

MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
July 7, 2022

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, Michelle Obadia, Brittany Medrano, Isaac Brown, Branden Edmonds.

REGULAR MEETING

Chairman Diffendaffer called the July 7, 2022, Regular Meeting to order at 5:02 p.m.

ACTION ITEMS

MINUTES OF THE June 2, 2022 REGULAR MEETING

Director Slauson moved to approve the June 2, 2022, Regular Meeting Minutes. Director Genova 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 \$300,427.77, plus A/P Mid-Month Checks of \$63,732.54, plus Supplemental Checks of \$11,371.59, plus Benefits Checks of \$28,529.87, plus HRA Disbursements of \$10,519.64, for a total of \$414,581.41. Director Davis seconded, and the motion passed unanimously.

FINANCE DEPARTMENT

Finance Manager Isley presented an AP Memo (*7/7/2022 File, Memo, A/P Memo*) proposing the following changes to the District's Accounts Payable check approval and signing process. This change will enable Staff to process a mid-month AP batch to avoid late fees and pay invoices due prior to the monthly Board Meetings. The process will include entry by the AP Clerk and check register approval by the Finance Manager. The check register will be included in the board packet for review prior to the Board Meeting.

The following threshold standards are recommended by the District Auditors:

- \$0 - \$10,000 Signed internally by two staff members (Manager and Assistant Manager)
- \$10,001 - \$50,000 Signed by one staff member (Manager or Assistant Manager) and one Board Member
- \$50,001 & up Signed by two Board Members

Director Genova moved to approve the AP Memo and add additional signers to the Bank Account, Assistant Manager Guy Walker, and Assistant Manager Jacob Lenihan. Director Slauson seconded, and the motion was passed unanimously.

Director Genova moved to approve the AP Check Register to be included in the Board Packet prior to the Board meeting. Director Mcelley seconded, and the motion was passed unanimously.

Staff presented a Staff Report (07/07/2022 File, Staff Report, HRA Bonus) outlining the HRA Bonus, previously the “Wellness Award”. This year Employees will be paid a flat amount, prorated for time employed in 2021. There are 21 employees receiving the wellness bonus, 17 at 100%, 3 at 50%, and 1 at 25%. In 2021 there was a total cost savings of \$124,264.64. Three different options were presented for Board approval. A 15% Bonus equaled \$18,639.85, a 12.5% bonus equaled \$15,533.21 and a 10% bonus equaled \$12,426.56.

Director Mcelley moved to approve the HRA Bonus to be included in the July 15, 2022, payroll of 12.5% equaling \$15,533.21. Director Davis seconded, and the motion was passed unanimously.

HR DEPARTMENT

HR Manager Medrano recognized three staff members celebrating their one-year anniversaries - Michelle Obadia, Chad Pifer and Cristen Lewis. Margo Bystedt celebrated her two-year anniversary of service.

A District Distribution vehicle was involved in a minor accident in Whitewater when a piece of pipe on the highway was hit and caused body damage to the side of the truck. There were no injuries, and a claim was submitted to the District Insurance Company for the repairs.

DISTRIBUTION

Project 2019-01 Administration Office Project

No change from the June Report. The installation of front entry doors and windows is scheduled to begin the week of July 11th.

Project 2021-06 Mesa County 34 Road Bridge Replacement Project

Nothing to report different from the June Report. Final invoicing from Mesa County is still anticipated for processing in 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 June 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 2022-05.2 Holland Street Line Upgrades

The District's project design firm, River City Consulting Engineers, met with District Staff in June to review the 75% design drawing set and Staff is performing the final review and will begin Construction Bid Package development once final design drawing are received. Final design and engineering cost information will be presented to the Board at the August 4th Regular Board Meeting. Construction is tentatively scheduled for late summer/early Fall of 2022.

Project 2022-01 Coffman Road Transmission Line Project

No new updates for this project. River City Consultants are currently working on the final design package. The final design package is due by August 19, 2022.

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

The District now has material required for this project. Design is complete and the Construction Bid Package will be out for bid on July 1st. Construction contract award recommendation will be presented to the Board at the August 4, 2022, Regular Board meeting.

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

Upon Board approval of a budget transfer in June, Staff pursued engineering services for this unplanned project. JUB Engineers signed the Design Services Agreement on June 22, 2022. Design work is currently in progress. The main line replacement project is anticipated to commence in 2023.

WATER TREATMENT

Chlorine Scrubber Maintenance was performed by the Water Treatment Staff. Regular maintenance is imperative to keep the scrubber in good operating condition.

Assistant Manager Lenihan reported the Water Treatment Operators performed a power loss simulation with the WTP generators. The exercise is necessary to assist Staff with training in the event of a power outage. The District recently experienced a power outage and successfully ran the Water Treatment Plant on generator power for over 8 hours.

Staff reported the South Whitewater 1 MG Tank had a comprehensive inspection in June. Water systems are required by the Colorado Department of Public Health to complete documented storage tank inspections every 5 years. An inspection of the interior by a diver reported the overall condition of the tank was in good condition.

Distribution Staff completed the annual unidirectional flushing and valve exercising maintenance task. Unidirectional flushing eliminates pockets of aged water in the Distribution system.

ADMIN/OFFICE

Staff provided an Informational Report (07/07/2022 File, Drip, Informational Report) updating the current GROWL and DRIP information efforts. Staff reported the I-70 Business Loop and F Rd. DRIP billboard is updated with the current summer watering schedule. Bus Wraps and Posters at the Mesa Mall are also current with the DRIP message.

MANAGER'S REPORT

Manager Jones reviewed the May 2022 Manager's Report (*July/7/2022 File, Manager's Report*).

EXECUTIVE SESSION

None

ADJOURNMENT

The Regular Meeting was adjourned at 6:39 p.m. by Chairman Diffendaffer.

ATTEST:


Melvin Diffendaffer


Dan Mcelley


Michael Slauson


Wesley Davis


Nicholas Genova