

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

**HELD:** Monday, December 15, 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- 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.

## **RECORD OF PROCEEDINGS**

December 15, 2025

Bancroft-Clover Water and Sanitation District

Page 2 of 5

### **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.

### **MINUTES:**

Mr. Lowe presented the minutes of the November 17, 2025 regular meeting. The minutes were approved as presented.

### **ACTION ITEMS:**

- 1- 2026 Water and Sewer Rates

President Wells opened the Public Hearing on Rates and issued an invitation for comments from members of the public. There were no members of the public present, and no comments submitted.

Mr. Lowe presented the 2026 water and sewer rates, which included a 4.5% water rate increase and a 6.0% sewer rate increase. Board discussion followed regarding the impact on operating revenue, reserve levels and future capital spending. There being no further discussion, President Wells closed the hearing.

Upon motion duly made, seconded, and carried, the Board approved the water and sewer rates as presented with the rates effective February 1, 2026.

## **RECORD OF PROCEEDINGS**

December 15, 2025

Bancroft-Clover Water and Sanitation District

Page 3 of 5

### **2- 2026 Administrative Fees**

Mr. Lowe presented the 2026 Administrative Fees. Discussion followed and upon motion duly made, seconded, and carried, the Board approved the 2026 Administrative Fees as amended, effective February 1, 2026. The Administrative Fees were amended to include a paper bill fee of \$1.50/month for customers receiving paper bill statements.

### **FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending November 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 November 30, 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 November and December. Mr. Najera also shared photos and videos of the Kipling Sewer Replacement project.

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

Mr. Lowe presented the general manager's report for November 2025. Mr. Lowe also discussed the reinvestment of reserve funds maturing on December 31, 2025.

Mr. Lowe then presented information regarding the cost of sending paper bill statements. Following discussion, and upon motion duly made and seconded, the Board approved a paper bill fee of \$1.50/month, effective February 1, 2026 and amended the Administrative Fees to include the fee.

## **RECORD OF PROCEEDINGS**

December 15, 2025

Bancroft-Clover Water and Sanitation District

Page 4 of 5

Mr. Lowe presented information regarding the District's rules and regulations on tap fees for Accessory Dwelling Units (ADUs). Mr. Lowe noted that water & sewer tap fees represent capacity in the district's systems and due to increased customer conservation and water saving devices, the capacity is not always fully utilized. The Board discussed whether to consider changing the District's rules & regulations to allow an ADU to be added to the property without charging for additional capacity. Discussion followed and the Board directed the general manager and district counsel to draft amendments to the District's Rules & Regulations concerning tap fees for ADUs. The draft amendments would then be presented to the Board for approval.

### **ENGINEERING REPORT:**

Mr. Wheatlake presented the monthly engineering report on current projects dated December 15, 2025. Mr. Wheatlake reported the Kipling Pkwy. sewer replacement project was underway and the casing pipe was now installed. Mr. Wheatlake noted the draft report on pipe condition would be arriving in December. Discussion followed regarding re-constituting the capital projects sub-committee. Upon motion duly made and seconded, the Board appointed President Wells and Assistant Secretary Norris to the sub-committee.

The Board requested Mr. Wheatlake give a presentation regarding the Garrison & Mississippi Sewer Rehabilitation project at the next Board meeting.

### **ACTION ITEM:**

Mr. Wheatlake presented a deductive change order to the 2025 CIPP project. The change order removed lining of pipe segments between elevated manholes. Following discussion, and upon motion duly made and seconded, the Board approved the deductive change order in the amount \$(9,313.92).

### **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.

**RECORD OF PROCEEDINGS**

December 15, 2025

Bancroft-Clover Water and Sanitation District

Page 5 of 5

**NEW BUSINESS**

None

**OLD BUSINESS**

None

**ADJOURNMENT**

On motion duly made, seconded, and unanimously carried, at 7:15 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