

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

HELD: Monday, November 21, 2016 at 5:30 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

Assistant Secretary Delbert Smith was absent and excused from the meeting

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, Fletcher Davis of Bartle Wells Associates and District residents Paul Hart, John Fenniman, John Carveth, Irv Bruns and David Daniels.

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 5:52 p.m.

APPROVAL OF AGENDA:

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

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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 October 17, 2016 and continued on November 7, 2016.

COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:

Chairman Gilchrist issued an invitation to attending residents of the District to comment on any matters not included in the agenda for the meeting. A number of the residents spoke regarding the District's water rates and tiers, bills and the District's contract with Denver Water.

President Gilchrist explained the billing tier system and the changes the Board enacted in 2014 were designed to ensure affordability of essential use and to encourage conservation in light of continuing growth and the regions semi-arid climate.

2017 RATE UPDATE:

Fletcher Davis of Bartle Wells Associates reviewed proposed updates to the District's water and wastewater rates. Following discussion, the Board requested that Mr. Davis prepare additional water rates which recover the increased service charge from Denver Water. Water and wastewater rates will be adopted at the regularly scheduled Board meeting on December 12, 2016.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending October 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 November 21, 2016; and monthly payables for the period October 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.

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FIELD MANAGER'S REPORT:

Mr. Forth presented to the Board his monthly report of field activities for October and November 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.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated November 21, 2016.

ACTION ITEMS:

- 1) Chairman Gilchrist opened the Public Hearing for comment on the proposed 2017 Budget. There being no public comment, Chairman Gilchrist closed the Public Hearing. Ms. Pas-Flythe reviewed the revised proposed 2017 Budget and Fiscal Year 2017 Certification of Tax Levies with the Board. The Board entered into discussion regarding the proposed budget and certification of tax levies. Following discussion, and upon motion duly made and seconded and unanimously carried, the Board approved the 2017 Budget and Resolution and the Certification subject to the final Assessed Valuation from Jefferson County. The Board instructed Mr. Dykstra to file the Budget with the State by January 30, 2017 as required and; to file the Certification of Tax Levies with Jefferson County as required.
- 2) Mr. Lowe presented the Engagement Letter with Haynie & Company to perform the 2016 audit. Upon motion duly made and seconded and unanimously carried, the Board approved the Engagement Letter.

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NEW BUSINESS:

None

OLD BUSINESS:

None

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Bellinger reported on Metro Wastewater activity.

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, President Gilchrist adjourned the meeting at 9:07 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