

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING

CLIFTON WATER DISTRICT

OCTOBER 9, 2025

BOARD MEMBERS PRESENT: Mel Diffendaffer, Nick Genova, Jeff Cook, and Michael Slauson. *Dan McElley via telephone.*

STAFF MEMBERS PRESENT: Jennifer Pettingill, Jacob Lenihan, Blair Wade, Ty Jones, Mark Dalley, Stephen Silva, Mike Simpson, Branden Edmonds, and Rene Fick.

GUESTS PRESENT:

REGULAR MEETING – CALL TO ORDER

Chairman Diffendaffer called the October 9th, 2025, Regular Meeting to order at 5:02pm.

MINUTES OF THE SEPTEMBER 11TH 2025 REGULAR MEETING AND THE SEPTEMBER 22ND 2025 WORKHOP

Treasurer Slauson moved to approve the Minutes of the September 11th, 2025 Regular Meeting, seconded by Chairman Diffendaffer. Motion carried unanimously. Director Genova moved to approve the Minutes of the September 22nd, 2025 Workshop, seconded by Chairman Diffendaffer. Motion carried unanimously.

FINANCIAL REPORT

Treasurer Slauson moved to approve the Accounts Payable checks, in the amount of \$620,315.34, seconded by Chairman Diffendaffer. Motion carried unanimously.

FINANCE DEPARTMENT

Finance Staff Report

- Financial Summary – Finance Manager Wade stated that, as of the end of August, total operating revenue collected was 69% of the budget, with non-operating revenue at 76%.

The District has expended 65% of the operating budget and 31% of the non-operating budget.

- 2026 Draft Budget – The draft budget has been prepared and provided to the Board for review. Staff are currently assessing property & liability insurance for the District as the renewal deadline is October 31st. Some updates to the budget are expected, but nothing of great significance. The notice of the November 13th public hearing for the proposed 2026 budget has been published in the Grand Junction Daily Sentinel.
- Certified Public Accountant (CPA) services – Finance Manager Wade explained that, at the end of 2024, the District contracted with a CPA for additional review on bank reconciliations. This was done at the recommendation of the auditors, as there had been concerns of bank reconciliations not being completed in a timely manner. As of 2026, the CPA's services will no longer be needed, and Finance Manager Wade added that she is confident reconciliations will be completed in a timely manner. This will save the District approximately \$20k.

HUMAN RESOURCES DEPARTMENT

Human Resources Staff Report.

- Distribution Technician/Operator – This opening, available due to Stephen Silva accepting the Distribution Supervisor position, will be posted from October 6th – 17th.
- Employee Benefits – HR Manager Pettingill asked the Board to approve option 2A, as discussed during the September 22nd workshop. Treasurer Slauson moved to approve option 2A, with regards to employee cost share on healthcare plans, seconded by Director Genova. Motion carried unanimously.

ENGINEERING/CONSTRUCTION DEVELOPMENT

Engineering Report

- Water Treatment Plant Project – The Request for Proposal (RFP) has been published and staff hope to present a contract to the Board at the November meeting. A pre-proposal site visit will be held on October 13th which will include a brief meeting followed by a site walk-through.
- Colorado River Transmission Main Crossing – Project is still under review by Mesa County. Staff hope to bid this project in the winter.
- Desert Road pump station – Engineering firm SGM has started work on the pump station design. As the survey documents has been completed, the easement document is being prepared for presentation to the City of Grand Junction.

- Coffman Road Transmission – Approximately 3,000ft of 12” water main has been installed and both directional bores have been completed. Staff are making way on this project despite an uptick in leaks (in other areas of the District) that pulled staff off this project.
- Storage Tank rehabilitation – Divers have been scheduled for October 21st but as the District will be feeding water to the City of Grand Junction on this date, it may not be the best time. The storage tank will need to be filled to overflow stage in order for the divers to safely get inside and with the additional demand from the City, it may be difficult.
- Mesa County 32 ½ Road Phase 2 – Staff have been working with the County, and design firm HDR, on final mark-ups for Phase 2 of this road improvement project that includes a new traffic circle on E ½ Road. The initial plan was to complete this work in-house, but it will involve moving over 20 services, three hydrants, and addressing six water main conflicts. Staff are looking into other options, including cooperative bidding with Mesa County.

OPERATIONS

Operations Staff Report

- General Operations – Assistant Manager Lenihan stated that it has been a busy month, with 23 leaks in September alone. These leaks were on service and main lines. Pond cleaning has just been completed. The interconnect valve, linking the District’s system and that of the City of Grand Junction was opened, starting the supply to the City. The plan is to slowly open the valve little by little and by next Monday or Tuesday, the District will meet 100% of their demand. The canal will be shut down on October 27th leading to a switch of diversion points and intake from the river will commence. Due to river levels, it is uncertain whether the City’s demand can be met and discussions have been held on what the next steps would be should this become a reality.
- Black & Veatch Assessment fee – The Board had approved the cost of the risk and resiliency assessment, as outlined in the proposal from Black & Veatch, during the August 14th, 2025 Board meeting. Assistant Manager Lenihan explained that the proposal had contained optional tasks, at an additional cost, that the Board had been in favor of. The motion for approval included a cost of \$61,594, which did not include the cost of the optional tasks. He asked that this be corrected with a motion today. Director Genova moved to approve contracting the services of Black and Veatch and authorize Manager Jones to sign the contract when finalized, at the cost of \$104,453. The motion was seconded by Treasurer Slauson. Motion carried unanimously.

ADMIN/OFFICE

▪ Manager's Report

- Staff placed an order for a pickup truck in January of this year. The dealership recently communicated that the 2026 models are now available, at \$300 more, and staff proceeded with the purchase of this vehicle. It should be ready in about two to three weeks.
- The Whitewater Inclusion ballot election was completed on October 7th with 280 ballots returned out of over 1,000 ballots mailed out. This number of returned ballots include both ballots completed by electors, and ballots returned to the District by USPS as undeliverable, for a variety of reasons. Fifty-three ballots were considered invalid as the envelope either did not include the privacy sleeve, or the page with the ballot number was not included, i.e. only the page with the actual vote was returned. It was explained that Uniformed and Overseas Citizens ballots are given an additional eight days after the election to be returned, and the Canvassing Board will meet on October 16th to certify the election results. Following this certification, Designated Election Official (DEO) Simpson will provide a summary statement that all rules and regulations were followed, accompanied by the certification documents from both the election judges and the Canvassing Board, all to be filed with the State. Manager Jones commented that the judges found three questionable ballots. The election judges flagged them due to the electors not appearing on the eligible elector list, nor were they registered voters. These ballots were also missing ballot numbers. These three ballots were not counted, and the votes on these three ballots remain unknown as the election judges did not disclose that information to staff. Director Genova commented that it could be part of an attempt to invalidate the entire election. The ballot count was 108 in favor of inclusion, and 17 against inclusion.
- Clifton Water District will be celebrating its 75th anniversary in 2026 with Manager Jones asking the board if the anniversary should be based on the date the District was formed, or when the District started serving water. The Board was in agreement to use the date for when the District was formed and brief discussion followed on the type of celebration to be held. Manger Jones added that funding for this celebration has been included in the 2026 budget.
- The employee annual holiday ham or turkey gift was discussed. HR Manager Pettingill noting that staff can be provided with a voucher instead, for groceries, instead of limiting the gift to just a turkey or a ham. These vouchers can not be exchanged for cash and can be used at local grocery stores. The Board was in general agreement to gift employees with vouchers this year. Chairman Diffendaffer commented that he likes the flexibility it provides.

- Manager Jones explained that the District is again reviewing accounts for tax certification and asked the Board if staff should proceed further with this process. The Board was in agreement to pursue tax certification on those delinquent accounts that meet the requirements for certification.
- Assistant Manager Lenihan explained that the District received a letter from Mesa County Emergency Planning Coalition, Inc.(MCEPC) requesting a financial contribution. He further explained that the MCEPC is in the process of obtaining non-profit status and will serve as a support to Local Emergency Planning Committees (LEPCs) with regards to fund raising. LEPCs are required as part of the Emergency Planning and Community Right-to-Know Act (EPCRA), but no funding was made available for these Committees. The MCEPC's fundraising efforts will ultimately aid with planning, training, public outreach, and compliance efforts. The District is involved with the Mesa County LEPC due to the chlorine gas used in treating the water.

ADJOURN MEETING

Meeting Adjourned at 5:52pm by Chairman Diffendaffer.

ATTEST:


Mel Diffendaffer, Chairman


Dan McElley, Vice Chairman


Michael Slason, Treasurer


Jeff Cook, Secretary


Nick Genova, Director