

**RECORD OF PROCEEDINGS**

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

**HELD:** Monday, September 16, 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.

**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.

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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 August 19, 2019 with the following change: Record the attendance of Assistant Secretary Earle at the August 19, 2019 meeting.

**FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending August 31, 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 August 1 – September 6, 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 August and September 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 August 2019, including preliminary discussion regarding the 2020 budget.

**LEGAL REPORT**

Mr. Dykstra presented the monthly legal report.

**ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated September 16, 2019.

**ACTION ITEMS:**

- 1- Mr. Fix presented change order #2 for the contract with C&L Water Solutions for 2019 CIPP. The change order was in the amount of \$127,206 and brought the total contract amount to \$953,825. After a motion made, seconded and unanimously approved, the Board approved the change order in the amount of \$127,206.

**NEW BUSINESS:**

None

**OLD BUSINESS:**

None

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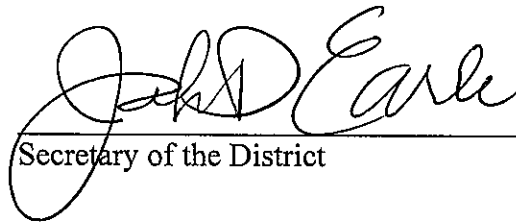
**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Smith presented his report on Metro district activities.

**ADJOURNMENT:**

President Norval adjourned the meeting at 7:27 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