

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

HELD: Monday, March 15, 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 6:00 p.m.

RECORD OF PROCEEDINGS

March 15, 2021

Bancroft-Clover Water and Sanitation District

Page 2 of 4

APPROVAL OF AGENDA:

Following discussion, and upon motion duly made, seconded, and unanimously approved as presented.

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 February 22, 2021 with changes to the attendees and Old Business.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending February 28, 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 February 28, 2021. Following discussion, and upon motion duly made and seconded, the Board accepted the cash flow summary and payables as presented.

RECORD OF PROCEEDINGS

March 15, 2021

Bancroft-Clover Water and Sanitation District

Page 3 of 4

FIELD MANAGER'S REPORT:

Mr. Najera presented his monthly report of field activities for February and March 2021.

GENERAL MANAGER'S REPORT:

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

ENGINEERING REPORT:

Mr. Fix presented his monthly report of current projects dated March 15, 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) W. Ohio Ave Waterline Replacement Bids

Mr. Fix presented the bids for the W. Ohio Waterline Replacement project. After discussion, and upon motion duly made, seconded and unanimously carried, the Board awarded the contract to Vortex Services, LLC for \$1,192,804.00. The Board also granted the General Manager authority to approve change orders up to \$119,280.40 or 10% of the contract amount.

RECORD OF PROCEEDINGS

March 15, 2021

Bancroft-Clover Water and Sanitation District

Page 4 of 4

2) W. Mississippi Ave. Waterline Replacement Bids

Mr. Fix presented bids for the W. Mississippi Ave. Waterline Replacement project. After discussion, and upon motion duly made, seconded and unanimously carried, the Board awarded the contract to Diaz Construction Group for \$689,225.00. The Board also granted the General Manager authority to approve change orders up to \$68,922.50 or 10% of the contract amount.

NEW BUSINESS:

None

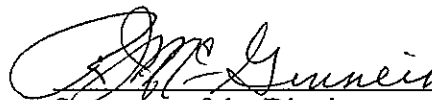
OLD BUSINESS:

None

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.


Secretary of the District
Treasurer