

## **RECORD OF PROCEEDINGS**

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

**HELD:** Monday, April 20, 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:

The following directors were present via teleconference:

Monica Norval - President  
Delbert Smith – Secretary  
Robert McGinness – Treasurer  
John Earle – Assistant Secretary

Vice-president Tracy Gilchrist was absent and excused from the meeting.

Also present via teleconference: 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, Sean Wells, district resident.

Due to the COVID 19 situation it was noted that the Board is meeting via teleconference in conformance with State of Colorado and CDPHE orders and recommendations regarding public meetings.

#### **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.

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### **APPROVAL OF AGENDA:**

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

### **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. President Norval noted that this was Vice President Gilchrist's last meeting and thanked him for 12 years of service to the District and its residents.

### **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 March 16, 2020.

### **FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending March 31, 2020. The Board accepted the financial statements as presented.

### **FINANCIAL CASH FLOW SUMMARY:**

Ms. Hale presented to the Board the monthly cash flow summary through March 31, 2020 and payables through April 13, 2020. 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 March and April 2020.

**GENERAL MANAGER'S REPORT:**

Mr. Lowe presented to the Board the monthly general manager's report for the month of March 2020.

**LEGAL REPORT**

Mr. Dykstra presented his monthly legal report.

**ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated April 20, 2020. Following discussion, the Board requested that Mr. Fix work with Mr. Lowe and Mr. Najera to begin design work on 2021 capital projects so that the projects will be ready to bid in early 2021.

**ACTION ITEMS:**

- 1) Mr. Lowe presented a proposal to reinvest the Treasury security maturing on May 14, 2020. After discussion and upon motion duly made, seconded and unanimously carried, the Board approved reinvesting the funds in a 3-year Treasury.
- 2) Mr. Lowe presented a request for easements in the Green Gables Townhome project. After discussion and upon motion duly made, seconded and unanimously carried, the Board approved the easements pending non-substantive changes and, subject to legal and engineering review.

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- 3) Mr. Lowe presented a request to appoint a District representative to the Metro Wastewater Reclamation District Board. Director Smith had served as the District's representative since 2018 and also serves on the Metro Finance Committee and Defined Benefit Retirement Committee. Upon motion duly made, seconded and unanimously carried, the Board approved the appointment of Director Smith to the Metro Wastewater Board for the period 2020 – 2022.

**NEW BUSINESS:**

None

**OLD BUSINESS:**

None

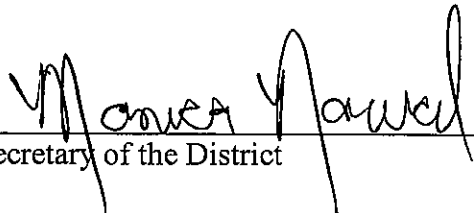
**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Smith reported on the monthly activities of Metro Wastewater. Mr. Smith noted that Metro Wastewater had no reported cases of COVID 19.

**ADJOURNMENT:**

On motion duly made, seconded and unanimously carried, President Norval adjourned the meeting at 7:25 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