

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

**HELD:** Monday, June 20, 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  
Monica Norval, Assistant Secretary  
Tom Bellinger, Treasurer  
Robert McGinness, Director  
Delbert Smith, Director

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, Ty Holman, CPA, Haynie & Company.

**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.

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### **DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST:**

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. It was noted that there were no 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 May 16, 2016.

### **NEW BUSINESS:**

Mr. Lowe discussed a corrective 2016 property tax mill levy reduction. In 2015 District staff used the estimated assessed valuation from the Jefferson County Assessor to complete the Certification of Tax Levies (DLG70) and Statutory Property Tax Revenue Limitation (DLG53) forms. However, once the Certified Levy was sent out from the Assessor, the Statutory Property Tax Revenue Limitation was not re-filed with the Assessor. The result was that the District over-collected its mill levy by \$2,623. After discussing the issue with the Colorado Department of Local Affairs, next year's tax levy will be reduced by \$2,623 to correct the error.

Ty Holman of Haynie & Company, CPA presented the results of the 2015 audit. Mr. Holman stated that based on their field work, Haynie & Company would issue an unmodified opinion on the District's financial statements. Mr. Holman answered questions from the Board and agreed to follow up with staff to adjust the Management Discussion and Analysis prior to the final report being issued.

### **FINANCIAL STATEMENTS:**

Ms. Pas-Flyth presented to the Board the financial statements for the period ending May 31, 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 June 20, 2016; and monthly payables for the period May 1-31, 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:**

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

### **GENERAL MANAGER'S REPORT:**

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

### **LEGAL REPORT**

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

### **ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated June 20, 2016.

### **ACTION ITEMS:**

#### 1) Board Officer Election

Based on the addition of two new Board members and the re-appointment of two existing Board members the Board discussed the election of officers on the Board. The Board nominated the following directors for the board officer positions:

Tracy D. Gilchrist – President

Monica Norval – Vice President/ Assistant Secretary

Robert McGinness – Secretary

Tom Bellinger – Treasurer/ Assistant Secretary

Delbert Smith – Assistant Secretary

Upon motion duly made, seconded and unanimously approved, the Board approved the new officer positions.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

None

### **METRO WASTEWATER RECLAMATION DISTRICT:**

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Mr. Bellinger reported on Metro Wastewater activity.

**COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:**

None.

**ADJOURNMENT:**

On motion duly made, seconded and unanimously carried, President Gilchrist adjourned the meeting at 7:26 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.

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Secretary of the District