

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

**HELD:** Monday, May 17, 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:

Delbert Smith – Secretary  
John Earle – Assistant Secretary  
Sean Wells – Assistant Secretary

Directors Norval and McGinness were absent and excused.

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:**

Secretary Smith, 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 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:**

Secretary Smith 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 April 19th, 2021, as presented.

**FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending April 30th, 2021. After discussion, the Board accepted the financial statements as presented.

**FINANCIAL CASH FLOW SUMMARY:**

Ms. Hale presented the monthly cash flow summary and payables through April 30th, 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 April and May 2021. After discussion, the Board requested the water break map be edited to show historical water and sewer problem areas and accelerated maintenance areas.

**GENERAL MANAGER'S REPORT:**

Mr. Lowe presented to the Board the monthly general manager's report for the month of April 2021. Mr. Lowe discussed launch of the Invoice Cloud payment platform and the difficulties the district has been encountering. After discussion, the Board requested additional communication outreach to customers.

Mr. Lowe discussed a recent presentation from Denver Water's ISO office staff regarding increased cyber-attacks. After discussion the Board requested the General Manager investigate hiring a firm to conduct a cyber security analysis of the district's systems.

Mr. Lowe discussed his informational memo regarding Accessory Dwelling Units (ADUs). After discussion the Board requested additional information regarding what the district can do to encourage ADUs within its service area and gather information from Metro Wastewater regarding unified sewer service lines.

**ENGINEERING REPORT:**

Mr. Fix presented his monthly report of current projects dated May 17<sup>th</sup>, 2021.

**LEGAL REPORT:**

Mr. Dykstra presented his monthly legal report. Mr. Dykstra mentioned that Spencer Fane participated in drafting S.B. 262 and he would have additional details if the bill was passed.

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**METRO WASTEWATER RECLAMATION DISTRICT:**

Mr. Smith gave his report on the Metro Wastewater Board activities. Mr. Smith noted that the Spring Workshop was held on April 28<sup>th</sup>. The meeting showcased some of Metro's recent projects including the new solids processing building and investigations into using more solar energy. Mr. Smith also said that Metro's Manager, Micky Conway was willing to attend a future District Board meeting.

**ACTION ITEMS:**

Mr. Lowe presented an easement vacation for a property located at 1490 S. Wadsworth Blvd. The original easement had been superseded by another easement in 2004. After Legal and Engineering review, staff recommended that the original easement be vacated. Following discussion, and upon motion duly made and seconded, the Board agreed to vacate the easement.

**NEW BUSINESS:**

Mr. Lowe discussed holding the next Board meeting in person. After discussion the Board agreed with holding the next meeting in person and having a teleconference option available as well.


**OLD BUSINESS:**

None

**ADJOURNMENT:**

President Norval adjourned the meeting at 7:20 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