

MINUTES OF THE BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
February 9, 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, Isaac Brown, Mark Dalley, Stephen Silva, and Michelle Obadia

GUESTS PRESENT: Lucas, Sandra, Kevin, and Blair Wade

REGULAR MEETING

Chairman Diffendaffer called the February 9, 2023, Regular Meeting to order at 4:58 p.m.

Guests:

Mr. Kevin Wade spoke to the Board regarding his request for an Out-of-District water tap for 780 and 861 Seminole Rd. in Whitewater.

Assistant Manager Walker gave a presentation showing the complexity of providing water to the Whitewater area. The District is working with engineers Black & Veatch to get an assessment of the system by the Summer of 2023. Wade's request for Out-of-District service will be contingent on the assessment from the engineers. This request will be tabled until further information is available from Black & Veatch.

The Wade family exited the meeting at 5:32 pm.

Public Hearing:

Chairman Diffendaffer called to order the Public Hearing at 5:42 p.m. to consider the Petition of Inclusion submitted by 3351 E ¾ Rd., Clifton, Co 81520 – Joseph and Sharon Gabossi, Tax ID Number 2943-121-00-127. Director Genova seconded, and the motion passed unanimously. It was confirmed the Notice of Public Hearing (*1/20-27/23, 2/3/23, File, Notices & Legal Ads, Daily Sentinel Legal Notices, Inclusions*) was published in the Grand Junction Daily Sentinel by C.R.S. 31-1-401. Manager Lenihan reported that no comments have been received regarding the Petition of Inclusion from members of the public. No members of the public were present. Chairman Diffendaffer closed the Public Hearing at 5:45 pm.

Director Mcelley moved to adopt Resolution 2023-02 to Include Private Property (*2/9/2023, File, Resolution, Inclusion*) as submitted and authorized Staff to process the Certificate of Inclusion and all necessary paperwork for the District's Legal Counsel to complete the Inclusion process with the District Court. Director Davis seconded, and the motion passed unanimously.

MINUTES OF January 12, 2023, REGULAR MEETING

Director Slauson moved to approve January 12, 2023, Regular Meeting Minutes. Director Genova seconded, and the motion passed unanimously.

FINANCIAL REPORT

Director Slauson moved to accept the Financial Report and approve Accounts Payable Checks totaling \$898,271.50. Director Davis seconded, and the motion passed unanimously.

FINANCE DEPARTMENT REPORT

FY 2022 Audit Services - Chadwick, Steinkirchner, Davis & Co., P.C. – The Standard Letter of Engagement of FY 2022 audit services has been received and approved. The audit will be completed by Lisa Hemann and her team from Chadwick, Steinkirchner, Davis & Co., P.C. with fieldwork expected to be on May 8, 2023.

HR Department Report

The Civil Engineer position was posted on Indeed, Facebook, LinkedIn, and Handshake. Staff will evaluate if there is a need to post on other websites. Staff discussed potentially offering a relocation package to help attract candidates for the Civil Engineer position.

A Water Treatment Plant Operator position was also posted on Indeed, Facebook, LinkedIn, and Handshake.

Current policies under review by HR:

- Drug-Free Workplace
- Overtime
- On Call
- Holiday

ENGINEERING/CONSTRUCTION DEVELOPMENT REPORT

Project 2022-01 Coffman Road Transmission Line Project

River City Consultants continues to work on concept design drawings with the newly proposed design option. At the November Board meeting, proposed changes were presented to the Board.

Project 2022-03 Coffman Road Remote Fill Station

A permit has been issued by Mesa County for the fill station. Mesa County is planning to begin dirt work by the end of March. Staff will follow up with Grand Valley Power and begin planning the water line connection.

Project 2022-05.2 Holland Street Line Upgrades

Sorter Construction began installing a new water line along Dennis Avenue and Olga Street. On the South end of Olga Street, a new six-inch main will be connected to Clifton Elementary School. This will provide a backup water connection to the school.

Project 2022-06 Highway 141 (32 Road) ten-inch Waterline Replacement/ Upgrade Project

Assistant Manager Lenihan reviewed the Staff Report (1/12/23 File, Staff Reports, Project 2022-06) and bid opening results recommending an award to K&D Construction, having the lowest bid of \$820,974.30. The bid opening was held on January 23, 2023. Director Mcelley moved to award Project 2022-06 Highway 141 (32 Rd) 10” Waterline Replacement/Upgrade to K&D Construction for \$820,974.30. This does not include any contingency or project oversight. The District is currently awaiting a proposal for project oversight from JUB Engineers. The Board discussed the Staff information and the District’s experience with K&D Construction. Director Genova seconded, and the motion passed unanimously.

CDOT – F Road Project

Staff have been attending weekly coordination meetings for the F Road project. This is a major CDOT project with upgrades to utilities, including the District water lines. The District will assign an inspector to the site to coordinate and document the work.

Treatment/Distribution– Assistant Manager Lenihan

Staff asked Board Members if they prefer receiving updates from the Treatment and Distribution departments monthly or weekly. Director Mcelley said he would like to do away with the weekly reports and receive updates at the monthly Board meeting. In the case of a serious incident, the Manager will contact the Board.

Staff updated Board members on the Glenwood Canyon gas spill on January 17, 2023. Manager Walker explained how the LEPC- Local Emergency Planning Committee communicates to agencies that may be affected by an environmental emergency. The USGS predicted when the fuel would arrive in our area enabling the Water Treatment Plant operators to shut off the river intake for the duration of the projected gasoline arrival. Manager Walker also communicated with up-valley water utilities in Rifle and Silt along with the Mesa County Sherriff’s office.

Distribution staff responded to multiple leaks on 31 Rd. A solution discussed would be to move all existing services off the 3” main line to an 8” main line on the west side of the road.

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.

GROWL Agency

The DRIP Committee met with the GROWL Agency to discuss how to maximize the conservation message for 2023. It was a consensus due to construction on F Rd., funds slated for billboard messages could be better utilized on other marketing signage around the Grand Valley.

Caselle Utility Billing Software

On January 18, 2023, the District officially began the “Setup Phase” of the Caselle project. Staff has been collaborating with technical and system consultants to construct balance reports. These reports are necessary for Caselle to confirm data balances and calculations. The “Setup Phase” will take approximately 30 days to complete.

Jessica Isley, Jennifer Pettingill, and Assistant Manager Walker will travel to Caselle headquarters on March 27 to begin training with Caselle staff.

Paymentus

Assistant Manager Walker presented an Informational Report (*02/09/2023 File, Staff Reports, Paymentus*) the District has been negotiating the current contract with Paymentus, the previous online payment vendor. The Board will further discuss details in the Executive Session.

EXECUTIVE SESSION

Director Diffendaffer moved to enter Executive Session -

- To discuss the purchase, acquisition, lease, transfer, or sale of any property interest under 24-6-402(4)(a) C.R.S.
- Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators under 24-6-402(4)(e) C.R.S.
- Personnel Matters, Manager review under 24-6-402-(4)(f) C.R.S.

Director Mcelley seconded, and the motion passed unanimously. The Board entered Executive Session at 6:42 pm. Staff members Lenihan, Obadia, Isley, Dalley, Silva, Walker, Jones, Pettingill, and Brown remained.

Staff exited at 7:36 pm. Manager Jones remained for personnel matters.

Director Diffendaffer moved to exit the Executive Session at 8:20 pm. Director Davis seconded, and the motion passed unanimously.

ADJOURNMENT

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

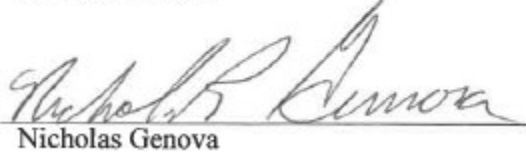
ATTEST:


Melvin Diffendaffer


Dan McElley


Michael Slauson


Wesley Davis


Nicholas Genova