

RECORD OF PROCEEDINGS

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

HELD:

Monday, July 16, 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:

Monica Norval — President  
Delbert Smith – Secretary  
Robert McGinness — Treasurer  
Tracy Gilchrist — Vice-President/Assistant Secretary  
John Earle – Assistant Secretary

Also present: Russ Dykstra, Legal Counsel, Spencer Fane LLP, Rhonda Hale, Office Manager, Tim Lowe, General Manager, Gilberto Najera, Field Supervisor, Beth Pas-Flythe, District Accountant, Tom Bellinger, acting Metropolitan Wastewater Reclamation District representative.

CALL TO ORDER:

President Norval 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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### 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 June 18, 2018.

### METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Bellinger presented the report on Metro Wastewater activity.

### FINANCIAL STATEMENTS:

Ms. Flythe presented to the Board the financial statements for the period ending June 30, 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 June 30, 2018; and monthly payables from June 1 through June 30, 2018. Following discussion, and upon motion duly

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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 June and July 2018.

GENERAL MANAGER'S REPORT:

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

LEGAL REPORT:

Mr. Dykstra presented the legal report.

ENGINEERING REPORT:

Mr. Lowe presented the monthly report of current engineering projects dated June 18, 2018.

ACTION ITEMS:

1- Appointment of Metro Wastewater Reclamation District Representative.

Secretary Smith expressed his interest in representing the District at Metro Wastewater. Following discussion, and upon motion duly made and seconded, the Board unanimously appointed Secretary Smith as the District's Metro Wastewater representative.

2- Consideration of Green Gables Easements.

The Board considered granting water and sewer easements in the Green Gables subdivision. Following discussion, and upon motion duly made and seconded, the Board approved granting the easements subject to District engineer confirming the legal descriptions.

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Action Items (Continued)

3- Election of Board Officer.

The Board discussed the election of the Vice-President position. Following discussion, and upon motion duly made and seconded, the Board elected Assistant Secretary Gilchrist to the Vice-President position, effective July 16, 2018.

NEW BUSINESS:

There were no new business items.

OLD BUSINESS:

There were no old business items.


COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:

President Norval 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 Norval adjourned the meeting at 7: 16 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