in addition to the normal design development process) which includes extensive utility location pot-holing and ground penetrating radar (GPR) investigations. Assistant Manager Reinertsen reported that Mesa County has re-prioritized planned capital funding for the 31 Road corridor and I-70B overpass project to the 29 Road and I-70 Interstate interchange project. Staff is proceeding with finalization of the Phase I Design effort at this time for future construction and implementation efforts when Mesa County re-activates this capital construction project.

**NEW BUSINESS**

2019 Property and Casualty and Liability Insurance Renewal – Manager Tooker reviewed the 2019 Property Casualty and Liability Insurance Renewal Staff Report (12/6/18 File, 2018 Staff Reports) with the Board and identified that the quoted 2019 premium increased by 7.19% and the 2019 Budget is adequate to fund the \$96,277.66 expense. Director McElley moved to approve the 2019 Property Casualty and Liability Insurance Renewal with Colorado Special Districts Property and Liability Pool and authorize payment on January 2, 2019 in the amount of \$96,277.66. Director Sparks seconded and the motion passed unanimously.

2019 Workers Compensation Insurance Renewal – Assistant Manager Reinertsen reviewed the 2019 Workers’ Compensation Renewal Staff Report (12/6/18 File, 2018 Staff Reports) with the Board. Director McElley moved to approve the 2019 Workers Compensation Insurance with Colorado Special Districts Property and Liability Pool with the \$1,000 Deductible Option and authorize payment on January 2, 2019 in the amount of \$9,861.00. Director Sparks seconded and the motion passed unanimously.

24-Hr Flex – Third Party Administration of HRA Evaluation and 2019 Agreement – Manager Tooker reviewed the renewal of the **24-Hr Flex** as the District’s Third Party Administrator of the 2019 Health Reimbursement Arrangement and Section 125 program. No Agreement changes are proposed and the service **24-Hr Flex** has provided the District has been excellent. Staff recommended continuation with **24-Hr Flex** as the District’s Third Party Administrator for the 2019 Health Reimbursement Arrangement and Section 125 program. Director Slauson moved to approve **24-Hr Flex** as the District’s Third Party Administrator and authorize the Manager to sign the Third Party Agreement for 2019. Director McElley seconded the motion which passed unanimously.

**EXECUTIVE SESSION**

At 7:28 p.m., Director Peck moved to go into Executive Session, as per C.R.S. 24-6-402 (4)(c) for the purposes of discussing confidential matters. Director Diffendaffer seconded and the motion passed unanimously.

Staff members, Sheley, Beebe, Lemke, Brown and Fleming exited the meeting. Directors Peck, Sparks, Diffendaffer, McElley and Slauson and Manager Tooker and Assistant Manager Reinertsen remained for the Executive Session.

Assistant Manager Reinertsen exited the Executive Session at 7:45 p.m.

The Board exited the Executive Session at 7:50 p.m.

After exiting the Executive Session, it was Board consensus to approve a 3% salary increase for the Manager.

**ADJOURNMENT**

The Regular Meeting was adjourned at 7:55 p.m., by the Chairman.

**ATTEST:**

  
\_\_\_\_\_  
Dale Peck

  
\_\_\_\_\_  
Stan Sparks

  
\_\_\_\_\_  
Melvin Diffendaffer

  
\_\_\_\_\_  
Dan McElley

  
\_\_\_\_\_  
Michael Slauson

**RESOLUTION 2019-01  
RESOLUTION DESIGNATING MEETING TIME, PLACE  
AND 24-HOUR POSTING LOCATION**

WHEREAS, the Clifton Water District designates that all Regular Board of Directors Meetings will be held the first Thursday of each month at 5:00 p.m. located at the Clifton Water District Office, 510 34 Road, Clifton Colorado; and

WHEREAS, the Clifton Water District designates that the posting places for all Board of Directors meetings are the Clifton Water District Office and the following three additional locations; Clifton Sanitation District Office, Clifton Fire Department, and the United Postal Service, Clifton Branch Facility; and

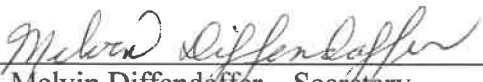
WHEREAS, the Clifton Water District designates that the 24-hour Agenda Notice will be posted at the Clifton Water District Office; and

BE IT FURTHER RESOLVED, that this Resolution be adopted this 3rd day of January 2019.

**ATTEST:**

  
\_\_\_\_\_  
Dale Peck – Chairman

  
\_\_\_\_\_  
Stan Sparks – Vice Chairman

  
\_\_\_\_\_  
Melvin Diffendaffer – Secretary

*EXCUSED*  
\_\_\_\_\_  
Edward Dan McElley – Treasurer

  
\_\_\_\_\_  
Michael Slauson – Director



**RESOLUTION 2019-02**  
**RESOLUTION FOR THE AVAILABILITY OF SERVICE CHARGE FOR 2019**

WHEREAS, the District has reviewed the Availability of Service Charge Policy; and

WHEREAS, the Availability of Service Charges are considered to be an equitable revenue contribution toward the repayment toward debt incurred by the Clifton Water District; and

WHEREAS, the Availability of Service Charge Policy is for those customers who benefit from the immediate availability of water service even though they are currently not receiving water; and

WHEREAS, all revenue generated by the Availability of Service Charge shall be used to repay the principal and interest on bonds and other outstanding indebtedness; and

WHEREAS, in the 2019 Fiscal Year the District has indebtedness for Water Revenue Bonds; and

WHEREAS, the said percentage of the Availability of Service Charge shall be determined by the Board; and

WHEREAS, in 2018 the average water usage charge for a Clifton Water District In-District customer was \$34.48 /month per unit; and

WHEREAS, in 2018 the average water usage charge for a Clifton Water District Out-of-District customer was \$60.94 /month per unit.

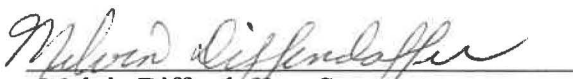
NOW THEREFORE BE IT RESOLVED, that the Clifton Water District Board of Directors establish the In-District Availability of Service Charge for the 2019 Fiscal Year at 50% of the In-District average water bill in 2018, which equals \$17.24 per month per unit and the Out-of-District Availability of Service Charge for the 2019 Fiscal Year at 42% of the Out-of-District average water bill in 2018, which equals \$25.86 /month per unit.

BE IT FURTHER RESOLVED, that this Resolution be adopted this 3th day of January 2019 and is effective January 4, 2019.

ATTEST:

  
\_\_\_\_\_  
Dale Peck - Chairman

  
\_\_\_\_\_  
Stan Sparks – Vice Chairman

  
\_\_\_\_\_  
Melvin Diffendaffer - Secretary

**EXCUSED**  
\_\_\_\_\_  
Edward Dan McElley – Treasurer

  
\_\_\_\_\_  
Michael Slauson – Director

**APPROPRIATION RESOLUTION OF THE CLIFTON WATER DISTRICT BOARD OF DIRECTORS  
ACTING BY AND THROUGH ITS WATER ACTIVITY ENTERPRISE FOR THE  
2019 BUDGET YEAR**

A resolution appropriating sums of money to the various accounts, in the amounts and for the purposes as set forth below, for the Clifton Water District Acting By and Through its Water Activity Enterprise, Mesa County, Colorado, for the 2019 Budget Year.

WHEREAS, the Directors have adopted the annual Budget for 2019 in accordance with the Local Government Budget Law, on the 6th day of December, 2018, and;

WHEREAS, the Directors have made provision therein to use a combination of revenues and reserves in an amount equal to, or greater than, the total proposed expenditures as set forth in said Budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the Budget to and for the purposes described below, so as not to impair the operations of the District or its Water Activity Enterprise.

NOW THEREFORE, BE IT RESOLVED by the Directors of the Clifton Water District Acting By and Through its Water Activity Enterprise, Mesa County, Colorado that the following sums are hereby appropriated from the revenue and reserves of the Water Activity Enterprise, for the purposes stated below:

ESTIMATED BEGINNING BALANCE	\$12,683,010
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**ESTIMATED EXPENDITURES**

Operating Expenses	
Source of Supply	\$31,559
Water Treatment	\$840,786
Transmission & Distribution	\$539,602
General & Administrative	\$414,997
Labor Expenses	\$2,327,653
<i>Total Operating Expenses</i>	<i>\$4,154,597</i>

Non-Operating Expenses	
Capital Expenses	\$5,928,750
Bond Principal & Interest	\$1,049,718
Emergency Fund	\$504,168
Reserve Fund	\$436,000
Contingency	\$8,124,518
<i>Total Non-Operating Expenses</i>	<i>\$16,043,154</i>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$20,197,751</b>
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**ESTIMATED REVENUES**

Operating Revenue	
Sale of Water	\$5,737,089
System Fees	\$422,280
Sanitation District	\$39,500
Penalty and Fees	\$118,020
Turn Fees	\$87,600
<i>Total Operating Revenue</i>	<i>\$6,404,489</i>

Non-Operating Revenue	
Plant Investment Fees	\$840,000
Main Line Extension Fees	\$25,000
Disposal of Assets	\$6,000
Availability of Service	\$47,500
Interest	\$166,708
Bond/Grant Proceeds	\$0
Property Taxes	\$0
Lease Income	\$12,444
Construction Reimbursements	\$0
Tap Installation	\$1,600
Miscellaneous	\$11,000
<i>Total Non-Operating Revenue</i>	<i>\$1,110,252</i>

<b>TOTAL ESTIMATED REVENUE</b>	<b>\$7,514,741</b>
<b>Estimated From Reserves</b>	<b>\$12,683,010</b>

<b>TOTAL FUNDS AVAILABLE</b>	<b>\$20,197,751</b>
<b>ESTIMATED ENDING BALANCE</b>	<b>(\$0)</b>

IT IS FURTHER RESOLVED, that there is appropriated from the funds of the District Acting By and Through its Water Activity Enterprise, Twenty Million One Hundred Ninety Seven Thousand and Seven Hundred Fifty One Dollars (\$20,197,751) for the general expenses of the DISTRICT, and that this appropriation be a continuing appropriation whether said funds be expended during 2019 or thereafter.

I hereby certify the forgoing is a true copy of a Resolution adopted by the Board of Directors of the Clifton Water District Acting By and Through its Water Activity Enterprise at the Regular Board of Directors Meeting held on December 6, 2018. Said Budget was displayed for inspection and notice of said display for inspection was duly published in accordance with C.R.S. § 29-1-106.

Dated December 6, 2018

By: Dale E Peck  
Dale Peck, Board Chairman

ATTEST: Dan McElley  
Dan McElley, Treasurer