

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

HELD: Monday, June 15, 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 – Assistant Secretary
Delbert Smith – Assistant Secretary
Michelle Norris - Assistant Secretary

Also present: Tim Lowe, General Manager; Bethany Pas-Flythe, District Accountant, Laura Puca, Crady, Puca & Associates (via teleconference); Gilberto Najera, Field Manager, 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:

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. 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 for comments from customers, consultants, managers. There was no response.

2025 AUDIT PRESENTATION:

Laura Puca of Crady, Puca & Associates presented the draft 2025 audit including the financial statements, audit letter, management letter. Discussion followed about auditing rates for service. Upon motion duly made, seconded, and unanimously approved, the Board accepted the 2025 audit.

APPROVAL OF PREVIOUS MINUTES:

Mr. Lowe presented the minutes of May 18, 2026, a regular board meeting. Upon motion duly made, seconded, and unanimously approved, the Board approved the minutes as presented.

FINANCIAL STATEMENTS:

Ms. Pas-Flythe presented to the Board the financial statements for the period ending May 31, 2026. 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 May 31, 2026. 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 REPORT:

Mr. Najera presented his monthly report on field activities for April and May 2026. Mr. Najera noted that the valve maintenance and hydrant flushing programs wrap up, staff will focus on the meter replacement program. To date, 629 water meters have been replaced. Discussion followed and the Board requested that water purchases subject to the Denver Water drought surcharge be added to his report.yah

GENERAL MANAGER'S REPORT:

Mr. Lowe presented the general manager's report for May 2026. He reported that due to grant funding, additional Garden in a Box discounts would be available for the Resource Central late-summer sale. Mr. Lowe also noted that Denver Water has begun the 2027 rate process. The preliminary revenue requirement of 5% was being used along with a 3-4% demand reduction due to the current drought.

Mr. Lowe went on to discuss trespassing and increased security at the administration building. Discussion followed and Mr. Lowe will solicit quotes for fencing and camera upgrades.

ENGINEERING REPORT:

Mr. Wheatlake presented the monthly engineering report on current projects dated June 15, 2026. Mr. Wheatlake reported that he would have a draft memo summarizing the results of the water pipe assessment in the next few weeks and would distribute to the whole Board at the July meeting.

Mr. Wheatlake also discussed a re-development project at 7500 & 7506 W. Mississippi Ave. The project will redevelop two commercial office buildings into a mixed-use commercial / residential property. Mr. Wheatlake is working with the property owner's engineer to review the current tap locations and sizing.

LEGAL REPORT:

Ms. Peykov presented her monthly legal report noting that the legislative summary of the 2026 session would be distributed at the next meeting.

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METRO WATER RECOVERY REPORT:

Mr. Smith gave his report of Metro Water Recovery business. Mr. Smith will distribute a presentation on energy use and thermal capture at a future meeting.

ACTION ITEMS:

None

NEW BUSINESS

Mr. Lowe reviewed his memo on hiring an owner's representative for the administration building renovation. Discussion with the Board followed regarding scopes of work and contracting details. The Board constituted a sub-committee to review proposals, contract documents, schedules and provide project initiation oversight. Following discussion, and upon motion duly made and seconded, the Board created a building renovation subcommittee and approved the nomination of Directors Ris and Norris as the Board committee members.

OLD BUSINESS

None

ADJOURNMENT:

On motion duly made, seconded, and unanimously carried, at 7:47 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