

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

**HELD:** Monday, January 22, 2024, at 5:30 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:

Sean Wells - President  
Jim Ris - Treasurer  
Julie Jakicic – Secretary  
Del Smith - Assistant Secretary  
Sophia Ernst – Assistant Secretary

Also present: Tim Lowe, General Manager, Gilberto Najera, Field Manager, Sylvia Vigil, Office Manager, Bethany Pas-Flythe, District Accountant, Nicole Peykov, District Counsel, Wade Wheatlake, District Engineer, Dawn Ambrosio, Metro Water Recovery, Mickey Conway, Metro Water Recovery, Ruth Kedzior, Metro Water Recovery, Lydia Nkem, Metro Water Recovery.

**CALL TO ORDER:**

President Wells 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 5:35 p.m.

**APPROVAL OF AGENDA:**

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

## **RECORD OF PROCEEDINGS**

January 22, 2024

Bancroft-Clover Water and Sanitation District

Page 2 of 4

### **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. Ms. Peykov 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 Wells issued an invitation for comments from customers, consultants, managers. There was no response.

### **METRO WATER RECOVERY EFFORTS:**

Mickey Conway, CEO of Metro Water Recovery, gave a presentation on Metro Water Recovery's operations, strategic plan, challenges, and future plans. Discussion followed on topics such as increasing regulation and water quality standards, unregulated contaminants, and workforce succession planning. President Wells also expressed interest in ways Metro could make housing options such as ADUs easier to build. Mr. Conway noted that this topic would be considered when the Rules and Regulations are updated.

### **APPROVAL OF PREVIOUS MINUTES**

Mr. Lowe presented the minutes of the December 11, 2023, regular board meeting, upon motion duly made, seconded, and unanimously approved, the Board approved the minutes as presented.

### **FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented the financial statements for the period ending December 31, 2023. After discussion, the Board accepted the financial statements as presented.

## **RECORD OF PROCEEDINGS**

January 22, 2024

Bancroft-Clover Water and Sanitation District

Page 3 of 4

### **FINANCIAL CASH FLOW SUMMARY:**

Ms. Vigil presented to the Board the monthly cash flow summary and payables through December 31, 2023. Following discussion, and upon motion duly made and seconded, the Board accepted the cash flow summary and payables as presented.

### **FIELD MANAGER REPORT:**

Mr. Najera presented his monthly report on field activities for December and January.

### **GENERAL MANAGER'S REPORT:**

Mr. Lowe presented to the Board the monthly general manager's report for the month of December. Discussion followed regarding the reinvestment of the treasury maturing on February 15, 2024. The Board directed Mr. Lowe to reinvest the maturing funds, with an additional \$500,000 from funds in Colotrust.

### **ENGINEERING REPORT:**

Mr. Wheatlake presented the monthly engineering report of current projects dated January 22, 2024.

### **LEGAL REPORT**

Ms. Peykov presented the monthly legal report noting that there were proposed bills which would affect special districts. Status of these bills will be provided later in the legislative session as they are considered by the legislature.

### **METRO WATER RECOVERY REPORT**

Director Smith noted there were no additional items to report on Metro Water Recovery board matters.

### **ACTION ITEMS:**

None

## **RECORD OF PROCEEDINGS**

January 22, 2024

Bancroft-Clover Water and Sanitation District

Page 4 of 4

### **OLD BUSINESS:**

None

### **EXECUTIVE SESSION:**

Pursuant to C.R.S. 24-6-402(4)(b)&(e) To receive specific legal advice regarding construction contract issues for W. Jewell Ave. Sewer Line Replacement and; C.R.S. 24-6-402(4)(f), to discuss personnel matters regarding the General Manager, the Board entered into Executive Session at 7:20 p.m. President Wells ended the Executive Session at 8:02 p.m., confirming that no action was taken in the Executive Session.

### **NEW BUSINESS**

The Board of Directors approved the compensation package for the General Manager effective January 1, 2024, as discussed in executive session.

### **ADJOURNMENT:**

On motion duly made, seconded, and unanimously carried, at 8:05 p.m. President Wells adjourned the meeting.

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.

/S/ Julie Jakicic

Secretary of the District