

**RECORD OF PROCEEDINGS**

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

**HELD:** Monday, January 25, 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.

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 6:04 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.

**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 December 14, 2020.

**FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending December 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 December 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 December 2020 and January 2021.

**GENERAL MANAGER'S REPORT:**

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

**ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated January 25, 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) S. Depew St. Change Orders

Mr. Lowe presented two change orders for the S. Depew St. sewer overflow line. The change orders were required due to the presence of a previously unknown storm sewer line. Since this is a cooperative project with Alameda Water & Sanitation, the change order line items were split between both Districts. For Change Order #1, Bancroft Clover would be responsible for \$13,643.25 of \$27,924.00. On Change Order #2 Bancroft Clover would be responsible for \$62,841.75 of \$76,233.50.

Upon motion duly made, seconded and unanimously carried, the Board approved the Bancroft Clover portions of change orders #1 & #2 in the amount of \$76,485.00, bringing the adjusted contract amount to \$241,822.00.

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**OLD BUSINESS:**

None

**EXECUTIVE SESSION:**

Pursuant to C.R.S. 24-6-402(4)(f), to discuss personnel matters regarding the General Manager, the Board entered into Executive Session at 7:35 p.m. President Norval ended the Executive Session at 7:41 p.m., confirming that no action was taken in the Executive Session.


**NEW BUSINESS**

The Board of Directors approved salary adjustments for Field Tech I & II positions as recommended by the General Manager.

**ADJOURNMENT:**

President Norval adjourned the meeting at 7:42 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