

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

HELD: Monday, August 15, 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 – Vice President/ Assistant Secretary
Robert McGinness – Secretary
Tom Bellinger – Treasurer/ Assistant Secretary
Delbert Smith – Assistant Secretary

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.

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.

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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 July 18, 2016.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending July 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 August 15, 2016; and monthly payables for the period July 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:

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

GENERAL MANAGER'S REPORT:

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

LEGAL REPORT

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

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated August 15, 2016.

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ACTION ITEMS:

Mr. Lowe presented a proposal from Bartle Wells to perform a rate update for 2017. After discussion, the Board approved engaging Bartle Wells to complete the rate update pending updates to the proposal.

NEW BUSINESS:

None

OLD BUSINESS:

None

METRO WASTEWATER RECLAMATION DISTRICT:

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 7:23 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