

# **RECORD OF PROCEEDINGS**

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## **MINUTES OF JOINT REGULAR MEETING**

### **BOARD OF DIRECTORS**

#### **PLATTE CANYON WATER AND SANITATION DISTRICT**

#### **AND**

#### **SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT**<sup>1</sup>

Friday  
January 26, 2024  
Jefferson County, Colorado

The regular joint monthly meeting of the Board of Directors of the Platte Canyon Water and Sanitation District (“Platte Canyon”) and the Board of Directors of the Southwest Metropolitan Water and Sanitation District (“Southwest”) convened on Friday, January 26, 2024, at 8:30 a.m. in the Districts’ office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123. For purposes of convenience, the meeting was also conducted virtually using Microsoft Teams.

Any Board member who could not or was not comfortable physically attending, could attend by telephone or virtually. The web address and call-in information were included in the meeting notice so that interested members of the public could also attend. Although jointly conducted, a portion of the meeting pertained solely to one District or the other and, accordingly, at times only the vote of one Board or the other was required.

The following Platte Canyon Directors were in attendance, to wit:

William D. Buckner  
Anthony M. Dursey (by telephone)  
Louis J. Fohn (by telephone)  
George E. Hamblin, Jr.  
Mark Swatek

The following Southwest Directors were in attendance, to-wit:

Anthony M. Dursey (by telephone)  
George E. Hamblin, Jr.  
Chuck Hause  
Samuel Rivas, Jr.  
Bernard J. Sebastian, Jr.

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<sup>1</sup> and each District’s Water and Sanitary Sewer Activity Enterprise.

The following Platte Canyon staff members were physically present: Cynthia Lane, manager; Alyssa Quinn, assistant manager; Vanessa Shipley, financial administrator; Scott Hand, operations supervisor; Justin Roquemore, construction program manager; Chris Cochran, construction coordinator. Bridget Butterfield, communications and administrative services coordinator; Adam Morse, GIS/Website/IT technician; attended via Teams.

Also in attendance was Timothy J. Flynn, from Collins Cole Flynn Winn & Ulmer, PLLC, legal counsel for both Districts.

### **CALL TO ORDER**

The meeting was called to order by Platte Canyon’s President, George E. Hamblin, Jr., who presided as Chair.

### **APPROVAL OF PLATTE CANYON AGENDA**

Following a review and discussion, a motion was made by Platte Canyon Director Swatek and seconded by Platte Canyon Director Buckner to approve, as presented, the Platte Canyon agenda. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

William D. Buckner	Aye
Anthony M. Durseley	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Mark Swatek	Aye

Following the approval of the agenda, both Boards join Platte Canyon and Southwest Director Durseley in thanking, and expressing their appreciation to, Platte Canyon Director Swatek for his work in assembling information and leading the Executive Committee in conducting its preliminary review of the Districts’ manager, the recommendations of which were presented to both Boards during last month's Executive Session.

### **PLATTE CANYON CONSENT AGENDA**

Following a brief discussion, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Swatek to approve Platte Canyon Consent Agenda Items No. 1 and No. 2, as set forth below, by a single motion:

**1. Ratification of Interim Disbursements and Approval of Current Payables.** Platte Canyon payables and supplemental disbursements for the month of December 2023 and January 2024, in the aggregate amount of \$525,304.13, represented by Platte Canyon check numbers 35160 thru 35208, inclusive, including any checks for less

than \$5,000 written by the manager pursuant to prior Board authorization, together with various electronic fund payments for employee salaries, utility payments and other authorized electronic fund vendors.

2. **Platte Canyon Investment/Deposit Transaction Report.** During the month of December 2023, Platte Canyon did not purchase any treasury notes or agency securities, nor did Platte Canyon sell or have any treasury notes or other securities mature or redeem. Also, during the month, Platte Canyon did not purchase, sell or renew any certificates of deposit.

With respect to Consent Agenda Item Nos. 1 and 2 above, the Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

William D. Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Mark Swatek	Aye

### **PLATTE CANYON ACTION ITEMS**

1. **Approval of Arcadia Creek Sewer Connection Agreement with the Southwest and Columbine Water and Sanitation Districts.** The manager and legal counsel reviewed the terms of a proposed intergovernmental agreement that will allow sanitary sewer service to be provided by Platte Canyon to a development known as Arcadia Creek, using Platte Canyon, Columbine, and Southwest sewer lines and related facilities. Arcadia Creek is a residential development that will consist of approximately twenty-three (23) single family homes and a clubhouse. The agreement has been approved by Columbine’s Board of Directors. After discussing the agreement in detail, a motion to approve the agreement was made by Platte Canyon Director Swatek and seconded by Platte Canyon Director Buckner. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

William D. Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Mark Swatek	Aye

The motion included authorization for appropriate officers of Platte Canyon to execute the Agreement.

2. **Manager Goals for 2024.** There was a brief discussion regarding the manager’s goals for 2024 which were slightly modified during the discussion. During 2024,

the manager will regularly update the Board on where she is in accomplishing her goals. The first formal update will come at next month's meeting. Following a brief discussion, a motion was made by Platte Canyon Director Swatek and seconded by Platte Canyon Director Buckner to approve the manager's goals as modified. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

William D. Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Mark Swatek	Aye

While not an employee of Southwest, the Southwest Board concurred with the manager's goals for calendar year 2024.

### **PLATTE CANYON INFORMATION/DISCUSSION ITEMS**

There were no information or discussion items to come before the Platte Canyon Board.

### **PLATTE CANYON NEW BUSINESS**

There was no new business to come before the Platte Canyon Board.

### **JOINT PARTICIPATION PORTION OF THE MEETING**

Platte Canyon Director Hamblin, continued to act as Chair and called the joint participation portion of the meeting to order.

### **APPROVAL OF JOINT MEETING AGENDA**

Following a brief discussion, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Swatek, to approve the joint meeting agenda, as presented. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

William D. Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Mark Swatek	Aye

The Chair then called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

### **JOINT MEETING CONSENT AGENDA**

1. **Approval of the Minutes of the Boards’ December 15, 2023 Joint Regular Meeting.** Following a brief discussion and review, a motion was made by Southwest Director Sebastian and seconded by Platte Canyon Director Buckner to approve the minutes of the Boards’ December 15, 2023 joint regular meeting, as written. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

William D. Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Mark Swatek	Aye

The Chair then called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

The approved minutes will be presented to the members of each Board for signature as soon as practical following the meeting, as further evidence of ratification, confirmation, and approval.

### **JOINT MEETING ACTION ITEMS**

1. **Financial Matters.**

(a) **Platte Canyon Financial Statements.** The following unaudited Platte Canyon financial statements, prepared by Vanessa Shipley, for the twelve-month period ending December 31, 2023, were presented to the Boards:

(i) Statement of Net Assets, dated December 31, 2023, showing Platte Canyon’s Assets, Liabilities, and Net Assets;

(ii) Statement of Revenue, Expenses and Changes in Net Assets for the twelve-month period ending December 31, 2023;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the twelve-month period ending December 31, 2023; and

(iv) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to CM/YTD Budget for the twelve-month period ending December 31, 2023.

Vanessa Shipley reviewed the Platte Canyon financial statements and noted those items where there was a deviation in the year-to-date financials from the adopted budget. At the conclusion of her review, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Swatek to accept the Platte Canyon financial statements, as presented. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

William D. Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Mark Swatek	Aye

(b) **Southwest Financial Statements.** The following unaudited Southwest financial statements, prepared by Vanessa Shipley for the twelve-month period ending December 31, 2023, were presented to the Boards:

(i) Statement of Net Assets, dated December 31, 2023, showing Southwest’s Assets, Liabilities, and Net Assets;

(ii) Statement of Revenue, Expenses and Changes in Net Assets for the twelve-month period ending December 31, 2023;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the twelve-month period ending December 31, 2023; and

(iv) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to CM/YTD Budget for the twelve-month period ending December 31, 2023.

Following Vanessa Shipley’s review of the financial statements, a motion was made by Southwest Director Hause and seconded by Southwest Director Sebastian to accept the

Southwest financial statements, as presented. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

(c) **Platte Canyon Investment/Deposit Report.** The Boards reviewed a list of Platte Canyon investments in U.S. Government treasury notes, agency securities, certificates of deposit, and money market funds, together with a report showing the funds Platte Canyon has in approved state depositories and authorized local government investment pools. As of December 31, 2023, Platte Canyon’s investments and deposits totaled \$10,371,429.26, itemized as follows:

<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Percentage</u></b>
Checking	\$141,914.58	1.37%
Certificates of Deposit	\$250,000.00	2.41%
Colotrust-Edge	\$566,548.97	5.46%
Colotrust-Plus	\$2,378,054.97	22.93%
Colotrust-Trust Account	\$1,635,048.82	15.76%
CSAFE-Core	\$629,167.96	6.07%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$3,268,622.14	31.52%
U.S. Government Agencies and Instrumentalities	\$1,502,071.82	14.48%
<b>TOTAL</b>	<b><u>\$10,371,429.26</u></b>	<b><u>100.00%</u></b>

The average yield on Platte Canyon’s investments for the month of December 2023, as calculated by staff, was 3.3930% per annum.

Following a brief discussion, a motion was made by Platte Canyon Director Swatek and seconded by Platte Canyon Director Buckner to accept the Platte Canyon Investment/Deposit Report, as presented. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

William D. Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Mark Swatek	Aye

(d) **Southwest Investment/Deposit Report.** The Boards reviewed a list of Southwest’s investments in U.S. Government treasury notes, agency securities, certificates of deposit, and money market funds, together with a report showing the funds Southwest has in approved state depositories and authorized investment pools. As of December 31, 2023, Southwest’s investments and deposits totaled \$25,331,523.99, itemized as follows:

<u>Description</u>	<u>Amount</u>	<u>Percentage</u>
Checking	\$27,367.63	0.11%
Certificates of Deposit	\$249,000.00	0.98%
Colotrust-Edge	\$879,049.08	3.47%
Colotrust-Plus	\$2,351,898.12	9.28 %
Colotrust-Trust Account	\$359,429.67	1.42%
CSAFE-Core	\$1,035,064.82	4.09%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$12,449,848.02	49.15%
U.S. Government Agencies and Instrumentalities	\$7,979,866.65	31.50%
TOTAL	\$25,331,523.99	100.00%

The average yield on Southwest’s investments for the month of December 2023, as calculated by staff, was 2.4063% per annum.

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to accept the Southwest Investment/Deposit Report, as presented. The Chair called for a vote of the Southwest Board, and the vote was as follows:

- Anthony M. Dursey           Aye
- George E. Hamblin, Jr.   Aye
- Chuck Hause               Aye
- Samuel Rivas, Jr.         Aye
- Bernard J. Sebastian, Jr. Aye

**INFORMATION/DISCUSSION ITEMS**

1. **Management Report.** The manager reviewed her written management report for both Boards for the month of January 2024, a copy of which was previously included in the meeting packet. As part of her review, the manager discussed the following additional matters:

(a) **Personnel Change.** The manager announced that Justin Roquemore had officially been promoted to the position of construction project manager. The position



was previously held by Tony Cocozzella. Chris Cochran will become the construction coordinator filling the position vacated by Justin Roquemore.

(b) **Southgate Salary Incentives.** The manager advised the Board that due to the difficulty in obtaining qualified staff, the Southgate Water and Sanitation Districts recently implemented a policy whereby the District's pay employees for 40-hours even though they work only 32 hours per week. The manager did not believe such an incentive would be necessary in Platte Canyon due to the excellent benefits and working conditions afforded by Platte Canyon. She will keep the Board apprised.

(c) **Phishing Emails on the Increase.** The Board was advised that both Platte Canyon and Southwest have noted an increase in the frequency of phishing emails. Board members were advised to be on the lookout for phishing emails. It was noted that recently, a hacker impersonated a Southwest Director's email and emails were sent out to other Board members and staff.

(d) **Jefferson County Road Project.** It was noted that Jefferson County has a road project underway which will require a lowering of a Southwest waterline to accommodate a Jefferson County storm culvert in Holland Way. It appears the cost of relocating the Southwest facility will be shared 50/50 with Jefferson County. Most likely a waterline relocation agreement will need to be entered into between Southwest and Jefferson County.

**2. Operations and Maintenance Summary Report.** Scott Hand reviewed the Operations and Maintenance Summary Report for the month of December 2023. During the reporting period neither Platte Canyon nor Southwest experienced any sanitary sewer service interruptions. Platte Canyon experienced a waterline break due to corrosion around a steel tapping saddle on December 2, 2023 at 7398 West Frost Drive. Southwest experienced a water service interruption due to contractor boring impacting a District waterline during fiber cable installation. This occurred on December 22, 2023 at the intersection of West Columbine Drive and South Everett Street. The bill cost to repair the damage has been sent to the boring contractor.

During December it was noted that the manager, Scott Hand, and other Platte Canyon field staff attended a backflow prevention meeting at Denver Water. This is part of a transition program whereby Denver Water is transferring to the Master Meter Districts responsibility for managing the backflow cross connections within their respective Districts. This only applies to Master Meter Districts like Bow Mar Water and Sanitation District.

**3. Construction Projects Report.** Justin Roquemore reviewed the Construction Projects Report for Platte Canyon and Southwest for the month of January 224. As part of his report, Mr. Roquemore updated the Boards as to the status of all ongoing Platte Canyon and Southwest projects, including developer and District specific projects,

including those that are in the design phase. The Southwest Board was again updated on the status of the water and sewer lines that are being installed within South Santa Fe Drive and Riverpark in order to accommodate, among other things, the Toll Brothers developments in the area.

**NEW BUSINESS**

There was no new business to come before the joint participation portion of this meeting.

**SOUTHWEST PORTION OF THE JOINT MEETING**

**CALL TO ORDER**

The Southwest portion of the joint meeting was called to order by Southwest’s President, Chuck Hause, who presided as Chair.

**APPROVAL OF SOUTHWEST AGENDA**

Following a brief discussion and review, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to approve, as presented, the Southwest agenda. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

**SOUTHWEST CONSENT AGENDA**

Following a brief discussion, a motion was made by Southwest Director Hamblin. and seconded by Southwest Director Rivas to approve Southwest Consent Agenda Items No. 1 and No. 2, as set forth below, by a single motion:

**1. Ratification of Interim Disbursements and Approval of Current Payables.** Southwest payables and supplemental disbursements for December 2023 and January 2024, in the aggregate amount of \$206,868.71, represented by Southwest check numbers 21102 through 21138, inclusive, including checks written by the manager for less than \$5,000 pursuant to prior Board authorization, as well as various electronic fund payments for utilities and other authorized electronic fund payment vendors.

**2. Southwest Investment/Deposit Transaction Report.** During the month of December 2023, Southwest did not purchase any treasury notes or agency securities nor

did Southwest sell or have any treasury notes or other securities mature or redeem. Also, during the month Southwest did not purchase, sell, or redeem any certificates of deposit.

With respect to consent agenda items nos. 1 and 2 above, the Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

### **SOUTHWEST ACTION ITEMS**

There were no action items to come before the Southwest Board.

### **SOUTHWEST INFORMATION/DISCUSSION ITEMS**

1. **Approval of Arcadia Creek Sewer Connection Agreement with Platte Canyon and Columbine Water and Sanitation Districts.** The manager and legal counsel reviewed the terms of a proposed intergovernmental agreement that will allow Platte Canyon to provide sanitary sewer service to Arcadia Creek utilizing Southwest and Columbine sanitary sewer lines. Arcadia Creek is a residential development located within Platte Canyon that will consist of approximately 23 single family homes and a clubhouse. It was noted that the agreement has been approved by Columbine and Platte Canyon earlier in the meeting.

After discussing the agreement in detail, a motion to approve the agreement was made by Southwest Director Sebastian and Seconded by Southwest Director Rivas. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

### **SOUTHWEST NEW BUSINESS**

1. **Resignation of Director George E. Hamblin, Jr.** At this time, Platte Canyon and Southwest Director George E. Hamblin, Jr. announced that he was resigning his position on both the Platte Canyon and Southwest Boards. This Board meeting will be the last Platte Canyon and Southwest meeting that Director Hamblin plans to attend. It was noted that he has been a long-time member of both Boards. Both Boards expressed their

appreciation for Mr. Hamblin’s contribution to their respective Districts and wished him well in his future endeavors.

**ADJOURNMENT OF PLATTE CANYON MEETING**

At this point, noting that there was going to be an Executive Session for the Southwest Board, a motion to adjourn the Platte Canyon meeting was made by Platte Canyon Director Swatek and seconded by Platte Canyon Director Buckner.

The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

William D. Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Mark Swatek	Aye

**SOUTHWEST EXECUTIVE SESSION**

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to go into Executive Session pursuant to Section 24-6-402(4)(b), C.R.S. for the purpose of conferring with legal counsel and obtaining legal advice regarding the Evergreen Crossing financial contribution to the expansion of Southwest facilities needed to serve Evergreen Crossing’s project in Santa Fe Park South. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

Whereupon at approximately 9:45 a.m., the Southwest Board went into Executive Session. Present during the Executive Session were all five Board members, the manager, and legal counsel.

At approximately 10:00 a.m. the Southwest Board returned to open public meeting. The Executive was not recorded because it constituted an attorney client privileged communication.

**ADJOURNMENT**

There being no further to come before the Southwest Board, a motion to adjourn was made by Southwest Director Sebastian and seconded by Southwest Director Rivas.

The Chair then called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

Whereupon, the Southwest Water and Sanitation District meeting of the Board of Directors adjourned at approximately 10:00 a.m. The next regular joint meeting of the Platte Canyon and Southwest Boards will be held on Friday, February 23, at 8:30 a.m. in the Districts' office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123.

Respectfully submitted,

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Timothy J. Flynn, Recording Secretary

### **ATTORNEY'S STATEMENT**

Pursuant to Section 24-6-402(2)(d.5)(II)A, C.R.S., I, Timothy J. Flynn, attest that I am the attorney for the Southwest Metropolitan Water and Sanitation District and that I was present at the time the Southwest Board went into Executive Session on Friday, January 26, 2023 at approximately 9:45 a.m. I further attest the Executive Session was not recorded because it constituted a privileged attorney client communication. The Board did not adopt any policy, rule or regulation or take any formal action during the Executive Session.

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Timothy J. Flynn

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Date

THE MINUTES OF THIS JOINT REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT AND THE BOARD OF DIRECTORS OF THE PLATTE CANYON WATER AND SANITATION DISTRICT ARE HEREBY RATIFIED, CONFIRMED AND APPROVED BY THE FOLLOWING NAMED INDIVIDUALS WHO, INDIVIDUALLY AND AS MEMBERS OF THE BOARD OF DIRECTORS OF SAID DISTRICTS, WAIVE ANY AND ALL NOTICE THAT MAY BE REQUIRED BY THE STATUTES OF THE STATE OF COLORADO PERTAINING TO THE CONVENING AND THE CONDUCTING OF THIS SPECIAL MEETING OF THE DISTRICTS' BOARDS OF DIRECTORS; AND THE UNDERSIGNED DO HEREBY CONSENT TO THE SAID MEETING BEING HELD ON THE DATE, AT THE TIME AND AT THE PLACE AS HEREINABOVE SET FORTH.

**SOUTHWEST  
METROPOLITAN WATER  
AND SANITATION DISTRICT**

**PLATTE CANYON WATER  
AND SANITATION DISTRICT**

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Anthony M. Dursey

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William D. Buckner

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George E. Hamblin, Jr.

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Anthony M. Dursey

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Chuck Hause

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Louis J. Fohn

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Samuel Rivas, Jr.

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George E. Hamblin, Jr.

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Bernard J. Sebastian, Jr.

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Mark Swatek