

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

**HELD:** Monday, December 12, 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

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 Sean Wells and Ron Phillips.

**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 6:02 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.

### **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. Mr. Phillips stated that he was at the meeting to observe and had no further comment. Mr. Wells commented that he was not notified that the sewer consumption charge would be applied to his property. In addition, Mr. Wells believed that the District average sewer volume was not applicable to his property because there are only two residents. Mr. Wells also asked that the District website be updated more frequently to make the prior minutes and future agendas available to customers of the District.

### **2017 RATE UPDATE:**

Fletcher Davis of Bartle Wells Associates reviewed proposed updates to the District's water and wastewater rates. The rates presented were based on the changes requested by the Board at the November 21, 2016 meeting.

### **ACTION ITEMS:**

- 1) Mr. Lowe presented the proposed 2017 Water and Sewer Rates. Following discussion, and upon motion duly made and seconded and unanimously carried, the Board approved the 2017 water and sewer rates as presented.
- 2) Mr. Dykstra presented a resolution concerning Annual Administrative Matters. Upon motion duly made and seconded and unanimously carried, the Board adopted the resolution as presented with the exception of the election of officers. The officers of the Board will be elected at the next meeting.
- 3) Ms. Hale presented the proposed 2017 Calendar of Board Meetings. Following discussion the Board and upon motion duly made and seconded and unanimously carried, the Board approved the 2017 Calendar of Board meetings with changes.

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### **LEGAL REPORT**

Mr. Dykstra presented his report for the month of November 2017.

### **ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated December 12, 2016.

### **APPROVAL OF PREVIOUS MINUTES:**

Following discussion, on motion duly made, seconded, and unanimously approved, the Board approved the minutes of the meeting held on November 21, 2016.

### **FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending November 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 December 12, 2016; and monthly payables for the period November 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 November and December 2016.

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

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

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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 7:39 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