

RECORD OF PROCEEDINGS

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

HELD: Monday, October 17, 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 (via conference phone)
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, Tim Lowe, General Manager.

CALL TO ORDER:

Vice -President Norval 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 6:03 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 September 19, 2016.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending September 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 October 17, 2016; and monthly payables for the period September 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 September and October 2016.

GENERAL MANAGER'S REPORT:

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

LEGAL REPORT

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

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ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated October 17, 2016.

ACTION ITEMS:

Mr. Lowe presented information on updating the District's performance based pay system. After discussion, the Board requested that the General Manager research additional options and revise the District's program to reflect topics discussed with the Board.

NEW BUSINESS:

Mr. Lowe discussed the draft budget and assumptions used for the upcoming year.

Mr. Lowe presented a letter from Metro Wastewater Reclamation District regarding the audit of 2015 sewer tap connections. The letter reported that no unreported or mis-reported sewer connections were found in the audit.

OLD BUSINESS:

None

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Bellinger reported on Metro Wastewater activity.

COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:

None

EXECUTIVE SESSION:

At 7:25 p.m. the Board entered executive session pursuant to CRS 24-6-402-4(f) regarding the discussion of personnel matters. The Board exited the executive session with no action being taken.

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, at 7:40 p.m. President Gilchrist continued the meeting until 5:00 p.m. on November 7, 2016, at the District office for the sole purpose of a work session to review the draft 2017 budget.

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CONTINUED MEETING – November 7, 2016

The Board re-convened the meeting at 5:00 p.m. The Board discussed and reviewed the draft budget for 2017 in work session. The meeting was adjourned at the completion of the meeting with no action being taken.

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