

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

HELD: Monday, June 17, 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
Julie Jakicic – Secretary
Jim Ris - Treasurer
Del Smith – Assistant Secretary (via teleconference)

Assistant Secretary Ernst was absent and excused.

Also present: Tim Lowe, General Manager, Gilberto Najera, Field Manager, Bethany Pas-Flythe, District Accountant, Nicole Peykov, District Counsel, Laura Puca, Auditor (via teleconference), Sylvia Vigil, Office Manager, Wade Wheatlake, District Engineer, Matt Zuschlag, Business Owner in District.

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 an action item for consideration of a resolution to adopt a district website accessibility policy.

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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. 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 and Board members. Mr. Zuschlag was in attendance and addressed the Board regarding the 2024 sewer charges for his business, the Belmar Chick-Fil-A. A motion was made and seconded to consider a reduced rate for the business in 2024. After discussion, the motion was unanimously declined. The Board granted Mr. Lowe discretion to negotiate a payment plan with Mr. Zuschlag for his 2024 sewer charges.

APPROVAL OF PREVIOUS MINUTES

Mr. Lowe presented the minutes of the May 20, 2024, regular board meeting, upon motion duly made, seconded, and unanimously approved, the Board approved the minutes as amended. The minutes were amended to correct capitalization on page 4, line 4.

2023 AUDIT PRESENTATION:

Laura Puca of Crady, Puca & Associates presented the draft 2023 audit including the financial statements, audit letter, management letter and 115 letter. Discussion followed about prior period adjustments, controls, accounting procedures and the basis of reporting. Ms. Puca noted that they would be issuing an unmodified opinion in the audit letter. Upon motion duly made, seconded, and unanimously approved, the Board accepted the 2023 audit.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented the financial statements for the period ending May 31, 2024. After discussion and upon motion duly made, seconded, and unanimously approved, the Board accepted the cash flow summary and payables as presented.

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FINANCIAL CASH FLOW SUMMARY:

Ms. Vigil presented to the Board the monthly cash flow summary and payables through May 31, 2024. 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 the monthly report on field activities for May & June.

GENERAL MANAGER'S REPORT:

Mr. Lowe presented to the Board the monthly general manager's report for the month of May. He noted that there are ongoing discussions with Denver Wastewater and Metro regarding properties on S. Sheridan Blvd. which are in Bancroft-Clover and served by Denver Wastewater.

ENGINEERING REPORT:

Mr. Wheatlake presented the monthly engineering report of current projects dated June 17, 2024. Discussion followed regarding the draft Echologics pipe assessment. To verify the model, the engineer and staff will identify locations to take physical pipe samples.

LEGAL REPORT

Ms. Peykov presented the monthly legal report and will review a legislative summary at a future meeting.

METRO WATER RECOVERY REPORT

Assistant Secretary Smith will report on Metro Water Recovery matters next month.

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ACTION ITEMS:

Resolution Establishing a District Website Accessibility Policy

Mr. Lowe presented a resolution to adopt a District website accessibility policy. After discussion and upon motion duly made, and unanimously carried, the Board adopted the resolution.

2025 Rate Update Proposal

Mr. Lowe presented a proposal from RG & Associates for a 2025 rate update. After discussion and on a motion duly made, seconded, and unanimously carried, the Board accepted the proposal for an amount not to exceed \$17,000.00 and pending completion of the district services contract.

NEW BUSINESS

None

OLD BUSINESS:

None

ADJOURNMENT:

On motion duly made, seconded, and unanimously carried, at 8:20 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