

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

HELD: Monday, June 15, 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:

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

Also present: Russ Dykstra, District Counsel, Rhonda Hale, Office Manager, Gilberto Najera, Field Manager, Barney Fix, District Engineer, Beth Pas-Flythe, District Accountant (via teleconference), Tim Lowe, General Manager, Nick Warnick, Haynie and Company.

Note: Due to COVID 19 restrictions on public meetings, the board provided call-in information for any member of the public to utilize to participate in the board meeting.

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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The Board discussed the election of new officers and the following slate of officers was nominated

:

Monica Norval – President

Delbert Smith – Secretary

Robert McGinness – Treasurer

John Earle – Assistant Secretary

Sean Wells – Assistant Secretary

Upon motion duly made, seconded and unanimously approved, the Board elected the new officer positions effective June 15, 2020 .

APPROVAL OF AGENDA:

Following discussion, and upon motion duly made, seconded, and unanimously approved, the Board approved the agenda as presented.

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 May 18, 2020.

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PRESENTATION OF 2019 AUDIT

Mr. Warnick presented the results of the 2019 financial audit. Mr. Warnick stated that based on their field work, Haynie & Company would issue an unmodified opinion on the District's financial statements. He also noted that there were no significant adjustments to the District's financial statements. Mr. Warnick then answered questions from the Board. After further discussion, the Board accepted the 2019 audit report and authorized filing of the audit.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending May 31, 2020. After discussion, the Board accepted the financial statements as presented.

FINANCIAL CASH FLOW SUMMARY:

Ms. Hale presented to the Board the monthly cash flow summary through May 31, 2020 and payables through June 2, 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 May and June 2020.

GENERAL MANAGER'S REPORT:

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

LEGAL REPORT

Mr. Dykstra presented his monthly legal report.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated June 15, 2020.

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ACTION ITEMS:

- 1) Mr. Fix presented a sewer easement for Green Gables Filing 1, Adjustment 4. Following discussion, and upon motion duly made and seconded, the Board granted the easement.
- 2) Mr. Fix presented the bids for the S. Webster St 12-Inch waterline replacement project. After discussion, the Board awarded the contract to Diaz Construction Group, LLC in the amount of \$460,470.00. In addition, the Board authorized the General Manager to approve change orders up to a total of \$46,047.00.

NEW BUSINESS:

Mr. Lowe discussed the District's efforts to find a replacement for the customer billing system. After discussion, the Board requested demonstrations of customer portal and payment options.

OLD BUSINESS:

None

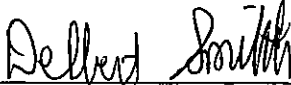
METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Smith reported on the monthly activities of Metro Wastewater. Mr. Smith will discuss the 2021 Metro annual budget at a future meeting.

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, President Norval adjourned the meeting at 8:00 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

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

HELD: Wednesday, July 1, 2020 at 9:00 a.m.
Headquarters Office Building, Board Room
900 South Wadsworth Blvd.
Lakewood, Colorado 80226

ATTENDANCE:

A special 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:

Monica Norval - President
Robert McGinness – Treasurer

The following Directors attended via teleconference:

Delbert Smith – Secretary
John Earle – Assistant Secretary
Sean Wells – Assistant Secretary

Also present: Tim Lowe, General Manager, Matt Braley, Invoice Cloud, Mike Dregalla, Invoice Cloud, Eric Heaps, Tyler Technologies, Aaron Royal, Tyler Technologies.

Due to COVID 19 restrictions on public meetings, the board provided call-in information for any member of the public to utilize to participate in the board meeting.

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 9:00 a.m.

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BILLING SYSTEM PRESENTATION:

Mr. Heaps and Mr. Royal gave a presentation on the Tyler Technologies customer portal and merchant payment processing products.

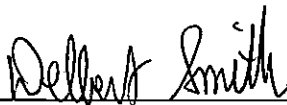
Mr. Braley and Mr. Dregalla gave a presentation on the Invoice Cloud customer portal and merchant processing products.

No action was taken by the board in regard to the presentations.

ADJOURNMENT:

President Norval adjourned the meeting at 10:15 a.m. with no action 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