

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

HELD: Monday, October 19, 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

Assistant Secretary Sean Wells attended the meeting via teleconference.

Also present: 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.

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.

RECORD OF PROCEEDINGS

October 19, 2020

Bancroft-Clover Water and Sanitation District

Page 2 of 5

APPROVAL OF AGENDA:

Following discussion, and upon motion duly made, seconded, and unanimously approved, the Board approved the agenda with the addition of an executive session to discuss personnel matters.

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 September 21, 2020.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending September 30, 2020. After discussion, the Board accepted the financial statements as presented.

RECORD OF PROCEEDINGS

October 19, 2020

Bancroft-Clover Water and Sanitation District

Page 3 of 5

FINANCIAL CASH FLOW SUMMARY:

Ms. Hale presented to the Board the monthly cash flow summary and payables through September 30, 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 September and October 2020.

GENERAL MANAGER'S REPORT:

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

LEGAL REPORT

Mr. Dykstra presented his monthly legal report.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated October 19, 2020.

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Smith reported that a work session was scheduled for Thursday, October 22, 2020.

ACTION ITEMS:

Billing System Replacement – Mr. Lowe Fix presented a contract with Tyler Technologies for the replacement of the utility billing system. After discussion and upon motion duly made and seconded, the Board approved the contract with Tyler Technologies. The Board further directed the General Manager and Legal Counsel to engage with Invoice Cloud and bring a contract for merchant services to a future Board meeting.

RECORD OF PROCEEDINGS

October 19, 2020

Bancroft-Clover Water and Sanitation District

Page 4 of 5

Jewell Avenue Water & Sewer Change Order – Mr. Fix presented a change order for the W. Jewell Ave. water and sewer line replacement project. Due to annual holiday road cut moratoriums the contractor requested delaying the Notice to Proceed date from October 19, 2020 to January 4, 2021. After discussion and upon motion duly made and seconded, the Board approved the new Notice to Proceed date of January 4, 2021 with a project completion date of June 30, 2021.

NEW BUSINESS:

Mr. Lowe informed the Board that the District administration building had been vandalized in the early morning hours of October 19, 2021. Mr. Lowe filed a report with the Lakewood police department and repairs were scheduled for later in the week.

OLD BUSINESS:

None

EXECUTIVE SESSION:

At 7:35 p.m. the Board convened an executive session under CRS 24-6-402(4)(f) for the purpose of discussing personnel matters.

The Board exited executive session at 7:55 p.m. No action was taken.

ADJOURNMENT:

On motion duly made, seconded and unanimously carried, at 8:00 p.m. President Norval continued the meeting until 5:00 p.m. on November 2, 2020, at the District office for the sole purpose of a work session to review the draft 2021 budget.

CONTINUED MEETING – November 2, 2020

The Board re-convened the meeting at 5:00 p.m. The Board discussed and reviewed the draft budget for 2021 in work session. Upon completion, the meeting was adjourned at 6:45 p.m. with no other topics addressed and, no action being taken.

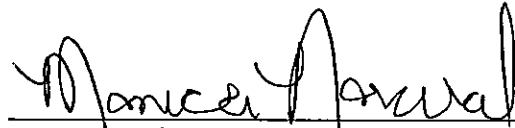
RECORD OF PROCEEDINGS

October 19, 2020

Bancroft-Clover Water and Sanitation District

Page 5 of 5

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