

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

HELD: Monday, December 9, 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
John Earle – Assistant Secretary
Robert McGinness – Treasurer

Secretary, Delbert Smith, attended the meeting via teleconference.

Also present: Also present: Gilberto Najera, Field Manager, Russ Dykstra, Legal Counsel, Nicole Finco, Attorney, Beth Pas-Flythe, District Accountant, Barney Fix, District Engineer, Rhonda Hale, Office Manager, 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 with revisions.

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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 regular meeting held on November 18, 2019.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects for December 2019.

LEGAL REPORT

Mr. Dykstra presented the legal report for December 2019.

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.

ACTION ITEMS:

- 1) Mr. Fix presented easements for the Sage Corner development at W. Jewell Ave & S. Kipling St. and Green Gables Filing 1, Adjustment 3 at S. Wadsworth Blvd. and W. Evans Ave. Upon motion duly made, seconded and unanimously carried, the Board approved granting the easements.

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- 2) President Norval opened the Public Hearing regarding Rates and issued an invitation for comments from members of the public. There was no response and President Norval closed the Hearing.

Mr. Lowe presented the proposed 2020 Water and Sewer Rates. Upon motion duly made, seconded and unanimously carried, the Board approved the 2020 water and sewer rates as presented, effective February 1, 2020.

- 3) Mr. Lowe presented the proposed 2020 Water and Sewer Tap Fees. Upon motion duly made and unanimously carried, the Board approved the 2020 water and sewer tap fees as amended, effective February 1, 2020. The water tap fee per multi-family units was amended from \$2,529 to \$2,925.
- 4) Mr. Dykstra presented a resolution concerning Annual Administrative Matters. Upon motion duly made, seconded and unanimously carried, the Board adopted the resolution as presented.
- 5) Mr. Dykstra presented a resolution concerning the Colorado Special Districts Records Retention Schedule. Upon motion duly made, seconded and unanimously carried, the Board adopted the resolution as presented.
- 6) Mr. Dykstra presented a resolution concerning the Regular Election to be held May 5, 2020. Upon motion duly made, seconded and unanimously carried, the Board adopted the resolution as presented.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending November 30, 2019. The Board accepted the financial statements as presented.

FINANCIAL CASH FLOW SUMMARY:

Ms. Hale presented to the Board the monthly cash flow summary and payables through November 30, 2019. Following discussion, and upon motion duly made and seconded, the Board accepted the cash flow summary and payables as presented.

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FIELD MANAGER'S REPORT:

Mr. Najera presented his monthly report of field activities for November and December 2019.

GENERAL MANAGER'S REPORT:

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

NEW BUSINESS:

None

OLD BUSINESS:

None

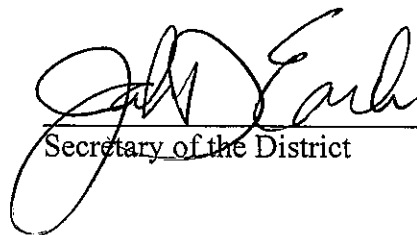
METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Smith reported on Metro Wastewater activity.

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, President Norval adjourned the meeting at 7:45 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