

MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING

CLIFTON WATER DISTRICT

MAY 8, 2025

BOARD MEMBERS PRESENT: Mel Diffendaffer, Dan McElley, Michael Slauson, Nick Genova.

ABSENT: Jeff Cook (*excused*)

STAFF MEMBERS PRESENT: Jennifer Pettingill, Jacob Lenihan, Blair Wade, Eric Schoeny, Ty Jones, Isaac Brown, Stephen Silva, Kyle Bishop and Rene Fick.

GUESTS PRESENT: N/A.

REGULAR MEETING – CALL TO ORDER

Chairman Diffendaffer called the May 8th, 2025, Regular Meeting to order at 5:00pm.

RE-ORGANIZATION OF THE BOARD

- Election of officers – Director Diffendaffer asked the Board if any changes in the officers' positions will be needed. Director Diffendaffer moved that the same officer positions be maintained, as prior to the election, seconded by Director Genova. Director Slauson asked for clarification as he had been holding both the Secretary and Treasurer position following the resignation of former Secretary Davis. Brief discussion ensued and the motion was amended by Director Diffendaffer to include appointing Director Cook to the position of Secretary, seconded by Director Slauson. Motion carried unanimously. As of May 8th, 2025, the officers of the Clifton Water District Board are:

Chairman / President

Melvin Diffendaffer

Vice-Chairman / Vice President

Dan McElley

Secretary

Jeff Cook

Treasurer

Michael Slauson

Director

Nick Genova

- Committee Assignments – HR Manager Pettingill provided the Board with some notes and recommendations for board committees going forward. The recommendations include renaming the budget committee to the finance committee, adding that the Treasurer should be one of the two board members on this committee. The finance committee will formally meet semi-annually and then as needed. It was suggested that the construction committee be eliminated for now and instead continue with the monthly board workshops that also serves as preparation for the monthly meetings. The personnel committee should formally meet at least once or twice annually to discuss the topics of wage increases, and health and insurance benefits renewals. The Chairman would serve on this committee and typically, the personnel committee is tasked with the District Manager’s performance review. It was recommended to rename the policy & standards committee to just the policy committee and to start having scheduled meetings. Staff are recommending eliminating the water rights committee at this time. The Board offered no objections and committee assignments are as follows:

<i>Finance Committee</i>	-	<i>Treasurer Slauson & Secretary Cook</i>
<i>Personnel Committee</i>	-	<i>Chairman Diffendaffer & Director Genova</i>
<i>Policy Committee</i>	-	<i>Vice Chairman McElley & Treasurer Slauson</i>

MINUTES OF THE APRIL 10TH 2025 REGULAR MEETING

Treasurer Slauson moved to approve the Minutes of the April 10th, 2025 Regular Meeting, seconded by Director Genova. Motion carried unanimously.

FINANCIAL REPORT

Treasurer Slauson moved to approve the Accounts Payable checks, in the amount of \$801,526.30, seconded by Director Genova. Motion carried unanimously.

ADMINISTRATION/OFFICE

- Resolution 2025-11 – Proposing the inclusion of all Out of District parcels within the Whitewater service area – Manager Jones explained that this resolution, as discussed in detail during the May 7th 2025 workshop, would be the first step in the mass inclusion process for the proposed Whitewater service area. He added that per state regulations, the District is required to hold a public hearing on this inclusion and notifications to the affected landowners will need to be mailed out no more than thirty days, nor less than twenty days, prior to the date of the public hearing. He added that considering all the deadlines to meet, the notifications to the 561 land owners will need to be mailed out between May 12th & 24th in order to hold the public hearing at the June 12th meeting. Chairman Diffendaffer moved to adopt Resolution 2025-11 - Proposing the inclusion of all Out of District parcels within the Whitewater service area, seconded by Treasurer Slauson. Motion carried unanimously.

FINANCE DEPARTMENT

Finance Staff Report

- 2024 Audit – HR Manager Pettingill stated that the audit is going well and is hopeful that the District will meet the submission deadline this year.
- Financial Reports – Finance Manager Wade stated that operating revenue at the end of March reached 20.74% of the budget. With 25% of the year elapsed as of March, the District had expended approximately 19.56% of the budget, and just short of 8% on the non-operating side. She explained that currently the ColoTrust rate of return is 4.2% and management would like to place more funds into this account, from the District checking account, in order to take advantage of this interest rate. She further explained that the funds placed in the ColoTrust account remain liquid and accessible - it is not like an investment. Chairman Diffendaffer stated that as long as the ColoTrust funds are readily available, he has no objections to transferring more funds.

HUMAN RESOURCES DEPARTMENT

Human Resources Staff Report

- Seasonal Hires – HR Manager Pettingill stated that the two seasonal positions have been filled, and one is a return employee. They will mainly be doing work on the District office grounds and painting of fire hydrants, along with some other tasks.
- Board member job descriptions – These have been updated and copies provided to the Board. There were no more suggested changes from the Board members.

ENGINEERING/CONSTRUCTION DEVELOPMENT

Engineering Report

- Colorado River Transmission Main Crossing & Bean Ranch Road – The District is working through the Mesa County project approval process for both these projects.
- New developments – Construction on the Golden Gate in Whitewater is underway. Blue Mesa subdivision, filing 2, will add approximately 30 units. A commercial application was received, located across from Central High School, for a yet unknown operation.
- Coffman Road Transmission – Brief discussion ensued, with Vice Chairman McElley asking if a motion is needed for the transfer of funding from one budget line item to another.

This funding re-allocation was discussed during the May 7th workshop. Finance Manager Wade explained that a motion is not required for the funding transfer and Vice Chairman McElley responding that he would prefer a motion on this matter. Vice Chairman McElley moved to approve installation of the remaining 6,400ft of 12” pipe on Coffman Road, to be completed by staff in-house, as soon as the Distribution department workload allows. The motion was seconded by Chairman Diffendaffer. Motion carried unanimously.

OPERATIONS

Operations Report

- Waterfest 2025 – Assistant Manager Lenihan reported that staff are preparing for this years’ Waterfest and that Distribution staff have created a great prop.
- Water Treatment Plant general maintenance – Staff have been doing maintenance on the pump wells.
- Distribution Department – Staff have been exercising valves, a task that had been neglected for a while but is getting done now.

ADJOURN MEETING:

Meeting Adjourned at 5:30pm by Chairman Diffendaffer.

ATTEST:


Mel Diffendaffer, Chairman


Dan McElley, Vice Chairman


Michael Slauson, Treasurer

Excused

Jeff Cook, Secretary


Nick Genova, Director