

RECORD OF PROCEEDINGS

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

HELD: Monday, August 17, 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.

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 with changes. The agenda was amended to remove the Invoice Cloud Contract item and add the W. Jewell Ave. Contract award and W. Jewell Ave. Cost Sharing items.

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 July 20, 2020.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending July 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 and payables through July 31, 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 July and August 2020.

GENERAL MANAGER'S REPORT:

Mr. Lowe presented to the Board the monthly general manager's report for the month of July 2020. Mr. Lowe also presented a proposal for the reinstatement of late fees once the Governor's order expires. Discussion ensued and the Board asked that Mr. Lowe bring a recommendation to the September Board meeting regarding the amount of past due balance required to enter the suspension process. Upon motion duly made and seconded, the Board directed Mr. Lowe to implement the reinstatement of late fees subject to the revised dollar limit.

LEGAL REPORT

Mr. Dykstra presented his monthly legal report. In addition, Mr. Dykstra provided a summary of 2020 Legislation.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated August 17, 2020.

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Smith reported on the monthly activities of Metro Wastewater. He noted that connection fees will increase next year by \$210 to \$4,550 and the fall workshop will be held October 29.

ACTION ITEMS:

Alameda WSD Intergovernmental Agreement – Mr. Lowe presented an intergovernmental agreement between Alameda Water & Sanitation District and Bancroft Clover. The agreement sets the framework for the District's cooperation on the S. Depew St. water and sewer replacement project. Upon motion duly made and seconded, the Board approved the agreement.

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Bid Approval for the South Depew Street Water and Sewer Replacement – Mr. Fix presented the bid for the sewer portion of the S. Depew St. project. Upon motion duly made and seconded, the Board accepted the bid by Ricor Services in the amount of \$165,337.00.

Contract for Tyler Technologies – Mr. Lowe presented the contract summary for Tyler Technologies for replacement of the utility billing system. Discussion ensued and the Board directed Mr. Lowe to re-present the contract at the September meeting for consideration.

Green Gables Filing 1, Adjustment 4 Easements – Mr. Fix presented easements for Green Gables Filing 1, Adjustment 4. Upon motion duly made and seconded, the Board approved the service line easement. The water line easement will be represented at the September meeting with Special Provisions.

West Jewell Avenue Cost Sharing – Mr. Fix presented a proposal to pay the City of Lakewood in lieu of paving for the W. Jewell Ave. water and sewer line project. After discussion and upon motion duly made and seconded, the Board approved the payment of \$80,465.38 in lieu of paving, subject to written confirmation of costs and terms by the City of Lakewood.

West Jewell Avenue Bypass Sewer and 12-Inch Water Main Bid Award – Mr. Fix presented the bids for the W. Jewell Ave. bypass sewer and 12-inch water main project. There were three responsive bidders. Upon motion duly made and seconded, the Board awarded the contract to JBS Pipeline Contractors in the amount of \$1,496,130.35 and authorized the general manager to sign change orders up to \$149,613.04.

NEW BUSINESS:

None

OLD BUSINESS:

None

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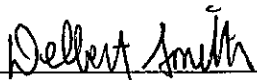
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ADJOURNMENT:

On motion duly made, seconded and unanimously carried, President Norval adjourned the meeting at 7:47 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

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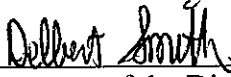
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