

Bancroft-Clover Water and Sanitation District

SUBJECT: Previous Meeting Minutes

AGENDA: Tab 1

PRESENTED BY: General Manager

BACKGROUND: Mr. Lowe will provide a draft of the minutes of the 8-20-2018 Board meeting for review, comment, and approval.

SUGGESTED ACTION: Board Approval

RECORD OF PROCEEDINGS

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

HELD:

Monday, August 20, 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
Robert McGinness — Treasurer
Tracy Gilchrist — Assistant Secretary
John Earle — Assistant Secretary

Secretary Delbert Smith was absent and excused from the meeting.

Also present: Russ Dykstra, Legal Counsel, Spencer Fane LLP, Barney Fix, District Engineer, Merrick & Company, Rhonda Hale, Office Manager, Tim Lowe, General Manager, Gilberto Najera, Field Manager, Beth Pas-Flythe, District Accountant.

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.

RECORD OF PROCEEDINGS

August 20, 2018

Bancroft-Clover Water and Sanitation District Page

2 of 5

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 July 16, 2018.

FINANCIAL STATEMENTS:

Ms. Flythe presented to the Board the financial statements for the period ending July 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 July 31, 2018; and monthly payables from July 1 through July 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.

RECORD OF PROCEEDINGS

August 20, 2018

Bancroft-Clover Water and Sanitation District Page

3 of 5

FIELD MANAGER'S REPORT:

Mr. Najera presented to the Board his monthly report of field activities for July and August 2018.

GENERAL MANAGER'S REPORT:

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

LEGAL REPORT:

Mr. Dykstra presented the monthly legal report.

ENGINEERING REPORT:

Mr. Fix presented the monthly report of current engineering projects dated August 20, 2018.

ACTION ITEMS:

1- Consideration of St. Jude waterline easement and Village Cooperative easement.

Mr. Fix presented proposed easements for St. Jude and the Village Cooperative. Following discussion, and upon motion duly made and seconded, the Board unanimously appointed granting the easements.

2- Consideration of Raftelis Contract.

Mr. Lowe presented a contract for Raftelis to complete a rate study at the June 2018 Board meeting. At that meeting, the Board approved the contract and scope of work, contingent on Raftelis answering some additional questions. The written response was provided to Board members in July. Mr. Lowe asked if the Board had additional questions or if the previously provided response was adequate. Having no further questions, the Board directed Mr. Lowe to sign the contract and scope of work as previously presented.

RECORD OF PROCEEDINGS

August 20, 2018

Bancroft-Clover Water and Sanitation District Page

4 of 5

ACTION ITEMS (continued)

3- Consideration of Data Privacy Resolution.

Mr. Dykstra presented a Data Privacy Resolution to bring the District into compliance with House Bill 18-1128. Following discussion, and upon motion duly made and seconded, the Board unanimously adopted the Data Privacy Resolution.

OLD BUSINESS:

There were no old business items.

NEW BUSINESS:

1- Review / Recommendation of Jewell Avenue Study.

Mr. Fix reviewed the findings and recommendations of the recently completed Jewell Avenue Study. After discussion, the Board will further consider the study at future Board meetings.

2- Review / Recommendation of Lee Study.

Mr. Fix reviewed the findings and recommendations of the recently completed Lee Street Study. After discussion, the Board will further consider the study at future Board meetings.

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Lowe presented the report on Metro Wastewater activity.

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.

RECORD OF PROCEEDINGS

August 20, 2018

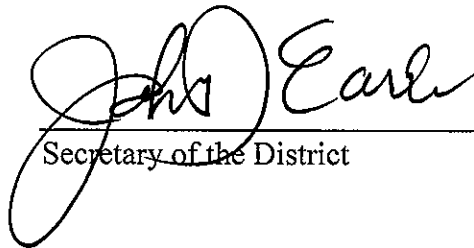
Bancroft-Clover Water and Sanitation District Page

5 of 5

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, President Norval adjourned the meeting at 8:25 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