

**MINUTES OF BOARD OF DIRECTORS MEETING**  
**CLIFTON WATER DISTRICT**  
**June 2, 2022**

**BOARD MEMBERS PRESENT:** Mel Diffendaffer-Chairman, Wesley Davis-Secretary, Michael Slauson-Treasurer, and Nick Genova-Director

(Vice Chair Mcelley had an excused absence)

**STAFF MEMBERS PRESENT:** Ty Jones, David Reinertsen, Guy Walker, Jake Lenihan, Jessica Isley, Brittany Medrano, Isaac Brown, and Michelle Obadia

**REGULAR MEETING**

Chairman Diffendaffer called the June 2, 2022, Regular Meeting to order at 5:10 p.m.

**MINUTES OF THE May 5, 2022, REGULAR MEETING**

Director Slauson moved to approve the May 5, 2022, Regular Meeting Minutes. Director Davis 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 \$262,859.70, plus Supplemental Checks of \$43,812.55, plus Benefits Checks of \$30,270.61, plus HRA Disbursements of \$10,519.64, for a total of \$347,462.50. Director Davis seconded, and the motion passed unanimously.

**FINANCE DEPARTMENT REPORT**

**2021 FY Audit Report**

Auditors from Chadwick, Steinkirchner, Davis & CO., P.C. conducted field work for the annual 2021 FY audit from May 9-13<sup>th</sup>. They are currently finalizing the audit to present to Board members at the July Board meeting. The District is required to submit the final audit to the State by July 31<sup>st</sup>.

**Budget Committee Meeting**

Finance Manager Isley presented a Staff Report (*06/02/2022 File, Staff Report, Budget Committee Meeting*) reviewing information presented to the Budget Committee regarding water rates and revenues, expected expenditures, the budget timeline, and upcoming changes for the committee to review. The next Budget Committee Meeting has not been scheduled.

Manager Jones requested Board approval for Staff to generate a separate supplemental check run prior to the monthly Board meeting due to excessive late fees being incurred by the District from multiple vendors. In some instances, late fees occur prior to the scheduled monthly Board meetings causing late fees and potential shut-off of essential utilities to the District. An internal

control process will be created pending auditor approval. Finance Manager Isley will present the Internal Controls process to the Board at the July Board Meeting. It was the consensus of the Board for Staff to proceed as requested.

#### POLICY COMMITTEE REPORT

Staff presented a Staff Report (06/02/2022 File, Staff Report, PTO Policy) outlining a new Paid Time Off (PTO) Policy replacing Section 11. Annual Leave. Director Slauson moved to approve the Paid Time Off (PTO) Policy implementing it by the June 17 payroll. Director Genova seconded, and the motion was passed unanimously.

#### ENGINEERING/CONSTRUCTION REPORT

##### **Project 2019-01 Administration Office Project**

FCI has completed all construction activities except for the new front entry vestibule double doors and new security window configuration of the drive-up service counter. Both items are delayed due to supply-chain delivery issues. Delivery and installation are currently anticipated for completion by the end of June.

##### **Project 2021-06 Mesa County 34 Road Bridge Replacement Project**

Nothing to report different from the May Report. Final invoicing from Mesa County is still anticipated for processing in June/July 2022, once all bridge work is completed by their contractor, K & D Construction.

##### **Project 2022-03 Coffman Road Remote Fill Station**

Nothing to report different from the May Report. Staff continues to work through the site approval process with the Mesa County Road and Bridge Department and the Mesa County Planning Department.

##### **Project 2019-01.4 Middle Tank Repairs – Phase 4, Slope Stabilization**

Staff presented the Final Debrief on Project 2019-01.4 Middle Tank Repairs based on inputs from the Project Engineer, Burns and McDonnell and Staff members. The project was completed on budget, on schedule, and with no major safety incidents. The total construction price for this work was completed at less than the initial budgeted estimates.

##### **Project 2022-06 Yolande and Glendam Main Line Upgrade**

Distribution staff has completed the 6” main line upgrade project on Yolande Lane and Glendam Drive. This project involved replacement of an existing dead end 1 ½” waterline to a looped 6” C900 PVC waterline. A new fire hydrant was installed, and 9 water service were upgraded.

### **Project 2022-01 Coffman Road Transmission Line Project**

Staff issued the design contract change order to River City Consultants to finalize the construction design package drawings and to clarify and describe the required private property owner waterline utility easements. Once the final design construction drawings are complete and the Engineer's Estimate of Probable Construction Costs are finalized, Staff will present both to the Board, and request authorization to begin the construction bid process.

### **Project 2021-02 McDonalds/Denny's/Murdoch's Main Line Upgrade/Installation Project**

Staff continues to evaluate received material cost estimates and finalize private property waterline utility easements and UPRR access permitting. Construction bid packages are planned for contractor pick-up in July. Once the bid opening and bid evaluation process is complete, Staff will present construction contract award recommendations to the Board at the August Board Meeting. Construction continues to be scheduled for August, and September, and October 2022.

### **ACTION ITEMS**

#### **Project 2022-05.2 Holland Street Line Upgrades**

The District's project design firm, River City Consulting Engineers, met with District Staff to review the 30% design drawing set and began development of the final construction design drawing package. Staff requested Board approval to begin the construction bid process once the design phase is completed. Construction continues to be scheduled for late summer/early fall of 2022.

It was the consensus of the Board to move forward with the bid process once the final design package is complete.

#### **Project 2022-06 Highway 141 (32 Road) 10" Waterline Replacement/ Upgrade Project**

A Staff Report (06/02/2022 File, Staff Report, Project 2022-06 Highway 141 (32 Rd) 10" Waterline Replacement/Upgrade Project) is included in the Board Packet addressing this Unplanned Capital Construction Project that has been recently identified through discussions with representatives of the Colorado Department of Transportation (CDOT) regarding a planned CDOT resurfacing/paving project to take place in 2024.

Staff recommends the Board transfer \$160,000 from the 2022 Budget Contingency line item to the Non-Operational General Construction Line Upgrades – Upgrade and Replacement Projects budget line item to accommodate Project Design for Project 2022-06, Engineering Services.

Director Slauson moved to approve a transfer of \$160,000 for Project 2022-06. Director Davis seconded, and the motion passed unanimously.

Staff further recommends Board acceptance of the engineering services proposal submitted by JUB Engineers, Inc. for \$139,154 for Project 2022-06, and authorize the Manager to sign contact authorizations. Director Slauson moved to approve a transfer for \$139.154 for Project 2022-06

for engineering services submitted by JUB Engineers, Inc. and authorized Manager Jones to sign contract authorizations. Director Genova seconded, and the motion passed unanimously.

#### Treatment/Distribution– Assistant Manager Lenihan

##### Spring Run-Off

Staff reported run-off on the Colorado River peaked at approximately 11,000 CFS (cubic feet per second) in May. Temperatures have stayed consistently cooler this Spring, which had made run-off more gradual. During run-off conditions, water quality improves with contaminants such as minerals. Total dissolved solids and hardness levels improve requiring less filtration from reverse osmosis.

##### Tonka-Flo Pump Replacement

Staff reported that the Tonka-Flo Pumps serve as booster pumps that provide enough pressure to filter water through reverse osmosis (RO). The Treatment Plant has four RO filter skids that each have Tonka-Flo booster pumps. These pumps have been sent into the manufacturer for refurbishing as part of preventative maintenance and are now reaching the end of their life span. A new pump was purchased this year and installed in May. There will be three more in need of replacement in the future.

##### Disinfection By-Products

Staff reported the second round of disinfection by-product (DBP) samples were collected in May. These samples are collected every quarter and are regulated by the State. They encompass substances that are by-products of using chlorine as a disinfectant along with natural organics in source water. The contaminants are broken into two categories: trihalomethanes (THM) and halo acetic (HAA5) acids. The EPA has determined these substances to increase the risk of cancer at certain levels and therefore strictly regulated. Since the effects of DBP's on human health are chronic rather than acute, regulation is based on sample results over a year period.

##### Site Maintenance

Staff reported in May the Distribution Department focused their efforts on grounds maintenance around the District Facilities. Heavy clearing of overgrown vegetation, tress, and clean up around the new Administration building including new gravel laid around the walkway.

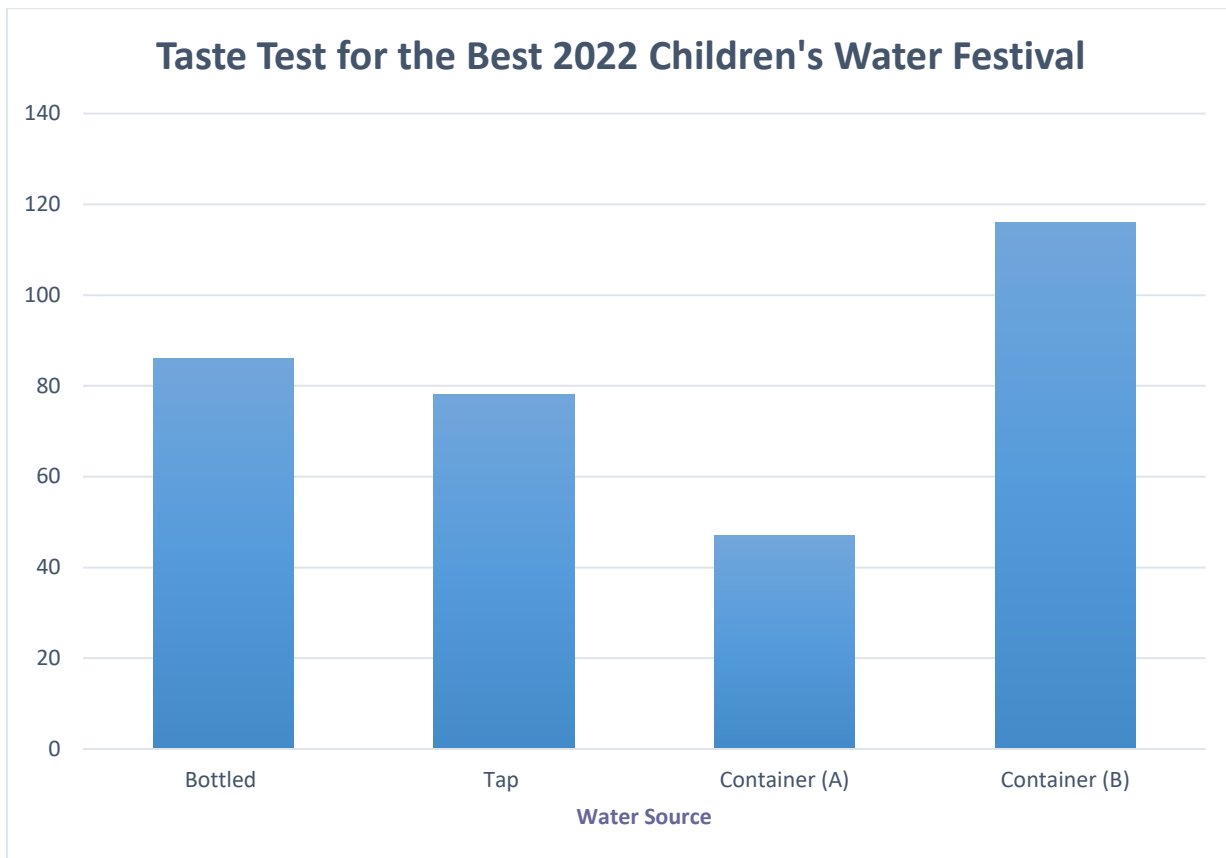
#### Monthly Report – Assistant Manager Walker

##### DRIP (Drought Response Information Project)/Drought Update

Assistant Manager Walker presented an Informational Report (06/02/2022 File, Staff Reports, Drought Response Plan 2022) summarizing the current Drought status and DRIP information. Most of Mesa County is now considered to be in Sever Drought D1-D2.

## Children’s Water Festival 2022 May 16<sup>th</sup> and 17<sup>th</sup> Las Colonias Park

Staff reported that 11 District Staff members participated in the Children’s Water Festival at Las Colonias Park and Amphitheater. Over 1500 fifth graders attended the two-day event. District Staff had two presentations the first presentation, “**Mountain to Tap,**” showed students how water from rivers and mountains is purified through advanced filtration systems into the water that comes out of their faucet. The second presentation, titled “**Taste Test For The Best**” demonstrated the difference between bottled and tap water. In a blind taste test, students were required to determine which tasted better. Below is a table of the results from the Taste Test. The graph shows that Container B (tap water) was favored by a margin of nearly 3:1 compared with Container A (bottled water).



## Xpress Bill Pay

Staff reported Xpress Bill Pay (XBP) technical support wanted to confirm that the District’s utility billing software (Springbrook) could generate billing reports that would be compatible with XBP. Staff generated a billing report, and it was successfully loaded into XBP for processing. This was an important step in getting the two applications integrated. As a result, XBP is scheduled to conduct a site visit on June 16, 2022, to provide staff with hands on training. Staff anticipate full implementation onto the XBP platform around the same time.

Caselle Utility Billing Software

Staff are continuing to make progress on completing the questionnaires for Caselle. Once these are completed, the District will transition from the pre-implementation phase to the setup phase. Caselle is still projecting that complete implementation will not occur until the end of the year.

Colorado Basin Round Table

District Staff attended the Colorado Basin Round Table in Glenwood Springs. The Colorado Basin Roundtable (CBRT) is a group of water managers and stakeholders who work to solve water related issues within the Colorado River Basin in the State of Colorado from its headwaters in Rocky Mountain National Park to the Utah State Line.

MANAGER’S REPORT

Manager Jones reviewed the April 2022 Manager’s Report (04/02/2022 File, Manager’s Report).

Manager Jones reported the District is supplying approximately 1.0 Million Gallons a Day (MGD) to the City of Grand Junction. Staff proposed the idea to revisit the agreement with City Officials to outline the payment for and delivery of treated water.

Manager Jones and Eli Jennings, Manager of Clifton Sanitation, signed a letter finalizing termination of joint ownership between the District and Clifton Sanitation for the front-end loader.

The District is hosting a BBQ on Friday, June 3<sup>rd</sup> at 11:30. All Staff and Board members were invited to attend.

EXECUTIVE SESSION

None

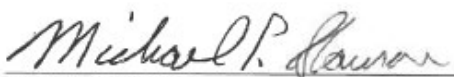
ADJOURNMENT

The Regular Meeting was adjourned at 6:53 p.m. by Chairman Diffendaffer.

**ATTEST:**

  
Melvin Diffendaffer

*Excused Absence*  
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Dan Mcelley

  
Michael Slauson

  
Wesley Davis

  
Nicholas Genova

