

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

HELD:

Monday, June 18, 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
Robert McGinness — Secretary
Delbert Smith — Assistant Secretary

One Board seat is vacant.

Also present: Russ Dykstra, Legal Counsel, Spencer Fane LLP, John D. Earle, resident of the District, Barney Fix of Merrick & Company, Rhonda Hale, Office Manager, Tim Lowe, General Manager, Christine McLeod, Haynie & Company CPAs, Gilberto Najera, Field Supervisor, Beth Pas-Flythe, District Accountant, Nick Warnick, Haynie & Company CPAs.

CALL TO ORDER:

President Gilchrist noted that a quorum was present for 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.

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ADMINISTRATION OF OATH OF OFFICE

President Gilchrist administered the Oath of Office to incoming Director Earle.

ELECTION OF OFFICERS

The Board discussed the election of new officers and nominated the following:

Monica Norval – President

Delbert Smith – Secretary

Robert McGinness – Treasurer

Tracy D. Gilchrist – Assistant Secretary

John D. Earle – Assistant Secretary

Upon motion duly made, seconded and unanimously approved, the Board approved the new officer positions, effective July 16, 2018.

APPROVAL OF AGENDA:

Following discussion, and upon motion duly made, seconded, and unanimously approved, the Board approved the agenda with changes.

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 21, 2018.

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PRESENTATION OF THE DRAFT 2017 AUDIT

Christine McLeod and Nick Warnick of Haynie & Company, CPA's presented the draft 2018 audit report. Mr. Warnick stated that based on their field work, Haynie & Company would issue an unmodified opinion on the District's financial statements. Ms. McLeod and Mr. Warnick then answered questions from the Board. After further discussion, the Board accepted the draft audit report subject to non-substantive changes.

FINANCIAL STATEMENTS:

Ms. Flythe presented to the Board the financial statements for the period ending May 31, 2018. The Board accepted the financial statements as presented.

FINANCIAL CASH FLOW SUMMARY:

Ms. Hale presented to the Board the monthly cash flow summary through May 31, 2018; and monthly payables from May 12 through May 31, 2018. 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 his monthly report of field activities for May and June 2018.

GENERAL MANAGER'S REPORT:

Mr. Lowe presented to the Board the monthly general manager's report for the month of May 2018 and the Raftelis scope of work for a rate study. After discussion, the Board accepted the scope of work contingent upon Raftelis providing a written response to additional Board questions and legal review.

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LEGAL REPORT:

Mr. Dykstra presented the legal report and a review of selected bills from the 2018 legislative session.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated June 18, 2018.

ACTION ITEMS:

There were no action items considered.

NEW BUSINESS:

Mr. Lowe discussed the need to appoint a new Metro Wastewater Reclamation Representative for the District. After discussion, the Board asked that Mr. Lowe forward a schedule of meetings.

OLD BUSINESS:

Ms. Hale requested a list of Board members planning on attending the Special District Association (SDA) annual conference this fall.

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Lowe presented the report on Metro Wastewater activity.

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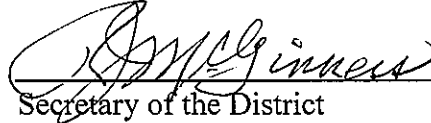
COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:

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: 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