

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

**HELD:** Monday, January 26, 2026, 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- Secretary  
Michelle Norris – Assistant Secretary  
Del Smith - Assistant Secretary

Also present: Tim Lowe, General Manager, Gilberto Najera, Field Manager, Bethany Pas-Flythe, District Accountant, 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:**

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. 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 to receive comments from customers, consultants, managers. There was no response. Mr. Lowe provided a summary of customer comments District staff had received in response to the implementation of the paper bill fee.

### **MINUTES:**

Mr. Lowe presented the minutes of the December 15, 2025 regular meeting. The minutes were approved as presented.

### **FINANCIAL STATEMENTS:**

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

### **FINANCIAL CASH FLOW SUMMARY:**

Ms. Vigil presented 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'S REPORT:**

Mr. Najera presented the monthly report on field activities for December and January. Mr. Najera then presented several layers in the GIS which showed the age of the District's pipe and the pipe material. He also shared a table summarizing the number and type of water main breaks since

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1991. Discussion followed and the Board requested visual displays for the next capital sub-committee meeting.

Mr. Najera and Mr. Wheatlake then provided an update on the Kipling sewer line replacement project. The CIPP pipe liner was damaged during installation, and a new one was being ordered with an estimated delivery time of 9 weeks.

### **GENERAL MANAGER'S REPORT:**

Mr. Lowe presented the general manager's report for December 2025. He discussed the reinvestment of reserve funds which matured on December 31, 2025. The funds are currently being held in the District's Colotrust account until the short-term yields converge with the 2-3 Treasury yields.

Mr. Lowe also noted that the paper bill fee has been tested and will appear on the bills dated February 28.

### **ENGINEERING REPORT:**

Mr. Wheatlake presented the monthly engineering report on current projects dated January 26, 2026. Mr. Wheatlake reported the Kipling Parkway sewer replacement project was nearly complete and awaiting the cured in place liner for the original pipe.

Mr. Wheatlake then gave a presentation on the potential project to build a sewer bypass line near S. Garrison St. and W. Tennessee Ave. Discussion followed and the Board requested additional alternatives be investigated and further information be gathered regarding the abandoned Green Mountain metering vault.

### **LEGAL REPORT:**

Ms. Peykov reported that there were no new legal updates.

### **METRO WATER RECOVERY REPORT:**

Mr. Smith reported that there were no new updates on Metro Water Recovery activities. He also solicited interest in a tour of Metro's Robert W. Hite Treatment facility later this spring.

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### **ACTION ITEMS:**

1- 1275 S. Teller St. Easement

Mr. Lowe presented an easement for the Jeffco Action Center located at 1275 S. Teller St. Following discussion, and upon motion duly made and seconded, the Board approved easement.

2- Revised BCWSD Rules & Regulations

Mr. Lowe presented a draft of the revised District Rules & Regulations. The revised Rules & Regulations draft includes the Board's December 2025 action on tap fees for Accessory Dwelling Units (ADUs) and the November 2025 action on Installment payments. Following discussion, and upon motion duly made and seconded, the Board approved the Rules & Regulations as presented, effective January 26, 2026.

### **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