

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

**HELD:** Monday, November 20, 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  
Monica Norval – Vice President  
Robert McGinness – Secretary  
Delbert Smith – Assistant Secretary  
Tom Bellinger – Treasurer

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:**

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 6:00 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.

Directors Gilchrist and Norval stated they were residents of the Southern Gables neighborhood which was requesting a sponsorship from the District; however, neither were representing or involved in the water conservation organization. Directors Gilchrist and Norval said they would participate in the discussion regarding sponsorship of the neighborhoods water conservation initiative, but would recuse themselves from voting on the matter.

**APPROVAL OF PREVIOUS MINUTES:**

Following discussion, on motion duly made, seconded, and unanimously approved, the Board approved the minutes of the meeting held October 16, 2017 and continued on November 6, 2017.

**FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending October 31, 2017. 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 20, 2017; and monthly payables for the period October 7- November 15, 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 his monthly report of field activities for October and November 2017.

**GENERAL MANAGER'S REPORT:**

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Mr. Lowe presented to the Board the monthly general manager's report for the month of October 2017.

### **LEGAL REPORT**

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

### **ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated November 20, 2017.

### **ACTION ITEMS:**

- 1) Chairman Gilchrist opened the Public Hearing for comment on the proposed 2018 Budget. There being no public comment, Chairman Gilchrist closed the Public Hearing. Ms. Pas-Flythe and Mr. Lowe reviewed the revised proposed 2018 budget and fiscal year 2018 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 2018 budget and appropriations 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, 2018 as required and file the certification of tax levies with Jefferson County as required.
- 2) Mr. Lowe presented the Engagement Letter with Haynie & Company to perform the 2017 audit. Upon motion duly made and seconded and unanimously carried, the Board approved the engagement letter.

### **NEW BUSINESS:**

- 1) Mr. Lowe presented a sponsorship request from Sustainable Southern Gables to the Board. Following discussion, the Board directed Mr. Lowe to gather additional information.

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- 2) Mr. Lowe discussed updating the District's fees and charges. After discussion, the Board directed Mr. Lowe to bring any proposed changes to the next meeting.

**OLD BUSINESS:**

None

**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Bellinger reported on Metro Wastewater activity.

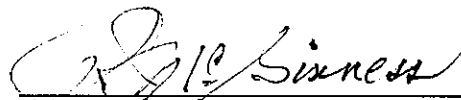
**COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:**

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.

**ADJOURNMENT:**

On motion duly made, seconded and unanimously carried, President Gilchrist adjourned the meeting at 7:27 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