

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

**HELD:** Monday, August 19, 2019 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

Secretary, Delbert Smith attended the meeting via teleconference.

Also present: Nicole Finco, District Counsel, Bethany Pas-Flythe, District Accountant, Barney Fix, District Engineer, Tim Lowe, General Manager, Gilberto Najera, Field Operations 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 with changes.

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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.

**COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:**

President Norval issued an invitation for comments from customers, consultants, managers and Board members. There was no response.

**APPROVAL OF PREVIOUS MINUTES:**

Following discussion, on motion duly made, seconded, and unanimously approved, the Board approved the minutes of the regular meeting held on July 15, 2019.

**FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending July 31, 2019. The Board accepted the financial statements as presented.

**FINANCIAL CASH FLOW SUMMARY:**

Mr. Lowe presented to the Board the monthly cash flow summary for July 2019, and payables from July 1 - 31, 2019. Following discussion, and upon motion duly made and seconded, the Board accepted the cash flow summary and payables as presented.

**FIELD MANAGER'S REPORT:**

Mr. Najera presented the monthly report of field activities for July and August 2019.

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**GENERAL MANAGER'S REPORT:**

Mr. Lowe presented to the Board the monthly general manager's report for the month of July 2019.

**LEGAL REPORT**

Ms. Finco presented her monthly legal report.

**ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated August 19, 2019.

**ACTION ITEMS:**

- 1- 2020 Financial Plan and Rate Update – Mr. Lowe presented the contract and scope of work for the 2020 rate update. After a motion made, seconded and unanimously approved, the Board approved the contract with a not to exceed amount of \$18,245.
- 2- Resolution Concerning Online Notice of Public Meetings - Ms. Finco presented a resolution allowing the District to post online notices of public meetings. The resolution allows the District to post notice at its administration building and on its website [www.bancroftclover.com](http://www.bancroftclover.com). After a motion made, seconded and unanimously approved, the Board approved the resolution.

**NEW BUSINESS:**

None

**OLD BUSINESS:**

None

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**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Smith presented his report on Metro district activities.

**ADJOURNMENT:**

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.

*Dellbert M. Smith*

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Secretary of the District