

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

HELD: Monday, June 19, 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:

Tracy D. Gilchrist – President
Tom Bellinger – Treasurer
Robert McGinness – Secretary

Delbert Smith, Assistant Secretary attended the meeting via conference phone.

Monica Norval, Vice President/ Assistant Secretary was absent and excused from the meeting.

Also present: Rhonda Hale, Office Manager, Gilberto Najera, Field Operations Supervisor, Beth Pas-Flythe, District Accountant, Tim Lowe, General Manager, Christine McLeod, Haynie & Company, CPAs and Russ Dykstra, District legal counsel.

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 6:01 p.m.

COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:

President Gilchrist 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.

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APPROVAL OF AGENDA:

Following discussion, and upon motion duly made, seconded, and unanimously approved, the Board approved the agenda as presented.

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 on May 15, 2017.

NEW BUSINESS:

Christine McLeod of Haynie & Company, CPAs presented the results of the 2016 audit. Ms. McLeod stated that based on their field work, Haynie & Company would issue an unmodified opinion on the District's financial statements. Ms. McLeod answered questions from the Board and agreed to follow up with staff to adjust the Management Discussion and Analysis prior to the final report being issued. The Board accepted the draft 2016 audit subject to editing and adjustments agreed to between the auditor and District staff.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending May 31, 2017. The Board accepted the financial statements as presented.

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FINANCIAL CASH FLOW SUMMARY:

Ms. Hale presented to the Board the monthly cash flow summary through June 19, 2017; and monthly payables for the period May 1-31, 2017. 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. Najera presented to the Board the monthly report of field activities for May and June 2017.

GENERAL MANAGER'S REPORT:

Mr. Lowe presented to the Board the monthly General Manager's report for May 2017.

ENGINEERING REPORT:

The District engineer, Barney Fix of Merrick Engineering was unable to attend the Board meeting. Instead, the monthly Engineering Report dated June 19, 2017 was submitted to the Board in writing.

LEGAL COUNSEL'S REPORT:

Mr. Dykstra presented the legal report for the month of May 2017.

ACTION ITEMS:

- 1) Chairman Gilchrist opened the Public Hearing for comment on the proposed inclusion of properties addressed as 5425 & 5429 W. Center Ave. into the District. There being no public comment, Chairman Gilchrist closed the Public Hearing. Mr. Lowe reviewed the proposed inclusion into the District with the Board. The Board entered into discussion regarding the proposed property inclusion. Following discussion, and upon motion duly made and seconded and unanimously carried, the Board approved the petition for inclusion of the property into the District. The Board instructed Mr. Dykstra to file the Petition for Inclusion with Jefferson County as required.

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- 2) Mr. Lowe presented a proposal for an easement on property addressed as 5425 & 5429 W. Center Ave. After discussion, and on motion duly made, seconded, and unanimously approved, the Board accepted the grant of easement as presented. The Board instructed the District Engineer to file the easement with Jefferson County as required.

OLD BUSINESS:

None.

EXECUTIVE SESSION:

Pursuant to C.R.S. 24-6-402(4)(b), to discuss specific legal questions and receive legal advice from the District's attorney, the Board entered into Executive Session at 7:00 p.m. President Gilchrist ended the Executive Session at 7:35 p.m. confirming that no action was taken in executive session.

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, President Gilchrist adjourned the meeting at 7:40 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