

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

HELD:

Monday, May 21, 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
Robert McGinness — Secretary
Delbert Smith — Assistant Secretary

Vice-President Monica Norval attended the meeting via conference phone.
One Board seat is vacant.

Also present: Tom Bellinger, District Representative to Metro Wastewater Reclamation District, Russ Dykstra, Legal Counsel, Spencer Fane LLP, Nicole Finco, Attorney, Spencer Fane LLP, Barney Fix of Merrick & Company, Rhonda Hale, Office Manager, Tim Lowe, General Manager, Gilberto Najera, Field Supervisor.

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 Director Norval.

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.

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Bellinger presented his report on Metro Wastewater activity. Mr. Bellinger also noted that he would be willing to serve as the District's Metro representative for a few extra meetings until a new representative was selected by the Board.

APPROVAL OF PREVIOUS MINUTES:

Following discussion, on motion duly made, seconded, and unanimously approved, the Board approved the minutes of the meeting held on April 16, 2018.

FINANCIAL STATEMENTS:

Mr. Lowe presented to the Board the financial statements for the period ending April 30, 2018. The Board accepted the financial statements as presented.

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FINANCIAL CASH FLOW SUMMARY:

Ms. Hale presented to the Board the monthly cash flow summary through May 21, 2018; and monthly payables from April 1 through May 11, 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 April and May 2018.

GENERAL MANAGER'S REPORT:

Mr. Lowe presented to the Board the monthly general manager's report for the month of April 2018.

LEGAL REPORT:

Ms. Finco presented the legal report and a brief legislative review. In addition, Ms. Finco noted that a Notice of Vacancy would be published for the remaining vacant Board position.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated May 21, 2018.

ACTION ITEMS:

1-Approval of On-Call Service Contracts

Mr. Fix presented on call service contracts for C & L Water Solutions and Guildner Pipeline Maintenance. Upon review and discussion, the Board approved the contracts.

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2- Contract award for 2018 sanitary sewer rehabilitation

Mr. Fix presented the bid proposals for the 2018 sanitary sewer rehabilitation. There were two responsive bidders, C & L Water Solutions, Inc. and Layne Inliner, LLC.

Upon review and discussion, the Board awarded the contract to C & L Water solutions in the amount not to exceed \$299,895.00. The Board also authorized the General Manager to sign change orders for up to 10% of the contract amount, or \$29,989.50.

3- Approval of Easement at 8080 W. Jewell Ave.

Mr. Fix presented, and the Board approved a request for an easement at 8080 W. Jewell Ave.

NEW BUSINESS:

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

OLD BUSINESS:

None

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.

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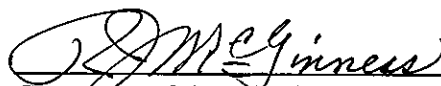
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ADJOURNMENT:

On motion duly made, seconded and unanimously carried, President Gilchrist adjourned the meeting at 7: 30 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