

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

HELD: Monday, March 18, 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 (via teleconference)
Sophia Ernst – Assistant Secretary (via teleconference)

Assistant secretary Del Smith was absent and excused.

Also present: Russ Dykstra, District Counsel, Tim Lowe, General Manager, Gilberto Najera, Field Manager, Sylvia Vigil, Office Manager, Bethany Pas-Flythe, District Accountant, 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 presented.

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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 February 26, 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 4, paragraph 4, line, "\$61.000.00" was updated to "\$61,000.00."

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented the financial statements for the period ending February 29, 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 February 29, 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 February and March. In his report he noted that the field staff has begun replacing water meters.

GENERAL MANAGER'S REPORT:

Mr. Lowe presented to the Board the monthly general manager's report for the month of February. In early March, Mr. Lowe reached out to the City of Lakewood regarding the ongoing consideration of ADUs. Mr. Lowe also reported on the district's cybersecurity program.

ENGINEERING REPORT:

Mr. Wheatlake presented the monthly engineering report of current projects dated March 18, 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 highlighted SB174 related to local government infrastructure and master plan assessments and that property tax changes were still being considered at the State level.

METRO WATER RECOVERY REPORT

The report on Metro Water Recovery matters was postponed until the next meeting.

ACTION ITEMS:

9600 W. Jewell Ave Easement

Mr. Lowe presented an easement for a meter pit at 9600 W Jewell Ave. On motion duly made, seconded, and unanimously carried, the Board approved the easement.

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2024 CIPP Contract Award

Mr. Wheatlake presented the bid tabulations for the 2024 CIPP project and recommended the contract be awarded to C&L Water Solutions. On motion duly made, seconded, and unanimously carried, the Board approved the contract with C&L Water Solutions in the amount of \$1,252,587.00.

Appoint Metro Water Recovery Representative

Due to Director Smith absence, this item was tabled until the next Board meeting.

NEW BUSINESS

None

OLD BUSINESS:

None

ADJOURNMENT:

On motion duly made, seconded, and unanimously carried, at 7:30 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