

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

**HELD:** Monday, October 20, 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 (via teleconference)  
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:**

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:**

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:**

Assistant Secretary Smith issued an invitation to receive comments from customers, consultants, managers. Mr. Lowe complimented the District staff for their response to a series of main breaks on October 17<sup>th</sup>.

### **MINUTES:**

Mr. Lowe presented the minutes of the September 22, 2025, regular board meeting. The minutes were approved as presented.

### **FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending September 30, 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 September 30, 2025. Discussion followed regarding the receivables aging report. The Board requested a discussion of the District's collection policy at the November meeting. 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 September and October. Discussion followed regarding the emergency repair of two main breaks on October 17<sup>th</sup> & 18<sup>th</sup>. Mr. Najera also shared photos of the breaks and repairs.

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

Mr. Lowe presented the general manager's report for September 2025. Mr. Lowe discussed the status of items including the Shop Heating Upgrade project, board room AV, shop garage doors, and damage reimbursement. Mr. Lowe also reported that Metro Water Recovery had recently rewritten the rules around dwelling units and charging connection fees for ADUs.

### **ENGINEERING REPORT:**

Mr. Wheatlake presented the monthly engineering report on current projects dated October 20, 2025. Mr. Wheatlake reported the Kipling Pkwy. sewer replacement project was scheduled to begin in early November and that Exponent was working on the pipe sample report.

### **LEGAL REPORT:**

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

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

Mr. Smith noted that there was a Board of Directors meeting on October 21 and he would report on any actions and activities at the next meeting.

### **ACTION ITEMS:**

1. West Metro Fire Easement

Mr. Lowe presented an easement for the West Metro Fire facility at 6345 W. Mississippi Ave. Discussion followed and upon motion duly made and seconded, the Board approved the easement.

2. Chase Bank Easement

Mr. Wheatlake presented an easement for the new Chase Bank building at 1997 S. Wadsworth Blvd. Discussion followed and upon motion duly made and seconded, the Board approved the easement.

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### **NEW BUSINESS**

The 2026 budget work session will be held on Monday, November 3<sup>rd</sup> at 5:00 p.m.

### **OLD BUSINESS**

There was no old business to discuss.

### **ADJOURNMENT**

On motion duly made, seconded, and unanimously carried, at 7:05 p.m. Director Smith continued the meeting until 5:00 p.m. on November 3, 2025, at the District office for the sole purpose of a work session to review the draft 2026 budget.

### **CONTINUED MEETING – November 3, 2025**

The Board re-convened the meeting at 5:00 p.m. The Board discussed and reviewed the draft budget for 2026 in work session. Upon completion, the meeting was adjourned at 6:45 p.m. with no other topics addressed and no action taken.

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