

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

HELD: Monday, June 16, 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 in person and 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 – Assistant Secretary (via teleconference)
Del Smith - Assistant Secretary (via teleconference)

Also present: Laura Puca, Crady, Puca and Associates, Tim Lowe, General Manager, Gilberto Najera, Field Manager, Michelle Norris, District Resident, Nicole Peykov, District Counsel, 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.

ADMINISTER OATH OF OFFICE:

The Oath of Office was administered and witnessed for incoming director Norris.

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ELECTION OF OFFICERS

Following discussion, and upon motion duly made, seconded, and unanimously approved, the Board approved appointment of the following officer:

Michelle Norris – Assistant Secretary

APPROVAL OF AGENDA:

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

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 May 19, 2025, a regular board meeting. The minutes were approved as presented.

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2024 AUDIT PRESENTATION:

Laura Puca of Crady, Puca & Associates presented the draft 2024 audit including the financial statements, audit letter, management letter. Discussion followed about billing adjustments, and a secondary signer for investment approval. Upon motion duly made, seconded, and unanimously approved, the Board accepted the 2024 audit.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending May 31, 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 May 31, 2025. Following discussion, and upon motion duly made and seconded, the Board accepted the cash flow summary and payables as presented.

FIELD MANAGER'S REPORT:

Mr. Najera presented his monthly report on field activities for May and June 2025. Mr. Najera noted C&L responded to a watermain break that occurred at 1490 Wadsworth and Florida, C&L repaired the broken pipe. As of May 2025, a total of 529 meters have been replaced, with a goal of replacing 1,500 in 2025.

GENERAL MANAGER'S REPORT:

Mr. Lowe presented the general manager's report for May 2025. Discussion followed regarding the shop heating plans. Mr. Lowe will work with the District's counsel on the job bid process. Mr. Lowe also discussed two easement amendments for 1975 S. Webster Street. The proposal is to install sound walls which will encroach on existing easements that prohibit these walls from being installed.

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ENGINEERING REPORT:

Mr. Wheatlake presented the monthly engineering report on current projects dated June 2025. He noted that the 2024 CIPP was nearly complete with only 15 LMK tap liner remaining to be installed. The 2025 CIPP is scheduled to begin pre-lining videos and flushing in May with lining starting in June.

LEGAL REPORT:

Ms. Peykov presented her monthly legal report.

METRO WATER RECOVERY REPORT:

Mr. Smith gave his report noted no current updates.

ACTION ITEMS:

Change Order for 2024 Sanitary Sewer CIPP Rehabilitation.

Mr. Wheatlake presented a change order for the 2024 Sanitary Sewer CIPP Rehabilitation Project. Discussion followed regarding change order #3 in the amount of \$640.00 and change order #4 in the amount of \$123,650.00.

Following discussion and motion duly made, and seconded, the Board unanimously approved change orders #3 and #4.

NEW BUSINESS

Direct Ris was appointed to be a secondary signer for investment approval for the District.

Mr. Lowe presented information on the credit card transaction processing fees the District was paying at the May 2025 Board meeting, after discussion the Board elected to move forward with the changes to the credit card fees through Invoice Cloud adopting a percentage fee rate.

The Board directed Mr. Lowe to present a breakdown of the cost of sending paper bills to each customer at the next board meeting.

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Mr. Lowe reported that the Special District Association annual meeting will be September 16 – September 18, 2025, registration opens on June 30th. Interested Board members should contact Ms. Vigil or Mr. Lowe to be registered.

OLD BUSINESS

None

ADJOURNMENT:

On motion duly made, seconded, and unanimously carried, at 7:40 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