

# **MINUTES OF THE BOARD OF DIRECTORS MEETING**

## **CLIFTON WATER DISTRICT**

**JUNE 8, 2023**

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

**STAFF MEMBERS PRESENT:** Ty Jones, Guy Walker, Jake Lenihan, Eric Schoeny, Jessica Isley, Jennifer Pettingill, Mark Dalley, Stephen Silva, Isaac Brown, Branden Edmonds, and Michelle Obadia

**GUESTS PRESENT:**

### **REGULAR MEETING**

Chairman Diffendaffer called June 8, 2023, Regular Meeting to order at 5:00 p.m.

### **MINUTES OF April 13, 2023, REGULAR MEETING**

Director Genova moved to approve May 11, 2023, Regular Meeting Minutes. Director Slauson seconded, and the motion passed unanimously.

### **FINANCIAL REPORT**

Director Slauson moved to accept the Financial Report and approve Accounts Payable Checks totaling \$865,042.89. Director Davis seconded, and the motion passed unanimously.

Manager Jones introduced the District's new Civil Engineer, Eric Schoeny. Eric comes to the District from Aurora, Il. where he worked at the City of Aurora as the Supervisor of the Water/Sewer and Stormwater Division. Welcome Eric.

## **FINANCE DEPARTMENT REPORT**

Staff updated the Board on the status of the District's Investment Accounts. Several banks have offered various interest rates, but Staff has decided to stay with the existing investment accounts with Schwab. Financial data continues to be validated from the software conversion which has delayed Financial Statements. Once the data is completely validated, standard Financial Statements will be provided to Board members.

Staff reviewed the Hidden Valley Water Rates Staff Report (*6/9/2023 File, Staff Report, Hidden Valley Water Rates*) reporting the District is scheduled to take over the Hidden Valley Water system on July 1, 2023. Expenses for the District to upgrade several components in the HVW system and an individual rate structure for the existing 27 HVW customers were discussed.

Director Davis made the motion to approve the Hidden Valley Water rates as presented as of July 1, 2023. A base rate of up to 3,000 gallons will be charged at \$59.50 with the adoption of the District's existing tiers. Director Davis seconded, and the motion passed unanimously. Board members would like a welcome letter sent to all HVW customers reviewing the new rates and fees.

## **HR DEPARTMENT REPORT**

Staff reported Caselle System training has been completed. Safety training for all staff members was completed on June 7, 2023. A safety orientation checklist was distributed to staff to sign and return to HR. Further training will be provided later in June by CSD (Colorado Special Districts) to conduct safety training and perform a safety audit.

HR will conduct an all-staff meeting in July to provide training on the Electronic Timecard System and Paystub website in Caselle.

Interviews have been finalized for a Distribution Tech/Operator I, II, or III position. The job offer will be extended to a candidate by the end of the week. A front office job description and posting are being created by staff. A Water Treatment Plant Operator position is waiting to be posted.

Staff attended training for the WCHRA Employment Law Update. Attorney Michael Santo and his staff hosted the annual conference for local HR Directors to clarify and review the new Employment Law passed by the State of Colorado Legislator.

Staff reported the resignation of Michelle Obadia, the Administrative Assistant as of Friday, June 9, 2023. Cristen Lewis, a Water Treatment Plant Operator resigned as of May 24, 2023.

Staff have received back from the District's Employment Attorney Michael Santo, the Drug-Free Workplace Policy, and the On-Call Policy. Management continues to review these policies. The Personnel Committee will review the proposed changes which will be presented for consideration at a future Board meeting.

Staff reported the first draft of the revised Personnel Manual is under management review. With new Legislative updates, the following policies will be updated. Training for Board members and Staff will be required by August for the POWR Legislation.

- Protecting Opportunities and Workers' Rights Act Concerning Protections for Colorado Workers Against Discriminatory Employment Practices ("POWR")
  - Unlawful Harassment
  - Marital Status added as a protected class.
- PUMP ACT 2023
- Public Employees' Workplace Protection
- Employer Notice of Income Tax Credits
- Updates to Equal Pay for Equal Work

## **ENGINEERING/CONSTRUCTION DEVELOPMENT REPORT**

Project 2022-01 Coffman Road Transmission Line Project - The District's project Design Engineering firm River City Consulting has nearly completed the preliminary design for the Coffman Road Transmission Line Project. The water line utility easements are currently in the planning stage due to BLM land being a factor in the line project.

Project 2022-03 Coffman Road Remote Fill Station - Staff reported a dirt pad drive-thru area has been completed by Mesa County. Currently, the staff is working on utility locates in the area as well as deciding the exact location of the concrete pad. Coordination with subcontractors for the electrical and concrete is also in progress.

Project 2022-06 Highway 141 (32 Road) 10” Waterline Replacement/ Upgrade Project - Staff reported K & D Construction continues to make progress on 32 Road. 150 feet of new pipe remain to be installed for the main line. The most significant challenge has been the installation of new service lines that cross the length of 32 Road. K&D Construction was unable to finish the project by the June 4th deadline, however, due to recent updates on CDOT’s asphalt overlay project, the District will be able to grant an extension. The extension will be granted to June 30th.

CDOT F Road Project - Staff reported the installation of the new 10-inch water line on F Road is currently proceeding. Due to several issues with phasing, sequencing, and methods the contractor is using, a District inspector is required to be on-site regularly. Although this is not a District project, staff are needed to verify the water line is installed to the District’s standards and specifications and has required consistent coordination with CDOT. This project is 50 days behind schedule.

Whitewater Modeling - The District’s Engineering firm Black & Veatch continues to collect data at various locations throughout the Whitewater area. Initial reports for service capacity downstream from the Desert Road Pump Station have been received. A final report will be presented when the model is complete.

Hidden Valley Pump Station & Storage Tanks - Assistant Manager Lenihan discussed the evaluation of the Hidden Valley Pump Station and the storage tanks. It was determined that the communication and control equipment will be installed to monitor remotely from the treatment plant. In addition to comms equipment, the staff has also determined the need to upgrade pumps and drives. The pump drives will be upgraded to Variable Frequency Drives (VFDs). Comms equipment is currently ready for installation once the District acquires the water system. Pump upgrades will be available later this month or in July.

### **Treatment/Distribution– Assistant Manager Lenihan**

Pre-treatment Maintenance - In May, the Water Treatment Staff completed annual equipment maintenance in the Pre-treatment building. Maintenance involves the draining and cleaning of the flocculation and sedimentation basins, equipment replacement/maintenance, and inspections.

Zeta Analyzer - Assistant Manager Lenihan discussed the purchase of a new Zeta Analyzer which will further optimize the water treatment process. The treatment plant previously had limited ability to closely analyze source water to pinpoint an accurate dose of the chemical. Zeta analysis accomplishes this and enables operators to optimize chemical use in coagulation.

Storage Tank Cleaning & Inspections - Apex Inspection and Consulting LLC have begun cleaning tanks and will follow up with inspections on the 3.0 and 3.7 MG tanks since they were refurbished. In addition, the 1 MG tank in Whitewater was also cleaned and inspected. A final report will be presented at a later Board meeting.

Distribution iPad - iPads have been issued to all Distribution staff. Each employee can utilize their iPad for email communication, GIS, and Caselle. The staff has access to Caselle directly to view, create, and/or complete work orders in the system electronically.

Hydrant Painting - The District hired two new seasonal staff members to begin work on hydrant cleaning and painting. The staff decided to paint hydrants in the classic fire hydrant red. Director Slauson was pleased to see the District's hydrants getting a fresh new look.

### **Office/Administrative – Assistant Manager Walker**

Caselle Utility Billing Software - Assistant Director Walker reviewed the implementation of the District's new software system Caselle. The implementation team visited the District from May 15 -19 to provide hands-on training as the application went live. This training was essential to the implementation process, allowing District staff to familiarize themselves with the new system and its functionalities. The team provided comprehensive training sessions, ensuring that the staff had a practical understanding of the application.

Website ADA Compliance – Assistant Director Walker and Jennifer Pettingill reported a requirement for the District's Website to be ADA-compliant by July 2024. Streamline is a web design company specializing in accessible and compliant websites, intranet software, and communication tools specifically for Special Districts. It was the consensus of the Board to move forward with getting more information from Streamline without committing to a contract. Streamline quoted their services at \$9200 annually.

### **MANAGER'S REPORT- Manager Jones**

Manager Jones verified the SDA Conference in Montrose will be held on June 13<sup>th</sup> at 8:00 am. Director Diffendaffer will be the only Board member attending.

Director Slauson thanked Staff members and Ute Water for hosting the Annual Children's Water Festival this year. He and his wife were treated to the VIP while touring Los Colonias Park.

**EXECUTIVE SESSION**

Director Diffendaffer moved to enter Executive Session to discuss §24-6-402(4)(f), C.R.S. - Personnel Matters. Director Davis seconded, and the motion passed unanimously. The Board entered Executive Session at 6:31 pm. Staff members Jones and Pettingill remained.

The Staff exited at 7:00 pm.

**ADJOURNMENT**

The Regular Meeting was adjourned at 6:27 pm by Chairman Diffendaffer.

**ATTEST:**

  
Melvin Diffendaffer

Excused Absence  
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Dan Mcelley

  
Michael Slauson

  
Wesley Davis

  
Nicholas Genova