# RECORD OF PROCEEDINGS

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

**HELD:** Monday, August 18, 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:
Julie Jakicic - Secretary
Jim Ris - Treasurer
Michelle Norris – Assistant Secretary
Del Smith - Assistant Secretary

The President, Sean Wells, was absent and excused.

Also present: Tim Lowe, General Manager, Gilberto Najera, Field Manager, Bethany Pas-Flythe, District Accountant, Nicole Peykov, District Counsel, Wade Wheatlake, District Engineer.

**CALL TO ORDER:**

Assistant Secretary Smith 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 move the Engineer's report to the beginning of the meeting and add an action item for Change Order #3 for the W. Florida Waterline Project.

**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:**

Assistant Secretary Smith issued an invitation for comments from customers, consultants, managers. There was no response.

**ENGINEERING REPORT:**

Mr. Wheatlake presented the monthly engineering report on current projects dated August 18, 2025. He reported that Exponent had begun physically testing the pipe samples which were delivered earlier in the year. Mr. Wheatlake also noted that final quantities had been agreed upon for the West Florida Waterline project and they were contained in Change Order #3. Discussion followed regarding the 2025 CIPP project and the Board requested photos of the LMK T Liners which are being installed in select sewer taps.

## ACTION ITEMS:

West Florida Waterline Change Order #3

Mr. Wheatlake presented Change Order #3 for the W. Florida Waterline project. The change was for the replacement of a leaking 12-inch valve at W. Florida Ave. and S. Wadsworth Blvd. Discussion followed and upon motion duly made and seconded, the Board approved Change Order #3 in the amount of $35,060.00.

## APPROVAL OF PREVIOUS MINUTES:

Mr. Lowe presented the minutes of June 16 and July 21, 2025, regular board meetings. Discussion followed and upon motion duly made and seconded, the Board approved the minutes of both regular meetings.

## FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending July 31, 2025. After discussion, the Board accepted the financial statements as presented.

## FINANCIAL CASH FLOW SUMMARY:

Mr. Lowe presented to the Board the monthly cash flow summary and payables through July 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 July and August. Mr. Najera reported that the regular cleaning and video inspection program was approximately 88% complete for the year. He also said that the field staff had completed the fire hydrant flushing and inspection program for the year. With the fire hydrants complete, the field staff will now move on to flushing blow off assemblies.

**GENERAL MANAGER’S REPORT:**

Mr. Lowe presented the general manager’s report for July 2025. Mr. Lowe reported that no bids were received for the Shop Heating System Upgrade Project. Discussion followed and Mr. Lowe noted that he had a number of contractors he would contact individually to solicit bids for the project. Discussion followed and Mr. Lowe will cancel the planned special Board meeting on August 25, 2025, and present any bids received at the September meeting.

Mr. Lowe went on to discuss reinvestment of the recently matured treasury position. Mr. Lowe recommended that the funds be reinvested in two tranches to fill positions on the investment ladder. The recommended positions were May 2029 and November 2027. Mr. Lowe also discussed Certificate of Deposit Account Registry Service (CDARS) investment product. Discussion followed and more information can be provided at a later meeting.

**LEGAL REPORT:**

Ms. Peykov gave the monthly legal report. Ms. Peykov said that the 2025 legislative recap would be available for the September Board meeting.

**METRO WATER RECOVERY REPORT:**

Mr. Smith reported on the latest Metro activities noting that the Metro Board will be considering changes to the annual charge methodology at their next meeting.

**NEW BUSINESS**

As noted above, Mr. Lowe will cancel the planned special meeting on August 25, 2025. Any bids received for the Shop Heating Upgrade Project will be presented to the Board at the September meeting. In addition, Mr. Lowe will discuss the Administration Building Renovation project at the September 2025 meeting.

**OLD BUSINESS**

There were no Old Business items discussed.

**ADJOURNMENT:**

On motion duly made, seconded, and unanimously carried, at 7:25 p.m. Assistant Secretary Smith 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