

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

**HELD:** Monday, November 19, 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  
Tracy Gilchrist – Vice President  
Delbert Smith – Secretary  
Robert McGinness – Treasurer  
John Earle – Assistant Secretary

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

**CALL TO ORDER:**

President Norval 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 6:00 p.m.

**APPROVAL OF AGENDA:**

Following discussion, and upon motion duly made, seconded, and unanimously approved, the Board approved the agenda as presented.

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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.

**APPROVAL OF PREVIOUS MINUTES:**

Following discussion, on motion duly made, seconded, and unanimously approved, the Board approved the minutes of the meeting held October 15, 2018 and continued on November 5, 2018.

**FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending October 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 November 1-30, 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 October and November 2018.

**GENERAL MANAGER'S REPORT:**

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

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### **LEGAL REPORT**

Mr. Dykstra presented his report for the month of October 2018.

### **ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated November 19, 2018.

### **ACTION ITEMS:**

1) 2019 Budget Hearing and Adoption

President Norval opened the Public Hearing for comment on the proposed 2019 Budget. There being no public comment, President Norval closed the Public Hearing. Ms. Pas-Flythe and Mr. Lowe reviewed the revised proposed 2019 budget and fiscal year 2019 certification of tax levies with the Board. The Board entered into discussion regarding the proposed budget and certification of tax levies. Following discussion, and upon motion duly made and seconded and unanimously carried, the Board approved the 2019 budget and appropriations resolution and the certification subject to the final assessed valuation from Jefferson County. The Board instructed Mr. Dykstra to file the budget with the State by January 30, 2019 as required and file the certification of tax levies with Jefferson County as required.

2) 2018 Audit Engagement Letter

Mr. Lowe presented the Engagement Letter with Haynie & Company to perform the 2018 audit. Upon motion duly made and seconded and unanimously carried, the Board approved the engagement letter.

3) Consideration of Village Cooperative Easement

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

4) Consideration of Ronny's Car Wash Easement

Mr. Fix presented, and the Board approved a request for an easement at 2110 S. Wadsworth Blvd.

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5) Consideration of St. Jude Easement

Mr. Fix presented, and the Board approved an easement at 9045 W. Florida Ave.

**NEW BUSINESS:**

- 1) Mr. Lowe mentioned that the annual Holiday Dinner would be held on December 14, 2018 at 5:30 p.m.

**OLD BUSINESS:**

None

**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Smith reported 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.

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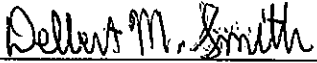
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**ADJOURNMENT:**

On motion duly made, seconded and unanimously carried, President Norval adjourned the meeting at 7:52 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

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

**HELD:** Monday, December 3, 2018 at 5:00 p.m.  
Headquarters Office Building, Board Room  
900 South Wadsworth Blvd.  
Lakewood, Colorado 80226

**ATTENDANCE:**

A special 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  
Tracy Gilchrist – Vice President  
Delbert Smith – Secretary  
Robert McGinness – Treasurer  
John Earle – Assistant Secretary

Also present: Russ Dykstra, Legal Counsel, Tim Lowe, General Manager.

**CALL TO ORDER:**

President Norval 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 5:00 p.m.

**APPROVAL OF AGENDA:**

Following discussion, and upon motion duly made, seconded, and unanimously approved, the Board approved the agenda as presented.

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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.

**DISCUSSION OF PROPOSED 2019 RATES AND CHARGES:**

The Board reviewed the proposed 2019 rates and charges. After discussion, there was no action taken.

**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 5:57 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.

*Dallert M. Smith*

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Secretary of the District