

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

HELD: Monday, November 18, 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
Robert McGinness – Treasurer
John Earle – Assistant Secretary

Secretary Smith attended the meeting via teleconference. Vice President Gilchrist was absent and excused.

Also present: Gilberto Najera, Field Manager, Russ Dykstra, Legal Counsel, Spencer Fane LLP, Beth Pas-Flythe, District Accountant, Barney Fix, District Engineer, 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 6:05 p.m.

APPROVAL OF AGENDA:

Following discussion, and upon motion duly made, seconded, and unanimously approved, the Board approved the agenda with amendments.

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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 21, 2019 and continued on November 4, 2019.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending October 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 through October 31, 2019. 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 2019.

GENERAL MANAGER'S REPORT:

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

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LEGAL REPORT

Mr. Dykstra presented his report for the month of October 2019.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated November 18, 2019.

ACTION ITEMS:

1) 2019 Budget Hearing and Adoption

President Norval opened the Public Hearing for comment on the proposed 2020 Budget. There being no public comment, President Norval closed the Public Hearing. Mr. Lowe reviewed the revised proposed 2020 budget and fiscal year 2020 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 2020 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, 2020 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 2019 audit. Upon motion duly made and seconded and unanimously carried, the Board approved the engagement letter.

3) Consideration of Jewell Square Easements

Mr. Fix presented, and the Board approved two easements for the Jewell Square development located in the 7700 block of West Jewell Ave.

NEW BUSINESS:

- 1) Mr. Lowe mentioned that the annual Holiday Dinner would be held on December 13, 2019 at 5:30 p.m.

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OLD BUSINESS:

None

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Smith reported on Metro Wastewater activity.

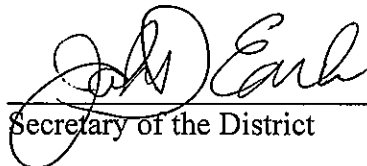
COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:

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.

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, President Norval adjourned the meeting at 7:30 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