

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

HELD: Monday, January 27, 2025, 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
Sopia Ernst – Assistant Secretary

Assistant Secretary Del Smith was absent and excused.

Also present: Beth Pas-Flythe, District Accountant, Tim Lowe, General Manager, Gilberto Najera, Field Manager, Nicole Peykov, District Counsel, Sylvia Vigil, Office Manager, 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 add an action item to consider a contract with Kumar & Associates for groundwater monitoring.

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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. There was no response.

APPROVAL OF PREVIOUS MINUTES

Mr. Lowe presented the minutes of the December 16th, 2024, regular board meeting. Discussion followed and the Board requested additional context be added to the discussion of rates. The revised minutes will be presented for approval at the February meeting.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending December 31st, 2025. 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 December 31, 2025. 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 2024 and January 2025.

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GENERAL MANAGER'S REPORT:

Mr. Lowe presented the general manager's report for December 2024. Discussion followed regarding reinvestment of District reserve funds. The funds maturing on January 31, 2025, and February 15, 2025, will be reinvested at the longer end of the maturity period (2.5 – 5 years) and will target a yield to maturity of 4.30-4.35%. Mr. Lowe also discussed the heating and mechanical design work being done by Columbine Engineering. President Wells will be included in the design review meeting in February.

ENGINEERING REPORT:

Mr. Wheatlake presented the monthly engineering report on current projects dated January 27, 2025. Mr. Wheatlake noted there had been no response to the easement offer at 2099 S. Oak Avenue. The board requested Mr. Lowe to send a letter requesting a response within 14 days.

LEGAL REPORT

Ms. Peykov reported that the 2025 Legislative session had begun, and she would be providing information on new legislation at future meetings.

ACTION ITEMS:

1- 7371 W. Kentucky Ave Damage Settlement

Mr. Lowe presented a settlement offer for damage to a fire hydrant at 7371 W. Kentucky Ave. After discussion and upon motion duly made, seconded, and carried, the Board approved the settlement in the amount of \$15,000.00.

2- 777 S. Yarrow St Easement

Mr. Lowe presented an easement in the Belmar Park West project located at 777 S. Yarrow St. Discussion followed and upon motion duly made, seconded, and carried, the Board accepted the easement subject to review and approval of the final legal description. The easement will not be recorded until the existing building demolition is complete.

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3- 777 S. Yarrow St. Easement Vacation

Mr. Lowe presented an easement vacation in the Belmar Park West project located at 777 S. Yarrow St. After discussion and upon motion duly made, seconded, and unanimously carried, the Board accepted the easement vacation subject to final review and approval of the legal description. The easement will not be vacated until the existing building is demolished.

4- Groundwater Study Contract with Kumar & Associates

Mr. Wheatlake presented a contract with Kumar & Associates to perform groundwater monitoring. After discussion and upon motion duly made, seconded, and unanimously carried, the Board approved the contract in the amount of \$61,960.00.

NEW BUSINESS

Mr. Lowe discussed commercial water meter replacement and will bring additional data forward at future Board meetings. Mr. Lowe also noted that Resource Central obtained grant funding for the Garden in a Box program and Bancroft Clover would receive thirty-eight additional discounted gardens.

President Wells asked to discuss charges for Accessory Dwelling Units (ADU) at the next meeting.

OLD BUSINESS:

None

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ADJOURNMENT:

On motion duly made, seconded, and unanimously carried, at 7:45 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/ *Sean Wells*

President of the District