

RECORD OF PROCEEDINGS

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

HELD: Monday, January 22, 2018 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
Delbert Smith – Assistant Secretary

Treasurer Tom Bellinger was absent from the meeting and excused.

Also present: Rhonda Hale, Office Manager, Jim Forth, Field Manager, Russ Dykstra, Legal Counsel, Spencer Fane LLP, Gilberto Najera, Field Supervisor, 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 6:01 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. 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:

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.

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 11, 2017.

FINANCIAL CASH FLOW SUMMARY:

Ms. Hale presented to the Board the monthly cash flow summary through January 22, 2018; and monthly payables for the period December 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 his monthly report of field activities for December 2017 and January 2018. Mr. Forth also noted he would be retiring on June 30, 2018, and that Mr. Najera would be stepping into the role of Field Manager.

GENERAL MANAGER'S REPORT:

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

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LEGAL REPORT

Mr. Dykstra presented his report.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated January 15, 2018.

FINANCIAL STATEMENTS:

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

ACTION ITEMS:

None

NEW BUSINESS:

Mr. Dykstra presented the Resolution Concerning Regular Election to Be Held May 8, 2018. Following discussion, and upon motion duly made and seconded, the Board passed the Resolution Concerning Regular Election to be held May 8, 2018 as presented.

OLD BUSINESS:

None

METRO WASTEWATER RECLAMATION DISTRICT:

Treasurer Bellinger was absent and there was no report on Metro Wastewater activity.

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EXECUTIVE 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 7:10 p.m. President Gilchrist ended the Executive Session at 9:07 p.m., confirming that no action was taken in executive session.

NEW BUSINESS (CONT.)

The Board of Directors approved a salary adjustment for the General Manager. The Board also recommended the General Manager adjust staff pay ranges to reflect the findings of the Total Compensation Survey.

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, President Gilchrist adjourned the meeting at 9:15 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