

## **RECORD OF PROCEEDINGS**

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

**HELD:** Monday, January 23, 2017 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:

Monica Norval – Vice President/ Assistant Secretary  
Robert McGinness – Secretary  
Tom Bellinger – Treasurer/ Assistant Secretary  
Delbert Smith – Assistant Secretary

President Tracy D. Gilchrist attended the meeting via conference phone.

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 6:00 p.m.

#### **APPROVAL OF AGENDA:**

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

**RECORD OF PROCEEDINGS**

January 23, 2017

Bancroft-Clover Water and Sanitation District

Page 2 of 4

**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:**

Vice President Norval issued an invitation for comment to residents of the District, consultants, managers and Board members to comment to the Board on any matters not included in the Agenda for the meeting. There was no response.

**APPROVAL OF PREVIOUS MINUTES:**

Following discussion, on motion duly made, seconded, and unanimously approved, the Board approved the minutes of the meeting held on December 12, 2016.

**FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending December 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 January 23, 2017; and monthly payables for the period December 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 December 2016 and January 2017.

**RECORD OF PROCEEDINGS**

January 23, 2017

Bancroft-Clover Water and Sanitation District

Page 3 of 4

**GENERAL MANAGER'S REPORT:**

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

**LEGAL REPORT**

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

**ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated January 23, 2017.

**ACTION ITEMS:**

None

**NEW BUSINESS:**

None

**OLD BUSINESS:**

None

**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Bellinger reported on Metro Wastewater activity.

**EXEXECUTIVE SESSION:**

Pursuant to C.R.S. 24-6-402(4)f, to discuss personnel matters regarding the General Manager, the Board entered into Executive Session at 6:40 p.m. Vice President Norval ended the Executive Session at 7:05 p.m. confirming that no action was taken in executive session.

**RECORD OF PROCEEDINGS**

January 23, 2017

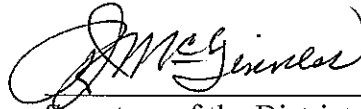
Bancroft-Clover Water and Sanitation District

Page 4 of 4

**ADJOURNMENT:**

On motion duly made, seconded and unanimously carried, Vice President Norval adjourned the meeting at 7:35 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