

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, SEPTEMBER 6, 2007**

BOARD MEMBERS PRESENT: John Ballagh, Chairman; Doralyn Genova, Vice-Chairman; Paul Teal, Treasurer; Robert Burger, Secretary; Brian Woods, Assistant Secretary

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Laure Watkins

REGULAR MEETING

Chairman Ballagh called the regular Board Meeting to order at 5:07 p.m. and noted that there were no changes to the posted Agenda.

MINUTES OF THE AUGUST 2, 2007 BOARD MEETING

Director Genova moved to accept the minutes of the August 2, 2007, Board Meeting with changes as shown below:

New Business

Utility Payment Processing Beta Testing – The Board took appropriate action concerning the American National Bank Utility Payment Processing Beta Testing as discussed under the GUEST agenda item. Manager Tooker also noted that the District will continue to maintain the District’s two checking accounts with Palisades National Bank.

Director Teal seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Teal moved to accept the financial report as presented and approve expenditures of \$167,443.85 plus \$42,586.69 on the supplemental statement, for a total of \$210,030.54. Director Genova seconded and the motion passed unanimously.

Manager Tooker identified a discrepancy between the Balance Sheet and Statement of Cash Flow in the July financials. Staff is working to reconcile the discrepancy between the two reports.

STAFF REPORTS

Water Issues – Manager Tooker identified that during the weekly Historic Users Pool (HUP) conference call a “surplus” in the water stored in Green Mountain Reservoir had been agreed upon. The determination of the “surplus” controls the releases and regulation of other reservoirs providing water to the Colorado River

EXPRESS AGENDA

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

Project 2006-01 South Finished Water Storage Tank – Update – The District’s Contractor, Aslan Construction, is installing new inlet, outlet, drain piping, and manholes. MMI Steel Fabrication has completed the floor installation and four (4) of the five (5) perimeter rings. Double M Concrete has constructed the concrete electrical control building. The project is on schedule with Final Completion scheduled for December 4, 2007.

32 ½ Road Project - Update – The District’s Pipeline Construction crew has completed the installation of 1,950 lf of new 6” main line, and new service lines and meter pits for all District customers between the Grand Valley Canal and E ½ Road.

Utility Payment Processing Beta Testing – Staff is working with American National Bank, to install the required software and equipment to utilize the payment processing feature.

2007 Wage & Benefit Survey – The Personnel Committee met on August 23, 2007, to review Wage and Benefit Survey. Staff has prepared the Wage & Benefit Survey to be mailed the week of August 27th.

Special District Association (SDA) Annual Conference – The Special District Association Annual Conference is scheduled for September 19, 20 and 21, 2007, in Steamboat Springs, Colorado. Assistant Manager Reinertsen has submitted registrations for participants attending on behalf of the District

Partnership for Safe Water Director’s Award - In August 2007 the District was awarded the *Director’s Award* from Partnership for Safe Water/AWWA. The Phase III *Director’s Award* distinguishes the District among an elite group of water treatment professionals dedicated to improving water treatment facility performance. The District has been a member of the Partnership since its inception in 1995 and utilizes the organizations performance data summaries and guidelines for future capital improvement treatment processes. Staff plans to continue the Annual Phase III reporting process to achieve the *Director’s 5 Year Award*.

Rocky Mountain American Water Works Association Conference – Mark Dalley, David Payne and David Reinertsen have been selected to present technical papers at the RMSAWWA Annual Conference to be held in Keystone September 9-12.

UNFINISHED BUSINESS

Major Capital Improvement Plan (MCIP) 2007- 2012 (Years 2009-2012) – Manager Tooker reviewed the Major Capital Improvement projects identified for 2009 to 2012. Assistant Manager Reinertsen presented a Staff Report (*File 9/6/07, MCIP 2007-2012, and 2007 Staff Reports*) outlining the Distribution Departments Capital Improvement Projects for FY 2009 and noted that staff will be modifying some of the projects identified in the Staff Report due to information recently received from Mesa County. Information only, no Board action required.

Manager Tooker also reported that Staff is gathering information on utilizing solar energy as a power source at the Water Treatment Plant.

Project 2007-01 I-70 Bore/ Highline Canal Main Line Upgrade – Director Ballagh moved this item from the Unfinished Business to New Business to discuss the project as it relates to the Inclusion Request from William and Sandra Heley.

Bond Requirements for Staff – As follow-up at the request of the Board, Manager Tooker prepared a Staff Report (*File 9/6/07 and 2007 Staff Reports*) concerning the legal requirements for Bonding of the Manager. It was identified that Bonding of the Manger is accomplished through the District's General Liability Policy and Crime Coverage. Staff recommended that additional bonding was not necessary. It was a consensus of the Board to review insurance coverage during the annual policy renewal process in the Spring of 2008.

NEW BUSINESS

2008 Budget – Appoint Person to Prepare the 2008 Budget – Director Teal moved to appoint Manager Tooker to prepare the District's 2008 Budget. Director Woods seconded and the motion passed unanimously.

Inclusion Request – William and Sandra Heley (Tax Parcels 2943-022-00-007, 2943-021-00-008, 2943-022-00-024) – A Staff Report (*File 9/6/07, 2007 Staff Reports and Inclusions*) outlining a Service Boundary Inclusion Request from William and Sandra Heley, was presented for Board review. Director Genova moved to return the Heley's request and ask for a re-submittal, as it did not meet the "Inclusion Request" requirements as specified by District Policy #101 and CRS 32-1-401. Director Burger seconded and the motion passed unanimously.

Project 2007-01 I-70 Bore / Highline Canal Main Line Upgrade – Update – A Staff Report (*File 9/6/07, 2007 Staff Reports, Inclusions and Project 2007-01*) was presented requesting Board authorization to advertise for Project 2007-01 for the installation of 1,330 lineal foot of 16" PVC main line north of Interstate 70 to south of the US Government Highline Canal. Director Woods moved to advertise Project 2007-01 I-70 Bore/Highline Canal Main Line Upgrade. Director Teal seconded and the motion passed unanimously.

Thatcher Chemical Release of All Claims – A Staff Report (*File 9/6/07, 2007 Staff Reports, Thatcher Chemical*) was presented outlining details of the repair of the chlorine facility monorail system damaged by Thatcher Chemical. Thatcher Chemical requested the District sign a Release of All Claims. Manager Tooker reported that he had contacted Jamie Hamilton of Home Loan & Investment regarding the release and he conveyed that the release was standard language that did not release the insurance company for future damages and recommended signing the release. Director Woods moved to accept the Release of Claims issued by Thatcher Chemical and authorized Manager Tooker to sign the release. Director Teal seconded and the motion passed unanimously.

PERSONNEL ITEMS

Manager's Evaluation – Manager Tooker presented the Board with a memo in preparation of the Manager's review.

ADJOURNMENT

By mutual consent the regular meeting adjourned at 7:30 p.m.

ATTEST:

John L. Ballagh

Paul Teal

Brian Woods

Doralyn Genova

Robert Burger