

**RECORD OF PROCEEDINGS**

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

**HELD:** Monday, February 22, 2021 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, Thanh Tran, property owner in the District, Vu Tran, relative of Thanh Tran.

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 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. Property owners Thanh and Vu Tran addressed the Board regarding multi-family water rates. Discussion followed and the gentlemen left the meeting at 6:15 p.m.

**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 January 25, 2021.

**FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending January 31, 2021. 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 January 31, 2021. 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 January and February, 2021.

**GENERAL MANAGER'S REPORT:**

Mr. Lowe presented to the Board the monthly general manager's report for the month of January 2021.

**ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated February 22, 2021.

**LEGAL REPORT:**

Mr. Dykstra presented his monthly legal report.

**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Smith gave his report on the Metro Wastewater Board activities.

**ACTION ITEMS:**

- 1) Alameda High School Easements

This item was removed from Action Items since the easements were approved by the Board at a previous meeting.

- 2) Green Gables Commercial Easements

Mr. Lowe presented an easement amendment for the Green Gables Commercial project. Upon motion duly made, seconded and unanimously carried, the Board approved the easement amendment subject to title review.

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3) 2021 Cured in Place Pipe (CIPP)

Mr. Fix presented the bid for 2021 CIPP sewer rehabilitation. After discussion and upon motion duly made, seconded and unanimously carried, the Board awarded Part A of the contract to C&L Water Solutions in the amount of \$457,063.00. Part B of the bid was withdrawn.

**NEW BUSINESS:**

None

**OLD BUSINESS:**


Invoice Cloud Convenience Fees

Mr. Lowe discussed options for assessing credit card or convenience fees using the Invoice Cloud platform. After discussion, and upon motion duly made, seconded and unanimously carried, the Board approved a hybrid model where the District absorbs the convenience fee for customers who use paperless statements.

**ADJOURNMENT:**

President Norval adjourned the meeting at 7:51 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