

RECORD OF PROCEEDINGS
MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
BANCROFT-CLOVER WATER AND SANITATION DISTRICT

HELD: Monday, May 23, 2016 at 6:00 p.m.
Headquarters Office Building, Board Room
900 South Wadsworth Blvd.
Lakewood, Colorado 80226

ATTENDANCE:

A regular meeting of the Board of Directors of Bancroft-Clover Water and Sanitation District, Jefferson County, Colorado was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Tracy D. Gilchrist, President
David Hartkopf, Vice-President
Robert I. Strand, Secretary
Monica Norval, Assistant Secretary
Tom Bellinger, Treasurer

Also present: Rhonda Hale, Office Manager, Jim Forth, Field Manager, Russ Dykstra, Legal Counsel, Spencer Fane LLP, Beth Pas-Flythe, District Accountant, Barney Fix, of Merrick & Company, Robert McGinness, Director Elect.

CALL TO ORDER:

President Gilchrist noted that a quorum was present for the purpose of conducting a meeting of the Board of Directors of the Bancroft-Clover Water and Sanitation District and called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA:

Following discussion, and upon motion duly made, seconded, and unanimously approved, the Board approved the agenda with amendments.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST:

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It was noted that general disclosure statements had been filed on behalf of the members of the Board of Directors with the Office of the Colorado Secretary of State at least 72 hours in advance of the meeting in accordance with statute. Incoming Director McGinness disclosed that he owned property within the District. It was noted that there were no other new verbal disclosures of conflict of interest made by the Directors present at the meeting prior to action being taken.

APPROVAL OF PREVIOUS MINUTES:

Following discussion, on motion duly made, seconded, and unanimously approved, the Board approved the minutes of the meeting held April 18, 2016.

RECOGNITION OF OUTGOING DIRECTORS HARTKOPF AND STRAND:

In recognition of their service to the District, the Board presented David Hartkopf and Robert Strand with awards and thanked them for their service to the citizens of the Bancroft-Clover Water and Sanitation District.

ADMINISTRATION OF OATH TO INCOMING DIRECTORS:

Ms. Hale administered the oath of office to incoming Director Robert McGinness and incumbent Directors Tracy Gilchrist and Monica Norval.

FINANCIAL STATEMENTS:

Ms. Pas-Flyth presented to the Board the financial statements for the period ending April 30, 2016. The Board accepted the financial statements as presented.

FINANCIAL CASH FLOW SUMMARY:

Ms. Hale presented to the Board the monthly cash flow summary through May 23, 2016; and monthly payables for the period April 1- 30, 2016. Following discussion, and upon motion duly made and seconded, the Board accepted the cash flow summary as presented and ratified and approved the monthly payables as presented.

FIELD MANAGER'S REPORT:

Mr. Forth presented to the Board his monthly report of field activities for April and May 2016.

GENERAL MANAGER'S REPORT:

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Mr. Forth presented to the Board the monthly general manager's report for the month of April 2016.

LEGAL REPORT

Mr. Dykstra presented his report for the month of April 2016.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated May 23, 2016.

ACTION ITEMS:

- 1) Mr. Fix presented two change orders from BTC for the Board's consideration and approval. The change orders were for work performed on the Green Gables Sanitary Sewer Boring project. Following discussion, and upon motion duly made and seconded and unanimously carried, the Board approved the change orders and, increased the General Manager's change order authorization on the project by \$2,000.00.
- 2) Mr. Fix presented the contract bid for the Pierson & Clover Pump Station Electrical Improvements Projects. Following discussion, and upon motion duly made and seconded and unanimously carried, the Board awarded the contact to Herbert Instrumentation of Windsor Colorado in the amount of \$128,400.00. The Board also authorized the General Manager to approve change orders up the \$12,840.00.

OLD BUSINESS:

None

NEW BUSINESS:

None

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Bellinger reported on Metro Wastewater activity.

COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:

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None.

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, President Gilchrist adjourned the meeting at 7:57 p.m.

The foregoing minutes constitute a true and correct copy of the minutes of the above-referenced meeting and were approved by the Board of Directors of the Bancroft-Clover Water and Sanitation District.

Secretary of the District