

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING

CLIFTON WATER DISTRICT

JUNE 13, 2024

BOARD MEMBERS PRESENT: Mel Diffendaffer, Michael Slauson, Wesley Davis & Nick Genova.

ABSENT: Dan McElley, *excused*.

STAFF MEMBERS PRESENT: Jessica Isley, Jennifer Pettingill, Jacob Lenihan, Ty Jones, Eric Schoeny, Mark Dalley, Mike Simpson, Stephen Silva, Cari Jackson & Rene Fick.

GUESTS PRESENT: None.

REGULAR MEETING

Chairman Diffendaffer called the June 13th, 2024, Regular Meeting to order at 5:00pm.

MINUTES OF THE MAY 9TH 2024 MEETING

Treasurer Slauson moved to approve the Minutes of the May 9th, 2024, Regular Meeting, seconded by Secretary Davis. Motion carried unanimously.

FINANCIAL REPORT

Treasurer Slauson moved to approve the Accounts Payable checks in the amount of \$334,089.96, seconded by Secretary Davis. Motion carried unanimously.

Revenue & Expense Analyses – Finance Manager Isley explained that revenue was approx. \$93k over projections with 13 taps sold in May, and water sales revenue 3.5% higher than projected. Expenses were about half of what was projected, and she noted that this is mainly due to project delays. Capital purchases in May include a V4 Data collector, a skid steer sweeper bucket, and a stainless-steel paddlewheel flow sensor.

FINANCE DEPARTMENT REPORT

Capital Investment Counsel Presentation – Finance Manager Isley noted that this presentation will be held on July 15th at 3:30pm at the District office. Board members are invited to attend.

Audit Update – Finance Manager Isley noted that issues with beginning balances from Springbrook, the District's old software, have caused some delays. These issues have been cleared up in the current software system, but it is not possible to do so in Springbrook. She added that staff are working with the auditors and their consulting team and they are confident that there will be no need to file an extension.

Purchasing Card options – Information on p-cards offered by Alpine bank & ANB bank was discussed. Finance Manager Isley added that Home Loan unfortunately did not offer a product that would fit the District's needs and she asked for Board for guidance in choosing between these two options. It was noted that the APR % does not matter as the District intends to pay the full balance monthly. Neither option has annual fees, but the ANB card does offer rewards. She cautioned that as a local government, a rewards program could be slippery slope and a policy would be needed on what those rewards could, and could not, be used for. Discussion ensued with it being noted that Alpine Bank is headquartered in Colorado. There was consensus among the Board that the p-card offered by Alpine Bank was the better option. It was noted that Chase is not allowing Manager Jones online access to the account and has resorted to mailing statements to the District.

HR DEPARTMENT REPORT

New Hires & Terminations – HR Manager Pettingill reported that the second seasonal position has been filled. Distribution had one termination, on May 21st, and the position is currently being advertised. She added that for this hire, applicable experience will be a major focus, but it may need to be re-evaluated after the application window closes. Chairman Diffendaffer questioned the age requirement, referencing a brief discussion from the May 9th meeting. HR Manager Pettingill explained that District policy had been to limit hires to those 18 and older. She explained that she could not find a reason for this age limit and initially suspected it may be insurance related. After conversing with the District's insurance agent, it became clear that hiring seasonal staff under the age of 18 should not pose any problems. Manager Jones added that the second seasonal position was filled with a high school student.

Training & Workshops – Staff completed CPR and AED training in May. HR Manager Pettingill attended a WCHRA employment law conference, and Front Office Manager Simpson completed Designated Election Official training in Denver. The Special District Association Workshop was held on June 11th at the District Office.

ENGINEERING/CONSTRUCTION DEVELOPMENT REPORT

Engineering Report

- E & 31 ½ Road County Roadway Improvement & District water main improvement. The water main improvement has been completed and E road could possibly be open by the end of July.
- New Developments. The Lois Street Subdivision will involve creating two new lots. On the East side of 33 ½ Road, 24.6 acres are being subdivided into three building lots and one 15 acre agricultural lot.

Pedestrian bridge watermain river crossing – Engineer Schoeny presented the proposal and design contract with River City Consulting in the amount of \$63,119, which includes a \$11k contingency budget for any additional structural specifications that could arise later in the project. He requested that the Board authorize Manager Jones to sign this contract. Chairman Diffendaffer moved to authorized Manager Jones to execute the Pedestrian bridge watermain river crossing contract with River City Consulting in the amount of \$63,119, seconded by Director Genova. Motion carried unanimously.

Policy #415 Grand Valley Irrigation Company Shares and Water Right Development Fee Requirements for New Developments – Engineer Schoeny presented the updated policy, along with Resolution 2024-08 to adopt this policy. Treasurer Slauson moved to adopt Resolution 2024-08 to adopt the Water Right Development Policy #415, seconded by Chairman Diffendaffer. Motion carried unanimously.

OPERATIONS

Operations Report

- Western Colorado Children’s Water Festival 2024 was a success, with Engineer Schoeny, Finance Manager Isley, and Customer Service Representative Reeves presenting a class that had never been done before at this festival.
- Lead and copper sampling is underway, and Water Treatment Plant Supervisor Brown has already collected 23 of the 30 samples. This process requires customer participation and is usually done between June & September annually.

- The lead service line inventory is ongoing, and Distribution staff are still potholing unknowns, and plan to continue doing so until October.

Assistant Manager Lenihan explained that there will be an Operations page on the staff portal and more detailed updates, including pictures, will be available for Board review.

Backflow Prevention and Cross-connection Control (BPCCC) Policy – Assistant Manager Lenihan briefly discussed the BPCCC Policy and explained that he is requesting Board action both on approving the policy, and to adopt Resolution 2024-07 which authorizes two new backflow-related fees. Chairman Diffendaffer moved to adopt the BPCCC Policy, seconded by Director Genova. Motion carried unanimously.

Resolution 2024-07 to adopt Backflow Prevention and Cross-connection control non-compliant fees – Director Genova moved to adopt Resolution 2024-07, seconded by Treasurer Slauson. Motion carried unanimously.

ADMINISTRATION/OFFICE

Staff Report

- Master Meter Multi Family Billing – Manager Jones explained that multi family dwelling units can have various different metering scenarios, resulting in many different ways monthly billing could be configured. It has been discovered that these customers are not being billed using the same billing configuration. He requested guidance from the Board on how to proceed to ensure customers in this category are all billed using the same billing method. Secretary Davis commented that the best solution would be to combine usage from all the registers. The Board was in agreement on using this method.
- Multi Family Tap Fee – Manager Jones explained that a complete re-write of the District Operations Policy Manual is underway, but due to proposed developments, certain aspects will need prompt clarification. This includes the sizing of the Master Meter, and the meter size to be used for the basis of any additional units tied to that meter. Policy #410 currently in effect reads as follows”

“3. *Plant Investment Fee*

3.2. *Residential Tap – Multiple User*

3.2.1. *The Plant Investment Fee for a Residential Multiple User Tap is 100% of the Plant Investment Fee for the Master Meter based upon the size of the tap, as described in Exhibit A, for the first unit/user served, plus 70% of the Plant Investment Fee for a 3/4" tap for each additional unit/user permitted to share the tap. This applies to residential users where the tap is less than 3" in size. The Plant Investment Fee for residential users that wish to share a tap that is 3" or larger will be set by the District at the time of approval of the for a tap.*"

The proposed policy reads as follows:

"1. MULTIPLE FAMILY (MULTI-FAMILY) RESIDENTIAL WATER SERVICE

The fee for each master meter installed will be 100% of the applicable single family residential tap fee for a 5/8" meter for the first dwelling unit, and 70% of the 5/8" meter tap fee for each additional dwelling unit to be served by the master meter. The entire fee for the master meter shall be paid up front, at the time the meter is purchased. No dwelling units above and beyond the units upon which the initial tap fee was based shall be served by the master meter unless an additional tap fee has been paid to the District. The additional tap fee for these new units shall be 70% of the single family residential tap fee for a 5/8" meter for each new dwelling unit to be served by the master meter, based on the current tap fee in effect for such meter."

Chairman Diffendaffer moved the approve this change in Policy #410, seconded by Secretary Davis. Motion carried unanimously.

Website Accessibility Policy – HR Manager Pettingill, as the District’s Accessibility Officer, provided some background information on recent updates to Colorado laws regarding website accessibility. She explained that as a Special District, our website has to be set up in such a way that visually impaired members of the public can still have access to the District’s online content through the use of screen readers and/or talk-to-text programs. A deadline of July 1st, 2024 has been issued for getting all online content into compliance or risk incurring steep penalties. A bill is awaiting the Governor’s signature that will extend this deadline to July 1st, 2025, provided a good faith effort towards compliance can be shown. The District’s website is already in compliance but the issue at hand is uploaded content, mainly those documents in pdf format. This generally includes Agendas and Minutes. She added that converting these documents to a version that meets accessibility requirements is quite tricky and fairly time consuming. Director Genova commented that Agendas could be removed from the website after the meeting has concluded, as the only requirement is that it was published at least 24 hours prior to the meeting. HR Manager Pettingill stated that the District’s more recent Minutes should be accessible online, and suggested making only the Minutes from the prior 12 months available for review on the District’s website. Any meeting Minutes older than that can be obtained by members of the public through a CORA request, and this will greatly reduce the workload of converting these documents to an

accessibility-compliant format. The Board was in agreement to remove any Minutes older than 12 months from the District website.

HR Manager Pettingill presented the accessibility policy for Board approval. She explained that this policy was written by Streamline, the District's web platform provider. She added that should any accessibility issues arise with the District's website, Streamline staff will be the first point of contact. HR Manager Pettingill will be the second point of contact and it will most likely be related to uploaded content. Director Genova moved to adopt the Website Accessibility Policy, seconded by Secretary Davis. Motion carried unanimously.

Office closure request for July 5th – District Manager Jones requested Board approval to close the office on July 5th. He noted that this closure will not affect on-call staff and the treatment plant will have a staff member on site. Treasurer Slauson moved to approve the office closure on July 5th, seconded by Chairman Diffendaffer. Motion carried unanimously.

CMU Memorandum of Understanding (MOU) – The revised MOU regarding the placement of CMU logos on District water storage towers was presented. Manager Jones noted that this version has been reviewed by counsel for both CMU, and the District. Director Genova pointed out that that as discussed at the May 9th meeting, the MOU includes provisions that all maintenance responsibilities for the signage will remain with CMU and also specifies a 90-day termination notice. Secretary Slauson moved to authorize Manager Jones to execute this MOU, seconded by Director Genova. Motion carried unanimously.

Clifton Sanitation District Intergovernmental Agreement (IGA) – Manager Jones noted that Clifton Sanitation's Board of Trustees has signed the agreement. He added that there was a compromise reached regarding discontinuation of service with customers due to non-payment. He requested Board approval of the agreement. Chairman Diffendaffer moved to approve the agreement between Clifton Water District and Clifton Sanitation District, seconded by Treasurer Slauson. Motion carried unanimously.

ADJOURN MEETING:

Meeting Adjourned at 6:23pm by Chairman Diffendaffer.

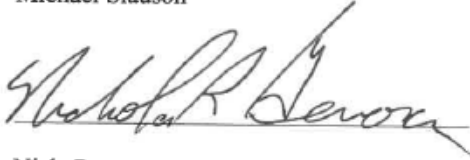
ATTEST:



Mel Diffendaffer



Michael Slauson



Nick Genova

Excused

Dan McElley



Wesley Davis