

RECORD OF PROCEEDINGS

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

HELD: Monday, September 18, 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:

Tom Bellinger – Treasurer
Robert McGinness – Secretary
Delbert Smith - Assistant Secretary

President, Tracy D. Gilchrist and Vice-President, Monica Norval were present via conference phone.

Also present: Rhonda Hale, Office Manager, Jim Forth Field Manager, Barney Fix, District Engineer, Merrick & Company, Beth Pas-Flythe, District Accountant, Tim Lowe, General Manager and Russ Dykstra, District legal counsel.

CALL TO ORDER:

Treasurer Bellinger 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 as presented.

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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 on August 21, 2017.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending August 31, 2017. After discussion, the Board accepted the financial statements as presented.

FINANCIAL CASH FLOW SUMMARY:

Ms. Hale presented to the Board the monthly cash flow summary through September 18, 2017; and monthly payables for the period August 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. Forth presented to the Board the monthly report of field activities for August and September, 2017.

GENERAL MANAGER'S REPORT:

Mr. Lowe presented to the Board the monthly general manager's report for August, 2017.

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LEGAL COUNSEL'S REPORT:

Mr. Dykstra presented the legal report for the month of August, 2017.

ENGINEERING REPORT:

Mr. Fix presented the monthly engineering report dated September 18, 2017.

ACTION ITEMS:

Mr. Fix presented a proposed easement for the Chuy's restaurant at 440 S. Wadsworth Blvd. Following discussion, and upon motion duly made and seconded, the Board approved the grant of the easement.

OLD BUSINESS:

Mr. Fix presented the update to the sanitary sewer master plan. Mr. Fix reviewed the progress to this point and stated he would be bringing back a finalized version for Board consideration.

NEW BUSINESS:

Mr. Lowe discussed additional statistical reporting with the Board. Following discussion, the Board requested that the Mr. Lowe provide a statistical report as suggested by Director McGinness.

METROPOLITAN WASTEWATER RECLAMATION DISTRICT REPORT

Director Bellinger reported that Metro has begun its search for a new general manager and that the Rules Committee meeting had been moved to Tuesday, September 19, 2017.

COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:

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Director Bellinger 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.

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, Director Bellinger adjourned the meeting at 7:45 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