

**MINUTES OF BOARD OF DIRECTORS MEETING  
CLIFTON WATER DISTRICT  
January 7, 2021**

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

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

**REGULAR MEETING-Meeting held telephonically and virtually**

Chairman Peck called the January 7, 2021 Regular Meeting to order at 5:02 p.m.

**MINUTES OF THE DECEMBER 3, 2020 REGULAR MEETING**

Director Slauson moved to approve the December 3, 2020 Regular Meeting Minutes. Director Diffendaffer seconded, and the motion passed unanimously.

**FINANCIAL REPORT AND ACCOUNTS PAYABLE**

Director Slauson moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$154,126.53 plus Supplemental Checks of \$511,272.12 plus Special Check of \$313,975.00, plus Benefits Checks of \$32,627.32 plus HRA Disbursements of \$7,006.78 for a total of \$1,019,007.75. Director Diffendaffer seconded, and the motion passed unanimously.

**MANAGER'S REPORT**

Manager Tooker reviewed the November 2020 Manager's Report (*1/4/21 File, Manager's Report*).

**INFORMATIONAL REPORT**

**EXPRESS AGENDA**

Director Diffendaffer made the motion to approve the Express Agenda items as presented. Director Slauson seconded, and the motion passed unanimously. The Express Agenda items are as follows:

Project RM 2019-01.3 Middle Water Storage Tank Painting – Staff and Burns and McDonnell have completed the initial project meeting with the selected contractor, WBS Coatings. Final costs were agreed upon with the District and included the Bid Alternate to prepare and coat all the interior sidewalls. Agreement cost to complete the identified work scope is \$846,760. The Contractor project schedule identifies site work to begin in the week of January 18, 2021.

## UNFINISHED BUSINESS

2021 Property Casualty and Liability Insurance Renewal – Manager Tooker reviewed the 2021 Property Casualty and Liability Insurance Renewal Staff Report (12/31/21 File, 2021 Staff Reports) and identified that the quoted 2021 premium to be \$99,659 which is within the 2021 District Budget amount of \$110,413. Director Slauson made the motion to approve the 2021 Property Casualty and Liability Insurance Renewal with the Colorado Special District's Property and Liability Pool and authorize the payment in the amount of \$99,659. Director Mcelley seconded, and the motion passed unanimously.

Project 2020-01 27-inch Transmission Line Upgrade – Staff presented a Staff Report (1/7/21 File, 2021 Staff Report) stating that a public bid opening was held as advertised on Tuesday, January 5, 2021 with two contractors submitting bids. Staff and the District's Project Engineer, Black & Veatch, has evaluated the submitted bids and supporting information and recommends the District award the construction contract to MA Concrete Construction, Inc., in the amount of \$343,815 for Project 2020-01 27-inch Transmission Line Upgrade. Director Slauson made the motion to accept the bid submitted by MA Concrete Construction, Inc., and award the contract in the amount of \$343,815 for Project 2020-01 27-inch Transmission Line Upgrade and directed Staff to prepare the construction agreement documents for final signature as required. Director Mcelley seconded, and the motion passed unanimously.

Project RM 2019-01.2 Middle Water Storage Tank – Foundation Repair Final Payment – Staff presented a Staff Report (1/4/21 File, 2021 Staff Report) regarding the Middle Water Storage Tank project. Project construction on the Foundation Repairs for the District's Middle Water Storage Tank was Substantially Complete on December 23, 2020. Final Payment is scheduled to be made at the February 4, 2021 Board Meeting in the amount of \$31,944.85 to Keller North America, Inc., upon receipt of final subcontractor lien waivers and completion of legal advertising. Director Mcelley made the motion to approve processing of the Final Payment for Project RM 2019-01.2, in the amount of \$31,944.85 to Keller North America, Inc., upon receipt of final subcontractor lien waivers and completion of legal advertising. Director Diffendaffer seconded, and the motion passed unanimously.

Plant Investment Fees – In compliance with C.R.S. 32-1-1001(2)(a) the Board's discussion of Plant Investment Fees will be scheduled at the March 4, 2021 Regular Board of Directors after notice is provided that the Board will be considering to; fix and/or increase of fees, rates, tolls, penalties of charges for water service. In addition to discussing Plant Investment Fees the Board will also consider Availability of Service Charge, Emergency Rates, Water Rates or any other fees, rates, tolls, or penalties. Staff will prepare the 30-day notification required. No action from the Board is required at this time.

**NEW BUSINESS**

Designating Time, Location, and Postings of Meetings Resolution 2021-01 – Staff presented Resolution 2021-01 Resolution Designating Meeting Time, Place, and 24-Hour Posting (12/31/20 File, Resolutions). Location. Director Slauson made the motion to adopt Resolution 2021-01, Resolution Designating Meeting Time, Place, and 24-Hour Posting of Meetings for 2021. Director McElley seconded, and the motion passed unanimously. Resolution text is as follows.

**RESOLUTION 2021-01  
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 7nd day of January 2021.

ATTEST:

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Dale Peck – Chairman

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Stan Sparks – Vice Chairman

  
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Melvin Diffendaffer – Secretary

  
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Michael Slauson – Treasurer

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Edward Dan McElley – Director

Availability of Service Charge for 2016 Resolution 2021-02 – This item has been moved to the March 4, Regular Board Meeting. No action is required at this time.

Emergency Rate Annual Review and Adoption – This item has been moved to the March 4, Regular Board Meeting. No action is required at this time.

FY 2020 Audit Services – Chadwick Steinkirchner, Davis, & Co., P.C. – Manager Tooker presented the Letter of Engagement for FY 2020 Audit Services to be provided by Chadwick, Steinkirchner, Davis & Co., P.C. The proposed cost of the FY 2019 Audit Services is not to exceed \$9,100 (File 1/3/2021, 2020 Audit). Director McElley moved to accept the Letter of Engagement by Chadwick, Steinkirchner, Davis & Co., P.C. and further authorized the Board President and District Manager to sign to engagement letter. Director Diffendaffer seconded, and the motion passed unanimously.

Budget Transfer from Contingency to Distribution Repair and Maintenance – This item was added to the Agenda at the beginning of the meeting. Staff requested a Budget Transfer of \$50,000 from Contingency to Distribution Repair and Maintenance. to fund the additional expenses associated with increased Poly Service Line Replacements and additional Meter replacement expenses. The Board questioned Staff concerning the reasons for the additional expenses. Staff explained the additional expenses are a result of Poly Service Line Replacements/Repairs and additional Meter replacements that were under projected. Director McElley moved to transfer \$50,000 from Contingency to Distribution Repair and Maintenance to fund additional expenses incurred with Poly Service Line and Meter Replacements. Director Diffendaffer seconded, and the motion passed unanimously.

### ADJOURNMENT

The Regular Meeting held telephonically and virtually was adjourned at 5.57 p.m. by Chairman Peck.

#### ATTEST:

  
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Dale Peck

  
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Stan Sparks

  
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Melvin Diffendaffer

  
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Michael Slauson

  
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Dan McElley