

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

HELD: Monday, February 26, 2024, 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:

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

Also present: Russ Dykstra, District Counsel, 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.

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 6:00 p.m.

APPROVAL OF AGENDA:

Following discussion, and upon motion duly made, seconded, and unanimously approved, the Board approved the agenda as amended. The agenda was amended to include action items for the approval of contracts for Echologics and Kumar and Associates and to remove the action item for the approval of an easement at 9600 W. Jewell Ave.

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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. Mr. Dykstra 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.

APPROVAL OF PREVIOUS MINUTES

Mr. Lowe presented the minutes of the January 22, 2024, regular board meeting, upon motion duly made, seconded, and unanimously approved, the Board approved the minutes as amended. The following amendment was made to page 2, Section 3, Line 6, ...”and Regulations were updated.” To” and Regulations are updated.”

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented the financial statements for the period ending January 31, 2024. After discussion, the Board accepted the financial statements as presented.

FINANCIAL CASH FLOW SUMMARY:

Ms. Vigil presented to the Board the monthly cash flow summary and payables through January 31, 2024. 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 REPORT:

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

GENERAL MANAGER'S REPORT:

Mr. Lowe presented to the Board the monthly general manager's report for the month of January. Discussion ensued and the Board requested Mr. Lowe engage with the City of Lakewood regarding upcoming consideration of Accessory Dwelling Units.

ENGINEERING REPORT:

Mr. Wheatlake presented the monthly engineering report of current projects dated February 26, 2024. Director Jakicic requested that dates be added to the project updates in the engineer's report.

LEGAL REPORT

Mr. Dykstra presented the monthly legal report and informed the Board that Ms. Peykov would be taking over as the district's legal counsel.

METRO WATER RECOVERY REPORT

Director Smith reported on Metro Water Recovery matters noting that the first look at the 2025 budget would be at the Finance committee meeting on March 7, 2024.

ACTION ITEMS:

2023 CIPP Change Order #3

Mr. Wheatlake presented Change order #3 on the 2023 CIPP project. On motion duly made, seconded, and unanimously carried the Board approved the change order credit in the amount of \$(149,000.00).

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Kumar & Associates Contract

Mr. Wheatlake presented a contract with Kumar & Associates for soils investigation and monitoring. On motion duly made, seconded, and unanimously carried, the Board approved the contract with Kumar in the amount of \$60,100.00.

Echologics Contract

Mr. Wheatlake presented a contract with Echologics for acoustic pipe assessment. On motion duly made, seconded, and unanimously carried the Board approved the contract with Echologics in the amount of \$49,164.00.

NEW BUSINESS

None

OLD BUSINESS:

Mr. Lowe discussed the Board's request for a compensation survey for the district's senior management. The Board clarified their desire for a market survey and competitive analysis for these positions.

ADJOURNMENT:

On motion duly made, seconded, and unanimously carried, at 7:20 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