

RECORD OF PROCEEDINGS

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

HELD: Monday, September 21, 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 the addition of the Kendrick Lakes Elementary School easements and West Jewell Ave. cost sharing to the Action 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 August 17, 2020.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending August 31, 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 and payables through August 31, 2020. Discussion followed regarding late fees and suspension of service and it was noted that the Governor had extended his order regarding late fees and utility disconnects until October 7, 2020. The Board re-affirmed their direction to reinstate late fees in October 2020 and suspensions of service to begin in January 2021. 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 August and September 2020.

GENERAL MANAGER'S REPORT:

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

LEGAL REPORT

Mr. Dykstra presented his monthly legal report.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated September 21, 2020.

ACTION ITEMS:

Green Gables Water Easements – Mr. Fix presented waterline easements for the Green Gables commercial area. Upon motion duly made and seconded, the Board approved the easements.

Alameda International High School Water Easements – Mr. Fix presented waterline and access easements for Alameda International High School. Upon motion duly made and seconded, the Board approved the easements.

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Kendrick Lakes Elementary School - Mr. Fix presented waterline easements for the Kendrick Lakes Elementary School. Upon motion duly made and seconded, the Board approved the easements.

West Jewell Avenue Cost Sharing – Mr. Fix presented a proposal and updated cost estimate from the City of Lakewood for paving a portion of W. Jewell Ave. The updated cost estimate is \$83,584.04 due to higher mobilization costs. The City of Lakewood is drafting an agreement which will be considered by the Board at a later meeting. Upon motion duly made and seconded, the Board approved the amount of \$83,584.04 to be allocated to the project subject to receipt, review and approval of agreement from the City of Lakewood.

NEW BUSINESS:

None

OLD BUSINESS:

Mr. Lowe discussed the search for a new billing system and merchant processor. The Board requested that Mr. Lowe bring forward a recommendation at the October 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 7:37 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.

Del Smith

Secretary of the District