

RECORD OF PROCEEDINGS

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

HELD: Monday, May 18, 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
Sean Wells – Director elect

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, Joe Moosbrugger, Real Estate Equities Development, LLC.

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 6:06 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. Mr. Lowe introduced Mr. Moosbrugger, representing Real Estate Equities Development, LLC. Mr. Moosbrugger petitioned the Board regarding tap fees. After discussion, the Board instructed Mr. Moosbrugger that they would render a decision in writing within 15 days. There was no further public comment.

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 April 20, 2020.

ADMINISTRATION OF OATH TO INCOMING DIRECTORS

President Norval administered the Oath of Office to incoming Directors. Incoming Directors Smith, Earle, Wells and McGinness accepted and affirmed the Oath of Office.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending April 30, 2020. Ms. Pas-Flythe noted that the balance sheet had been updated to reflect audit adjustments. The Board accepted the financial statements as presented.

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FINANCIAL CASH FLOW SUMMARY:

Ms. Hale presented to the Board the monthly cash flow summary through April 30, 2020 and payables through May 12, 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 April and May 2020.

GENERAL MANAGER'S REPORT:

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

LEGAL REPORT

Mr. Dykstra presented his monthly legal report.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated May 18, 2020.

ACTION ITEMS:

- 1) Mr. Fix presented a sewer easement for Green Gables Filing 1, Adjustment 4. Due to communication difficulties with the teleconference line, a motion was made and unanimously carried, to consider the easement at the June meeting.

NEW BUSINESS:

The Board deliberated the fee request from Mr. Moosbrugger. After discussion, the Board directed the general manager to draft a response affirming the Board's decision to uphold the District's Rules and Regulations Section 700.04.

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OLD BUSINESS:

None


METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Smith reported on the monthly activities of Metro Wastewater. Due to telecommunication difficulties, Mr. Smith's full report will be addressed at the June meeting.

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