

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
January 12, 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, Branden Edmonds, Mark Dalley, and Michelle Obadia

GUESTS PRESENT: Lucas, Sandra, and Blair Wade

Jamie Hamilton, Home Loan and Investment Co.

REGULAR MEETING

Chairman Diffendaffer called the January 12, 2023, Regular Meeting to order at 5:01 p.m.

Lucas Wade introduce himself and family, Blair, and Sandra Wade, to Board members. Mr. Wade told the Board over the past 15 years his family has tried to buy water taps for 780 and 861 Seminole Rd. in Whitewater. They were told by Dale Tooker, they would be placed on an informal waiting list. Mr. Wade will work with Assistant Manager Walker and Lenihan to move forward with an Out-of-District request for service. The Board encouraged Mr. Wade to continue to work with the District and apologized for any inconvenience.

The Wade family exited the meeting at 5:11 pm.

Manager Jones introduced Mr. Hamilton from Home Loan and Investment.

2023 Property Casualty and Liability Renewal – Mr. Hamilton summarized the District’s 2023 Property Casualty and Liability Insurance. There is an increase of \$23,306 or 20% above the 2022 premium increase. Mr. Hamilton detailed the following reasons for the increase:

- The District Administrative building increased structural values from 29 million to 35 million.
- Auto Policy remained flat due to good loss control by the District.
- Previous fire events in Colorado affecting all members of the SDA Insurance Pool.
- Due to a reclassification of 10 of the District’s 19 locations into FEMA Flood Zone AE correction from 2022 premium year.

2023 Workers Compensation Insurance Renewal – Mr. Hamilton summarized the District’s 2023 Workers Compensation Insurance Renewal. The 2023 premium is \$20,802, and within the District’s funding level of \$27,901 for FY 2023 Budget for Worker’s Compensation.

Mr. Hamilton exited the meeting at 5:19 pm.

MINUTES OF THE December 1, 2022, REGULAR MEETING

Director Slauson moved to approve the December 1, 2022, Regular Meeting Minutes. Director Mcelley seconded, and the motion passed unanimously.

FINANCIAL REPORT

Director Slauson moved to accept the Financial Report and approve Accounts Payable Checks totaling \$582,524.09. Director Davis seconded, and the motion passed unanimously.

FINANCE DEPARTMENT REPORT

New Proposed Reports -Staff proposed new reports to improve and simplify information the Board reviews. The Payroll Expense Report which replaces Schedule A, Gross Payroll Report, and the Payroll Packets, which the Board signs each month. The new proposed Expense Report will replace the HRA Reimbursement report, AP Check Register and reduce the Wire Transfer Report. The report details all checks and expenses the District has paid in the month. The four categories of reports are totaled and signed by a Board Member, Treasurer and Manager.

Accounts Payable - Staff reported that AP will run check batches more often to ensure due dates for invoices will be timely. Electronic payments to vendors will be utilized more often to avoid late fees and costs associated with mailing paper checks. It was agreed that electronic payments would be utilized for all payroll benefit liabilities knowing that health insurance would exceed the current AP threshold. All other checks will continue to be approved within the thresholds established earlier in 2022, with Manager or Board approval.

Budget Transfers 2023 – Staff proposed eliminating budget transfers from Contingency during the year. It was noted by Staff that transparency on expenses would continue throughout the year. Monthly Financials would include an identification of the line item over budget with a note from Accounting. Director Mcelley noted he would like to continue to see budget transfers from Contingency.

HR Department Report

CRA Participation Agreement Changes – Participation Agreements for both the 401(a) and 457(b) Retirement accounts were updated with an effective date of 1/13/2023. Staff reviewed the prior agreements and proposed the following changes.

- Every two years review and update Participation Agreements.
- **1.16** Eligible Employees to - All Benefitted Positions.
- **2.2** Commencement of Participation to Immediately, 1st day of employee's 1st full payroll period.
- **23.8** Discretionary Employer Matching Contributions to use this new plan feature as a replacement/modification of the existing 457 employer match policy.

- **5.1 Reemployment Date – Vesting extending PSC-vesting up to 12 months after termination.**

Note, at the October 2022 Board Meeting, it was the consensus of the Board to remove the 457(b) 3% Employer match and contribute 6% match to the 401(a) Retirement Account.

Director Genova made the motion to approve the Colorado Retirement Association (CRA) Participation Agreement revisions as stated. Director Mcelley seconded, and the motion passed unanimously.

Protective Footwear and Reimbursement Policy – Staff presented a Staff Report (1/12/2023 File, Staff Reports, Protective Footwear & Reimbursement Policy) summarizing the Protective Footwear and Reimbursement Policy. To ensure that proper protective footwear is worn in the workplace, the District will provide Staff a voucher or reimbursement of up to \$200 for one pair of footwear per calendar year. Director Slauson made the motion to approve the Protective Footwear and Reimbursement Policy. Director Genova seconded, and the motion passed unanimously. The Board would like to reevaluate reimbursement costs next year for protective footwear for Staff.

Personnel Manual Policy Updates

- General Leave of Absence (GLOA) – Staff presented a Staff Report (1/12/2023 File, Staff Report, GLOA Policy) A GLOA Policy would allow and define the parameters for an employee when circumstances require them to be away from work for 12 or more consecutive days or on an intermittent schedule if necessary. This policy covers events not currently covered by Short-Term Disability.

Director Davis made the motion to approve the General Leave of Absence (GLOA) Policy as stated. Director Genova seconded, and the motion passed unanimously.

- Attendance and Punctuality – Staff presented a Staff Report (1/12/2023 File, Staff Report, Attendance and Punctuality) siting the District only has a Tardiness Policy (section 7.1/pg. 18 Personnel Manual). The policy will enable manager to address tardiness, proper call-in procedures, and excessive absenteeism. It defines authorized, unauthorized, unscheduled, unreported absences and patterned absences.

Director Slauson made the motion to approve the Attendance and Punctuality Policy as stated. Director Davis seconded, and the motion passed unanimously.

- Paid Time Off (PTO) Policy - Staff presented a Staff Report (1/12/2023 File, Staff Report, PTO Policy) making the following revisions to the current policy. The previous approved PTO Policy (6/2/2022 File, Staff Report, PTO Policy) had not been reviewed by the District's attorney.
- The following recommended changes were proposed.
 1. Add the 3 personal days back into the accrual schedule.
 2. Simplify the PTO tiers as stated.

3. Count an employee's previous experience prior to joining the District in determining what the Employee's "Completed Years of Service" will be. This is used as a recruiting tool for professional candidates. All current Staff's PTO tier will be evaluated based on prior relevant experience and adjusted accordingly.
4. The attorney reviewed the current policy with the recommended changes purposed by Staff:
 - Offer sick time to all employees who are not eligible for PTO. This follows compliance with the Healthy Families and Workplace Act (HFWA).
 - New hires will be front-loaded 24-hours of PTO on the first day of employment. Employees not eligible for PTO would start accruing 1 hour of sick leave for every 30 hours worked on the first day of employment. This policy replaces 11.1 – 12.4.5.2 pgs. 26-31 of the Personnel Manual.

Director Mcelley made the motion to approve the revisions to the PTO Policy. Director Genova seconded, and the motion passed unanimously.

Staff reviewed the process with the Board for updating the Personnel Manual. New policies will be reviewed by Staff, HR Director, Personnel Committee, Attorney, and finally presented at a Board meeting for approval.

ENGINEERING/CONSTRUCTION DEVELOPMENT REPORT

Project 2021-02 Peachtree Shopping Center Main Line Upgrade/Installation Project

The Peachtree Shopping Center Main Line Upgrade is complete. Assistant Manager Lenihan reviewed the Staff Report summarizing final project costs (1/12/2023 File, Staff Report, Project 2021-02 Final Project Costs). Final advertisement for this project is complete and no inquiries were received. The total project cost was \$438,675.36 and final release of retainage is scheduled for January 13, 2023. Information only, no Board action required.

Project 2022-01 Coffman Road Transmission Line Project

The District's engineering firm Black and Veatch is working on added project scope to re-design the transmission line project. There are no recent updates currently.

Project 2022-03 Coffman Road Remote Fill Station

A building permit was issued by Mesa County for the Coffman Road Fill Station. A meeting with Mesa County Planning Department is scheduled for 1.13.2023 to discuss details with Staff.

Project 2022-05.2 Holland Street Line Upgrades

The Notice to Proceed has been completed and signed by the District and Sorter Construction. The contractor is planning to begin site activities by January 16, 2023. District customers in the project area have been notified of the construction schedule.

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

The District’s contract documents, and design are now complete. Bid advertising began on December 21, 2022. The mandatory pre-bid meeting was held at the District on January 9, 2023. Bid proposal opening will take place on January 23rd. A recommendation of award will be presented at the February Board Meeting.

Bid Contract Documents

District Staff requested the District’s attorney Kirsten Kurath and the insurance company evaluate current Bid Contract documents that are utilized for construction projects. This is to ensure the contract language is current. The edited version was used for the 32 Road Project.

Treatment/Distribution– Assistant Manager Lenihan

PLC Upgrades – Pre-treatment

Staff reported new Programmable Logic Controllers (PLC’s) were installed in the Pre-treatment building. Mountain Peak Controls upgraded the PLC’s and updated the programming. The WTP was staffed 24 hours until all work was complete and tested. The work only lasted a couple of days.

Rupture Disk

Staff reported a new rupture disk was installed on the Ultrafiltration (UF) feed system. This was completed when the WTP was off during the PLC updates. The disk was installed to replace a blind flange or “pancake” that was there due to the incorrect disks in inventory.

Main Line Break

Distribution staff responded to a break on the 30” transmission line in December that was struck during boring activities on 33 and E Road. Crews responded and quickly isolated the line for the repair. The Treatment Plant re-routed water flow to run on the 16” transmission line directly to the storage tanks by I-70. The damaged portion of the pipe was cut and removed. Pipe sleeves were installed with a short section of 30” pipe for the repair.

New Water Main

Staff reported that Mesa County currently has a project that is expanding 1st Street, increasing the width of the road. The District utilized the opportunity to extend an 8” water main from 2nd Street, along Orson Avenue and across 1st Street. The work was completed at the same time as the Mesa County project.

Office/Administrative – Assistant Manager Walker

DRIP (Drought Response Information Project)/Drought Update

Staff emailed the current DRIP report to Board members to avoid printing colored copies for each meeting. Currently Mesa County is at a D0 status, but a dryer winter is expected. Board members were pleased to receive the information by email.

Caselle Utility Billing Software

Staff are in the que to begin the implementation phase of the project. Six other utilities were ahead of the District.

Staff members Lenihan, Obadia, Isley, Dalley, Edmonds, and Walker exited the meeting at 7:54 pm.

EXECUTIVE SESSION

At 7:56 pm Director Diffendaffer moved to go into Executive Session per C.R.S. 24-6-402(4)(c) for discussing personnel matters. Director Davis seconded, and the motion passed unanimously.

Manager Jones and HR Director Pettingill joined the meeting to discuss the Manager’s review process.

The Board exited the Executive Session at 8:24 pm.

ADJOURNMENT

The Regular Meeting was adjourned at 8:25 pm by Chairman Diffendaffer.

ATTEST:


Melvin Diffendaffer


Dan Mcelley


Michael Slauson


Wesley Davis


Nicholas Genova