

**RECORD OF PROCEEDINGS**

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

**HELD:** Monday, December 11, 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/ Assistant Secretary  
Robert McGinness – Secretary  
Tom Bellinger – Treasurer/ Assistant Secretary  
Delbert Smith – Assistant Secretary

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, and District residents, Johann Cohn 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 6:00 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**

December 11, 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:**

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 many of his questions had been answered prior to the meeting.

### **ACTION ITEMS:**

- 1) After invitation to the public to comment and hearing none, Mr. Lowe presented the proposed 2018 Water and Sewer Rates. Following discussion, there was a proposal to set the multi-family, tier 2 rate at \$5.68 per thousand gallons. Upon motion duly made, seconded and unanimously carried, the Board approved the 2018 water and sewer rates as amended, effective February 28, 2018.
- 2) After invitation to the public to comment and hearing none, Mr. Lowe presented the proposed 2018 Miscellaneous Fees and Charges. Following discussion, there was a proposal to change the delinquent penalty fee from 5% to a flat fee of \$7.00. Upon motion duly made, seconded and unanimously carried, the Board approved the 2018 Miscellaneous Fees and Charges as amended, effective February 28, 2018.
- 3) Mr. Dykstra presented a resolution concerning Annual Administrative Matters. Upon motion duly made, 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 May 2018 meeting.
- 4) Ms. Hale presented the proposed 2018 Calendar of Board Meetings. Following discussion and upon motion duly made, seconded and unanimously carried, the Board approved the 2018 Calendar of Board Meetings as presented.

## **RECORD OF PROCEEDINGS**

December 11, 2017

Bancroft-Clover Water and Sanitation District

Page 3 of 4

- 5) Mr. Fix and Mr. Dykstra presented a request to vacate an easement in the Green Gables filing for a pipe which is no longer in service. Following discussion and upon motion duly made, seconded and unanimously carried, the Board approved vacating the easement.

### **COMMENTS FROM CUSTOMERS:**

District resident Johann Cohn arrived during the discussion of Miscellaneous Fees. In order to give Mr. Cohn an opportunity to address the Board, Chairman Gilchrist invited Mr. Cohn to speak. Mr. Cohn stated that he was at the meeting to observe and had no further comments or questions.

### **LEGAL REPORT**

Mr. Dykstra presented his report for the month of November 2018.

### **ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated December 11, 2017.

### **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 20, 2017.

### **FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending November 30, 2017. The Board accepted the financial statements as presented.

### **FINANCIAL CASH FLOW SUMMARY:**

**RECORD OF PROCEEDINGS**

December 11, 2017

Bancroft-Clover Water and Sanitation District

Page 4 of 4

Ms. Hale presented to the Board the monthly cash flow summary through December 11, 2017; and monthly payables for the period November 16-30, 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 November and December 2017.

**GENERAL MANAGER'S REPORT:**

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

**NEW BUSINESS:**

None

**OLD BUSINESS:**

Mr. Lowe update the Board on an employee appreciation dinner.

**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Bellinger reported on Metro Wastewater activity.

**RECORD OF PROCEEDINGS**

December 11, 2017


Bancroft-Clover Water and Sanitation District

Page 5 of 4

**ADJOURNMENT:**

On motion duly made, seconded and unanimously carried, President Gilchrist adjourned the meeting at 7:29 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