

RECORD OF PROCEEDINGS

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

HELD: Monday, October 21, 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
John D. Earle – Assistant Secretary

Also present: Russell Dykstra, District Counsel, Rhonda Hale, Office Manager, Bethany Pas-Flythe, District Accountant, Barney Fix, District Engineer, Tim Lowe, General Manager, Gilberto Najera, Field Operations Manager, Todd Cristiano, Raftelis, Sonali Desai, Raftelis.

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 changes.

RECORD OF PROCEEDINGS

October 21, 2019

Bancroft-Clover Water and Sanitation District

Page 2 of 4

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 September 16, 2019.

2020 RATE UPDATE:

Mr. Cristiano presented the 2020 rate and financial plan update. Following discussion, the Board requested Mr. Lowe and Mr. Cristiano review the financial plan and assumptions and update as necessary.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending September 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 for August 2019, and payables from September 6 – October 3, 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 September and October 2019.

RECORD OF PROCEEDINGS

October 21, 2019

Bancroft-Clover Water and Sanitation District

Page 3 of 4

GENERAL MANAGER'S REPORT:

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

LEGAL REPORT

Mr. Dykstra presented the monthly legal report.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated October 21, 2019.

ACTION ITEMS:

None

NEW BUSINESS:

Mr. Lowe presented an updated 2020 draft budget. No action was taken on this item.

OLD BUSINESS:

None

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Smith presented his report on Metro district activities.

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.

RECORD OF PROCEEDINGS

October 21, 2019

Bancroft-Clover Water and Sanitation District

Page 4 of 4

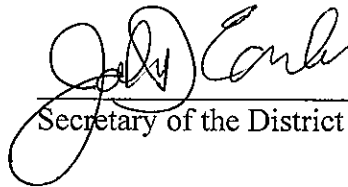
ADJOURNMENT:

On motion duly made, seconded and unanimously carried, at 8:00 p.m. President Norval continued the meeting until 5:30 p.m. on November 4, 2019, at the District office for the sole purpose of a work session to review the draft 2020 budget.

CONTINUED MEETING – November 4, 2019

The Board re-convened the meeting at 5:30 p.m. The Board discussed and reviewed the draft budget for 2020 in work session. Upon completion, the meeting was adjourned at 7:35 p.m. with no other topics addressed and, no action being taken.

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