

**MINUTES OF THE BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
May 11, 2023**

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

STAFF MEMBERS PRESENT: Ty Jones, Guy Walker, Jake Lenihan, Jessica Isley, Jennifer Pettingill, Mark Dalley, Stephen Silva, and Michelle Obadia

GUESTS PRESENT:

REGULAR MEETING

Chairman Diffendaffer called May 11, 2023, Regular Meeting to order at 5:02 p.m.

MINUTES OF April 13, 2023, REGULAR MEETING

Director Mcelley moved to approve April 13, 2023, Regular Meeting Minutes. Director Genova seconded, and the motion passed unanimously.

FINANCIAL REPORT

Director Slauson moved to accept the Financial Report and approve Accounts Payable Checks totaling \$458,783.48. Director Davis seconded, and the motion passed unanimously.

Re-Organization of Board Members –

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

As of May 11, 2023, the Clifton Water District Officers are as follows:

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

BOARD COMMITTEE APPOINTMENTS

Budget	Director Genova/Mcelley
Construction	Director Davis/Slauson
Personnel	Director Slauson/Diffendaffer

Policy
Water Rights

Director Diffendaffer/Davis
Director Mcelley/Genova

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

FINANCE DEPARTMENT REPORT

Banking Update - In April staff closed two bank accounts that have not been used for multiple, consecutive months. The District's bank account with Alpine was established to pay payroll taxes. Due to constant wiring fees associated with that account; staff has not been using this account since July 2022. The District's HRA account set up through ANB was also closed and funds were transferred into our main operating account. This account was previously set up to manage HRA reimbursements but with the change from HRA to HSA accounts beginning January 2023, this account is no longer needed.

Financial Reports - As previously reported the Board will not be provided with financial statements for April until after the May Board meeting. The District's FY22 audit fieldwork is currently underway with auditors on site beginning May 8th. Caselle Software conversion is set to go live on May 15th and once staff is fully integrated into Caselle, and audit fieldwork is complete, financial statements will be provided for Board Members.

HR Department Report

HR reported in April that Accountability training for all Staff was completed. On-site training for the new Caselle Software integration began May 15th with all Staff members. In June a safety meeting will be held for all staff with CSD (Colorado Special Districts). Training sessions and a safety audit will be performed by CSD.

Staff reported several position vacancies have been filled for the District. A Distribution Technician, Seasonal/Temp Help, and the new Engineer will begin in May and early June. Staff also reported progression plans for the WTP and Distribution Operators have been finalized.

Personnel Policy Revisions – Michael Santo, the District's Employment Attorney is reviewing the Drug-Free Workplace and the On-Call Policy. The first draft of the revised Personnel Handbook is currently under Management review.

Personnel Manual Policy Updates –

- Bereavement Leave – Staff presented a Staff Report (5/11/2323 File, Staff Report, Bereavement Leave) The Bereavement Leave Policy will replace the Funeral Leave Policy. It will expand the definition of an immediate family member and removes the 5 days for anything over 300 miles away.

Director Slauson made the motion to approve the revisions to the Bereavement Leave Policy. Director Genova seconded, and the motion passed unanimously.

- Overtime Policy – Staff presented a Staff Report (5/11/2023 File, Staff Report, Overtime Policy) citing the following changes to the current policy.
 - Based on total hours for the week instead of total hours “physically” worked.
 - Removed Mandatory Overtime verbiage – this has created some confusion about when overtime should be paid.

- More concise definition of Emergency and Non-Emergency overtime.
- Any time an employee works in a situation where it meets the definition of an emergency and is after normal business hours, they will be paid at the overtime rate.

Director Davis made the motion to approve the revisions to the Overtime Policy. Director Slauson seconded, and the motion passed unanimously.

- Holidays – Staff presented a Staff Report (5/11/2023 File, Staff Report, Holidays Policy) citing the following changes to the current policy.
 - Any employee except employees of the water treatment plant who are required to work on a paid holiday will receive 1.5 hours of pay.
 - Any water treatment plant employee who is required to work on a paid holiday will receive 1.5 hours of pay for the District-observed holiday and the physical day of the holiday.
 - If a holiday falls during an employee’s scheduled day off, they will not receive any holiday pay for that day.
 - Staff addressed Holiday pay when on paid vs unpaid leave.

Director Mcelley made the motion to approve the revisions to the Holidays Policy. Director Slauson seconded, and the motion passed unanimously.

- Early Closures – Staff presented a Staff Report (5/11/2023 File, Staff Report, Early Closures Policy) for a new Early Closures Policy. Director Slauson made the motion to approve the new Early Closures Policy. Director Mcelley seconded, and the motion passed unanimously.

ENGINEERING/CONSTRUCTION DEVELOPMENT REPORT

Project 2022-05.2 Holland Street Line Upgrades – Final Payment – Staff presented a Staff Report (5/11/2023 File, 2023 Staff Report) reviewing the Holland Street Line Upgrades project. Project construction on the waterline upgrades to C900 PVC pipe is complete. Advertising for final payment to Sorter Construction was completed. A summarization of final costs is included in the Staff Report. This project came in under budget and on schedule.

Project 2022-01 Coffman Road Transmission Line Project

Assistant Manager Lenihan presented a Staff Report (5/11/2023 File, 2023 Staff Report) reviewing the District’s project Design Engineering firm River City Consulting has nearly completed the preliminary design for the Coffman Road Transmission Line Project. This project has the highest anticipated cost but may not be a high-priority improvement for 2023. Staff anticipate completing the design and possibly acquiring all project materials.

Project 2022-03 Coffman Road Remote Fill Station

Mesa County has begun dirt work at the fill station site. Staff are currently planning and coordinating the water line connection, concrete pad, and electrical connections with Mesa County.

Project 2022-06 Highway 141 (32 Road) 10” Waterline Replacement/ Upgrade Project

Assistant Manager Lenihan reviewed the construction progress on 32 Rd. moving past D ½ Road. The deadline for project completion is currently June 4th. The time restriction is due to staying ahead of CDOT's asphalt overlay. The staff has begun coordinating with Elam Construction, the project's primary contractor. The tentative start date for the overlay is June 18th.

CDOT F Road Project

CDOT is scheduled to begin waterline work the week of May 15, 2023. The District will assign an inspector to monitor and document construction activities. The existing water line along F Road is an AC pipe. The contractor will remove the AC pipe and District staff will wrap and dispose of it.

Whitewater Modeling

The District's Engineering Consultant Black & Veatch continues to collect data in Whitewater. Pressure monitors are being installed in various locations for monitoring the system pressure. There are pump stations boosting pressure as well as hydraulic pressure in other areas, which create multiple pressure zones. The latest monitoring is taking place at the Hidden Valley pump station.

2023 Distribution Projects

Assistant Manager Lenihan provided an update to the Board on all 2023 Distribution Projects. He reviewed a budget summary on projects in process and completed projects. He discussed projections of new developments in the Whitewater area and crucial capital improvement planning.

Treatment/Distribution– Assistant Manager Lenihan

Energy Optimization

Staff reviewed how the Water Treatment Staff are creating ways to conserve energy in the Treatment Plant. Monitoring live energy consumption and peak demands has enabled staff to alter normal operating activities by completing high-power demand jobs during off-peak hours -9 PM-9 AM. Despite increased energy costs, the District has experienced a noticeable saving in energy use compared to last year. Staff will continue efforts to further optimize energy use.

Canal Operations

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

Retention Pond Maintenance

WTP staff completed maintenance in the Retention Pond. The pond is utilized for the settling of larger suspended solids coming from the Colorado River before entering the WTP. The maintenance is completed bi-annually in the Spring and Fall. A significant build-up of sediment was found this season because of higher turbidity levels throughout the winter.

Flood Preparation & Runoff

The river continues to climb during runoff. As of May 4th, the river flow has climbed to 11,000 cubic feet per second (CFS). The flood level is approximately 30,000 CFS. Staff watch the river

flow daily and continue preparing for possible flooding. Berms have been built around the River Pump Station and sandbags are being prepared.

Office/Administrative – Assistant Manager Walker

Caselle Utility Billing Software

On May 15th, the District will officially launch the application, and Caselle's implementation team will be present throughout the week to provide support. Given that the week of May 15th coincides with some of the District's crucial activities, such as due-date processing, billing, and discontinuation of service for delinquent accounts, it presents an excellent opportunity for conducting live training.

MANAGER'S REPORT- Manager Jones

Manager Jones stated the Hidden Valley Water Agreement will be ready to sign by May 12, 2023.

Paymentus

A settlement with Paymentus has been reached. The District will no longer use the Paymentus system for online utility payments as it phases out.

Palisade Fish Hatchery

Manager Jones announced the District presented a \$1000. donation to the Palisade High School Fish Hatchery Program. Students at Palisade High School's fish hatchery raised nearly 250 razorback suckers, a species once on the precipice of extinction.

EXECUTIVE SESSION - None

ADJOURNMENT

The Regular Meeting was adjourned at 6:47 pm by Chairman Diffendaffer.

ATTEST:


Melvin Diffendaffer


Dan Mcelley


Michael Slauson


Wesley Davis


Nicholas Genova