

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

HELD: Monday, July 21, 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
Michelle Norris – Assistant Secretary
Del Smith - Assistant Secretary (via teleconference)

Secretary Julie Jakicic was absent and excused.

Also present: Laura Heinrich, District Counsel, Tim Lowe, General Manager, Gilberto Najera, Field Manager, Bethany Pas-Flythe, District Accountant, 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 6:02 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. Ms. Heinrich 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 June 16, 2025, a regular board meeting. The Board requested amendments to remove duplicate headings and correct attendance. The minutes will be presented at the next meeting for approval.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending June 30, 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 June 30, 2025. 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'S REPORT:

Mr. Najera presented his monthly report on field activities noting that the accelerated sewer maintenance was completed for the year. Discussion followed regarding the use of backflow tracking software. Director Ris mentioned that his HOA was assessed a surcharge for entering backflow test results into the District's backflow software. After additional discussion and upon motion made seconded and unanimously approved, the Board directed staff to accept backflow test reports in any manner allowed by CDPHE.

GENERAL MANAGER'S REPORT:

Mr. Lowe presented the general manager's report for June 2025. Mr. Lowe reported that the bids for the shop heating system upgrade project would be accepted until August 13th, 2025. Mr. Lowe also noted that the credit card fee charged by Invoice Cloud would change to a percentage-based model on July 27, 2025.

Mr. Lowe shared the District's 2nd quarter investment portfolio statements with the Board.

ENGINEERING REPORT:

Mr. Wheatlake presented the monthly engineering report on current projects dated July 2025. He noted that he would contact Exponent to begin evaluating the pipe samples in their possession. Discussion followed regarding taking additional pipe samples after some were lost in transit. The Board gave directions to complete the physical testing and correlate the physical data with the soils and acoustic data. The results to be used to update the Pipe replacement master plan.

Mr. Wheatlake then presented a project review of the recently completed W. Florida Waterline Replacement project.

LEGAL REPORT:

Ms. Heinrich reported on the status of the 2099 S. Oak St. easement acquisition efforts. Ms. Heinrich reported that the condemnation petition had been filed, and the owner was served. President Wells requested he be informed of the Possession Hearings date and location so he could attend if available.

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Mr. Lowe then reported on the efforts to date to recover compensation for damage to a district sewer line at S. Fenton St. and W. Ohio Ave. Noting the lack of response from the contractor's insurance company, the Board directed counsel to file a complaint in District court.

METRO WATER RECOVERY REPORT:

Mr. Smith reported on the latest Metro activities. He noted that the European Union recently changed its regulations, and the US power grid does not meet the new standards. As a result, Metro would no longer be paid for its methane capture. However, Metro was still moving forward with its plan to sell pressurized methane to Xcel Energy.

ACTION ITEMS:

1975 S. Webster St. Easement Amendment.

Mr. Lowe presented an amendment to the District easements at 1975 S. Webster St. The property owner requested the amendment to allow the installation of sound walls on the property. The sound walls are designed to reduce noise disturbance to area residents. Discussion followed and upon motion duly made, seconded, and unanimously approved, the Board accepted the easement amendment.

Bid results for the Kipling Parkway Sewer Crossing Project.

Mr. Wheatlake presented the bid for the Kipling Parkway Sewer Crossing Project. The project had one bidder, Brannan Construction. After discussion and upon motion duly made, seconded, and unanimously approved, the Board awarded the contract in the amount of \$769,132.00.

NEW BUSINESS

Mr. Lowe discussed a memo on the cost of producing and delivering paper bills to customers. Discussion, questions, and answers followed with Mr. Lowe reporting that there had been significant increases in the cost of postage and materials. The Board requested further discussion and opportunities for public input at the September meeting.

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OLD BUSINESS

Mr. Lowe reported that recently there has been an increase in Accessory Dwelling Unit (ADU) inquiries. In the past the Board has expressed interest in considering what the appropriate tap connection fees for an ADU is. The Board requested that the ADU discussion be incorporated as part of the annual rate consideration process.

ADJOURNMENT:

On motion duly made, seconded, and unanimously carried, at 8:08 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