

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

**HELD:** Monday, January 27, 2020 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:

Delbert Smith – Secretary  
Robert McGinness – Treasurer  
John Earle – Assistant Secretary

Vice President, Tracy Gilchrist attended the meeting via teleconference.

President, Monica Norval was absent and excused from the meeting.

Also present: Russ Dykstra, District Counsel, Rhonda Hale, Office Manager, Gilberto Najera, Field Manager, Barney Fix, District Engineer, Beth Pas-Flythe, District Accountant, Tim Lowe, General Manager, Dan Makin, Rule 4.

**CALL TO ORDER:**

Secretary Smith 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.

**RECORD OF PROCEEDINGS**

January 27, 2020

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.

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

Secretary Smith 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 December 9, 2019.

**FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending December 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 through December 31, 2019 and payables through January 17, 2020. 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 his monthly report of field activities for December 2019 and January 2020.

**RECORD OF PROCEEDINGS**

January 27, 2020

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 December 2019.

**LEGAL REPORT**

Mr. Dykstra presented his monthly legal report.

**ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated January 27, 2020.

**ACTION ITEMS:**

- 1) Mr. Fix presented easements for the Kendrick Lakes Elementary School. After discussion and upon motion duly made, seconded and unanimously carried, the Board approved the easements.
  
- 2) Mr. Fix presented easements for the Green Gables Filing 4 – Lennar Townhomes project. After discussion and upon motion duly made, seconded and unanimously carried, the Board approved the easements.

**NEW BUSINESS:**

None

**OLD BUSINESS:**

None

**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Smith reported on Metro Wastewater activity.

**RECORD OF PROCEEDINGS**

January 27, 2020

Bancroft-Clover Water and Sanitation District

Page 4 of 4

**EXECUTIVE SESSION:**

Pursuant to C.R.S. 24-6-402(4)(d) and C.R.S. 24-6-402(4)(f), to discuss security arrangements and investigations and; to discuss personnel matters regarding the General Manager, the Board entered into Executive Session at 7:22 p.m. Secretary Smith ended the Executive Session at 8:40 p.m., confirming that no action was taken in the Executive Session.

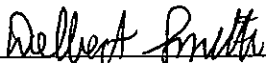
**NEW BUSINESS (CONT.)**

The Board of Directors approved a salary adjustment for the General Manager effective January 1, 2020 as presented.

**ADJOURNMENT:**

On motion duly made, seconded and unanimously carried, Secretary Smith adjourned the meeting at 8:45 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