

## **RECORD OF PROCEEDINGS**

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

**HELD:** Monday, July 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:

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, Tracy Gilchrist, district resident.

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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**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.

**RECOGNITION OF SERVICE FOR FORMER DIRECTOR GILCHRIST:**

On behalf of the district Board, staff and citizens, President Norval recognized and thanked district resident Tracy Gilchrist for twelve years of service on the District Board of Directors.

**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 June 15, 2020 and the special meeting held on July 1, 2020.

**FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending June 30, 2020. After discussion, 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 June 30, 2020 and payables through July 26, 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 June and July 2020.

**GENERAL MANAGER'S REPORT:**

Mr. Lowe presented to the Board the monthly general manager's report for the month of June 2020. Discussion ensued and the Board requested a copy of the most recent Integrated Service Agreement with Denver Water. The Board also requested the general manager work with the district counsel to bring a proposal regarding the re-imposition of late fees once the Governor's order delaying late fees expires

**LEGAL REPORT**

Mr. Dykstra presented his monthly legal report.

**ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated July 20, 2020. Following discussion, and upon motion duly made and seconded, the Board approved extending the CIPP contract with C&L Water Solutions until September 30, 2020.

**ACTION ITEMS:**

None

**NEW BUSINESS:**

None

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**OLD BUSINESS:**

Mr. Lowe discussed the billing system replacement. After discussion, the Board approved the Mr. Lowe requesting contracts from Tyler Technology and Invoice Cloud to be reviewed at the next Board meeting.

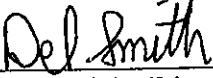
**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Smith reported on the monthly activities of Metro Wastewater.

**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.

  
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Secretary of the District