

RECORD OF PROCEEDINGS

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

HELD: Monday, November 16, 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 by teleconference 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, 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 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.

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 October 19, 2020 and continued on November 2, 2020.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending October 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 October 31, 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 October and November 2020.

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GENERAL MANAGER'S REPORT:

Mr. Lowe presented to the Board the monthly general manager's report for the month of October 2020. Discussion ensued regarding the permitting delays for the Webster Street Waterline project. The Board approved allowing the General Manager to extend the contract end date to accommodate completion of the project.

LEGAL REPORT

Mr. Dykstra presented his monthly legal report.

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated November 16, 2020.

METRO WASTEWATER RECLAMATION DISTRICT:

Mr. Smith reported on the Metro Wastewater Board workshop held on October 21, 2020.

ACTION ITEMS:

1) 2021 Budget Hearing and Adoption

President Norval opened the Public Hearing for comment on the proposed 2021 Budget. Mr. Lowe read a written comment from District resident, Lori Stirewalt regarding 2021 budget. There being no additional public comment, President Norval closed the Public Hearing. Mr. Lowe reviewed the revised proposed 2021 budget and fiscal year 2021 certification of tax levies with the Board. The Board entered into discussion regarding the proposed budget and certification of tax levies. Following discussion, and upon motion duly made and seconded and unanimously carried, the Board approved the 2021 budget and appropriations resolution and the certification subject to the final assessed valuation from Jefferson County. The Board instructed Mr. Dykstra to file the budget with the State by January 30, 2021 as required and file the certification of tax levies with Jefferson County as required.

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2) 2020 Audit Engagement Letter

Mr. Lowe presented the Engagement Letter with Haynie & Company to perform the 2020 audit. Upon motion duly made and seconded and unanimously carried, the Board approved the engagement letter.

3) Agreement for Payment in Lieu of Milling & Overlaying

Mr. Lowe presented an agreement between Bancroft Clover and the City of Lakewood for payment in lieu of milling and overlaying W. Jewell Ave. After discussion and upon motion duly made and seconded and unanimously carried, the Board approved the agreement.

NEW BUSINESS:

None

OLD BUSINESS:

None

EXECUTIVE SESSION:

At 7:25 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 7:36 p.m. No action was 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.

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ADJOURNMENT:

President Norval adjourned the meeting at 7:40 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.

Dellbert Smith

Secretary of the District