

**{ SEQ CHAPTER \h \r 1}MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, JULY 3, 2008**

BOARD MEMBERS PRESENT: John Ballagh, Chairman; Doralyn Genova, Vice-Chairman;
Brian Woods, Assistant Secretary

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Kelly Balch; David Foster

GUESTS PRESENT: None

REGULAR MEETING

Chairman Ballagh called the regular Board meeting to order at 5:10 p.m. No changes to the agenda were requested. Director Burger was excused.

MINUTES OF THE JUNE 5, 2008 BOARD MEETING

Director Genova moved to approve the Minutes of the June 5, 2008 Board Meeting, with one correction, Director Woods seconded and the motion passed.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Ballagh moved to accept the financial reports and accounts payable as presented and approve expenditures of \$60,387.79 plus \$136,939.15 on the supplemental statement for a total of \$197,326.94. Director Genova seconded and the motion passed.

The Board reviewed the Check Approval Report identifying and matching the sequential check numbers with the payables that are presented.

The Board questioned the bank charges associated with customers using credit cards for a payment method. Manager Tooker reported that credit card use has increased over the past three years and is becoming a common method for customers to pay their water bills and that the associated charges will continue to increase. The Board discussed instituting a policy to charge customers for credit card payments. The Board directed staff to prepare a report regarding the number of customers using credit cards as well as the number of customers delinquent, shut off, and the late fees assessed.

MANAGER'S REPORTS

The Board reviewed the Manager's Report. *(File 7/3/08)*

David Foster exited the meeting at 6:00 pm.

STAFF REPORTS

2008 Flood Mitigation Efforts - Manager Tooker summarized the actions and costs *(Emergency Response Plan, 2008 Staff Reports, File 7/3/08)* associated with preventive efforts undertaken to mitigate potential flood damages in May and June.

Colorado River Basin Proposal – Manager Tooker and Director Genova summarized information obtained at the June 23 CRBP meetings they attended regarding negotiations with Denver Water.

EXPRESS AGENDA

The Board reviewed the Express Agenda and accepted the following items as presented:

1. Project 2007-02 – I-70/Highline Canal Bore – Included in the Board Packet is a final cost summary for this project. Remaining items to complete include the removal and disposal of the abandoned AC pipe and recording of abandoned waterline easements. Staff has received Project Closeout Evaluations from the Engineer and Contractor involved with this project.
2. Out of District Service Request Curt Haskins Parcel # 2969-072-00-287 – Staff sent a letter to Mr. Haskins informing him of the Board’s decision to not provide water service to his parcel at this time. Staff subsequently spoke with Mr. Haskins regarding the Board’s decision and he is willing to wait for service conditions to change before again requesting Out of District service.
3. Variance Request Eugene Hunt 3146 D 1/2 Road – A Revocable License Agreement provided by Attorney Krohn was signed by Mr. Hunt on June 17, 2008 and recorded.
4. General Liability Insurance – Staff had planned to have Jamie Hamilton attend the July 3, 2008 meeting to discuss the District’s insurance coverage and Bonding levels. However, Mr. Hamilton had a conflict and we have rescheduled him for the August 7, 2008 meeting.
5. District Tank Logos – Staff continues to research costs to place the District logo on the water storage tanks. The preliminary cost for a 20 ft tall logo is \$7,500 per application.
6. Special District Association Annual Conference – The Special District Association Annual Conference is scheduled for September 17, 18, and 19, 2008, in Breckenridge, Colorado. Board members interested in attending the conference need to contact Kelly, at the District office, to make early hotel registration arrangements.

UNFINISHED BUSINESS

2007 Audit - The Board reviewed the draft 2007 Audit (*2007 Audit, File 7/3/08*). Mary Brenes will attend the August meeting to review the 2007 Audit with the Board. Director Genova moved to accept the 2007 Audit and authorize Staff to distribute as appropriate. Director Woods seconded and the motion passed.

Request for Qualifications for North Raw Water Settling Pond - Assistant Manager Reinertsen summarized the interviews with URS and Buckhorn Geotech. Staff recommended (*2008 Staff Reports, File 7/3/08*) that the Board accept the proposal from URS and also direct staff to complete the necessary contracts for the design and construction oversight of the North Raw Water Settling Pond.

Director Genova moved to select URS as the engineering firm for the North Raw Water Settling Pond project and direct Staff to negotiate the Design Agreement for Board signature. Director Woods seconded and the motion passed.

Resolution for Director Teal – Director Genova moved to adopt the Resolution in Honor of Paul Teal, for recognition of former Director Teal’s service on the Clifton Water District’s Board of Directors from September 24, 1997 to June 5, 2008. Director Woods seconded and the motion passed.

Vacant Board Position – The Board discussed potential candidates for the vacant Board position. Chairman Ballagh and Manager Tooker will contact potential candidates to determine their interest.

AWWA Conference Briefing – Director Ballagh and Manager Tooker reported on the sessions they and Water Treatment Plant Supervisor Dennis Carlson attended at the American Water Works Association annual conference held in Atlanta June 8 – 11, 2008.

NEW BUSINESS

Request for Qualifications for Engineering Services – UF/MF Pilot Testing – Manager Tooker requested Board approval to advertise for Requests for Qualifications beginning the process to pilot test Ultrafiltration and Microfiltration at the water treatment plant. Additionally, Manager Tooker requested approval to submit a request for an Energy and Mineral Impact Grant to fund up to \$200,000 of the ultrafiltration and microfiltration pilot testing program.

Director Woods moved to authorize Staff to prepare a Request for Qualifications for engineering services for the UF/MF Pilot Testing Program, and to proceed with the application process for Energy Impact Assistance funding in the Department of Local Affairs’ August 1, 2008 grant cycle. Director Genova seconded and the motion passed.

Water Tank Logo – Director Woods stated his continued interest in pursuing a water tank logo project. Staff advised the Board that CDOT and County sign clearances would need to be obtained and the District’s sign vendor is pursuing specific requirements.

ADJOURNMENT

By mutual consent the regular meeting adjourned at 7:12 P.M.

ATTEST:

John L. Ballagh

Doralyn Genova

Brian Woods

Excused

Robert Burger