

RECORD OF PROCEEDINGS

MINUTES OF SPECIAL JOINT MEETING

BOARD OF DIRECTORS

SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT

AND

PLATTE CANYON WATER AND SANITATION DISTRICT¹

Friday
December 13, 2024
Jefferson County, Colorado

A special joint monthly meeting of the Board of Directors of the Southwest Metropolitan Water and Sanitation District (“Southwest”) and the Board of Directors of the Platte Canyon Water and Sanitation District (“Platte Canyon”) convened on Friday, December 13, 2024, at 8:30 a.m. in the Districts’ office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123. The meeting was convened in lieu of the December 20, 2024, joint regular meeting that was cancelled. For purposes of convenience, the meeting could be attended virtually using Microsoft Teams so any Board member who could not or was not comfortable physically attending, could attend by telephone or virtually.

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

Anthony M. Dursey
Ismael Gomez
Chuck Hause
Samuel Rivas, Jr.
Bernard J. Sebastian, Jr.

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

William D. Buckner
Anthony M. Dursey

¹ and each District’s Water and Sanitary Sewer Activity Enterprise.

Louis J. Fohn (by Teams)
Damien Mulvany
Mark Swatek

The following Platte Canyon staff members were physically present: Cynthia Lane, manager; Alyssa Quinn, assistant manager; Vanessa Shipley, financial administrator; Armando Quintana, operations supervisor; and Justin Roquemore, construction program manager. Bridget Butterfield, communications and administrative services coordinator; and Adam Morse, GIS/website/IT technician attended the meeting virtually via Microsoft Teams.²

Also attending via Microsoft Teams was Timothy J. Flynn, from Ireland Stapleton Pryor & Pascoe PC, legal counsel for both Districts.

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, 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
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

SOUTHWEST CONSENT AGENDA ITEMS

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

1. Ratification of Interim Disbursements and Approval of Current Payables. The Southwest payables and disbursements for the month of December 2024, in the aggregate amount of \$266,076.68 represented by Southwest check nos. 21411 thru 21427 inclusive, including any checks for less than \$5,000 written by the manager pursuant

² Southwest has no employees. The above-named personnel are Platte Canyon employees who, pursuant to contract with Platte Canyon, provide management, operation, and maintenance services for Southwest.

to prior Board authorization, together with various electronic fund payments for utility and other authorized electronic fund payment vendors.

2. **Southwest Investment/Deposit Transaction Report.** During the month of November, Southwest did not: (i) purchase any treasury or other securities; (ii) sell or have any treasury notes or agency securities mature or redeem; or (iii) purchase, renew, or roll over, any certificates of deposit mature.

With respect to Consent Agenda Items No. 1 and No. 2, the Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

SOUTHWEST ACTION ITEMS

1. **Approval of Legal Services Engagement Letter.** Legal counsel reviewed the terms and provisions of a legal services engagement letter from Ireland Stapleton Pryor & Pascoe PC. The engagement letter contains a conflict-of-interest disclosure and waiver because Mr. Flynn also represents the Platte Canyon Water and Sanitation District. Approval and execution of the engagement letter constitutes Southwest waiver of the concurrent conflict of interest and its consent to the firm’s simultaneous representation of Platte Canyon and Southwest.

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to approve the engagement letter and authorize its execution by an appropriate officer of Southwest. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

2. **Resolution 2024-12-1 Designating the Location for Posting Open Meeting Law Notices and Establishing Southwest’s 2025 Meeting Schedule.** The manager reviewed with the Southwest Board, Resolution 2024-12-1 which designates Southwest’s website as the location for posting open meeting law notices for Board and other meetings and establishes Southwest 2025 meeting schedule as set forth on Exhibit A to the Resolution. For calendar year 2025 Southwest will meet at 8:30 a.m. on the fourth Friday

of each month with the exception that in November and December meetings will be held on the third Friday of the month.

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to adopt Resolution 2024-12-1. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

A copy of Resolution 2024-12-1 is attached to the original of these minutes as **Exhibit A**.

3. Amendment to Southwest 2024 Budget. The Chair opened the public hearing on the proposed amendment of the Southwest 2024 budget. Notice of the Public Hearing was published in accordance with the Colorado local government budget law by staff. No members of the public appeared in person or otherwise registered any objections to, or offered any amendments to Southwest’s proposed 2024 budget amendment. Because no members of the public were present the Chair closed the public hearing. The proposed budget amendment is necessitated by increased and unanticipated expenditures for water and sanitation system remedial repairs during 2024.

Vanessa Shipley briefly reviewed with the Board the proposed 2024 budget amendment noting the reasons why Southwest’s budget needs to be amendment. The budget is being amended to increase the overall appropriation in the general fund by \$181,675. After Vanessa Shipley’s review, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to adopt Resolution 2024-12-2 which resolution formally adopts the proposed 2024 Budget Amendment as heretofore submitted and reviewed by the Southwest Board. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

A copy of Resolution 2024-12-2 is attached to the original of these minutes as **Exhibit B**.

4. **Adoption of 2025 Budget.** The Chair opened the public hearing on Southwest’s proposed 2025 budget. Notice of the Public Hearing was published in accordance with the Colorado local government budget law by staff. No members of the public appeared in person or otherwise registered any objections to, or offered any amendments to Southwest’s proposed 2025 budget, which is balanced as required by law. The Chair then closed the public hearing on the 2025 budget.

The manager and Vanessa Shipley briefly reviewed the 2025 budget noting the minor changes that were made since the last time the draft budget was reviewed by the Southwest Board. Following the review, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to adopt Southwest Resolution 2024-12-3 which Resolution formally adopts the proposed 2025 Budget as heretofore submitted and amended, as the official budget for Southwest for calendar year 2025. Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

A copy of Resolution 2024-12-3 is attached to the original of these minutes as **Exhibit C.**

5. **Adoption of Resolution Appropriating Funds for the 2025 Budget.** The Southwest Board then considered Resolution 2024-12-4 which Resolution appropriates for expenditure by Southwest in calendar year 2025 all funds contemplated for expenditure by the adopted budget. A motion to adopt said resolution 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
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

A copy of Resolution 2024-12-4 is attached to the original of these minutes as **Exhibit D.**

6. **Adoption of Resolution Certifying a Zero Property Tax Mill Levy.** It was noted by legal counsel that Southwest operates as an enterprise and that it does not certify a property tax mill levy which it could not do without impairing its enterprise status, and

without a vote of the eligible electors within Southwest. Accordingly, Southwest certifies a zero-property tax mill levy each year.

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to adopt Resolution 2024-12-5 which resolution authorizes the certification of a zero-property tax mill levy to the Board of County Commissioners of Arapahoe, Douglas and Jefferson Counties Colorado. Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

A copy of Resolution 2024-12-5 is attached to the original of these minutes as **Exhibit E**.

7. Adoption of Resolution Establishing Southwest’s 2025 Rates, Fees, and Charges. The manager reviewed with the Southwest Board, Resolution 2024-12-6 which ratifies, approves, confirms, and in some instances increases Southwest’s rates, fees, and charges for calendar year 2025. Notice that the Southwest Board would consider increasing rates, fees, or charges for calendar year 2025 at this meeting was previously posted on Southwest’s transparency notice hosted by the Special District Association of Colorado. No members of the public appeared or objected or opposed any proposed rate or fee increase. At the conclusion of the discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to adopt Resolution 2024-12-6 which establishes Southwest’s fees for calendar year 2025. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

A copy of Resolution 2024-12-6 is attached to the original of these minutes as **Exhibit F**.

8. Adoption of Resolution Calling Southwest Regular May 6, 2025, Board of Directors Election. The manager noted that Southwest Directors Dursey, Sebastian and Gomez are up for election in May of 2025. Each Director is eligible to run for a four-year term of office on the Southwest Board of Directors. The manager and legal counsel reviewed Resolution 2024-12-7 which calls Southwest’s May 6, 2025, Board of Directors

Election as a polling place election, designates Bridget Butterfield as the Designated Election Official and designates the Southwest office as the polling place. In the event that there are not more candidates running for positions available on the Southwest Board as of March 4, 2025, the election may be cancelled.

Following the review of the Resolution, a motion to adopt the same was made by Southwest Director Rivas and seconded by Southwest Director Sebastian. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

A copy of Resolution 2024-12-7 is attached to the original of these minutes as **Exhibit G**.

SOUTHWEST INFORMATION/DISCUSSION ITEMS

There were no information or discussion items to come before the Southwest Board at this meeting.

SOUTHWEST NEW BUSINESS

There was no new business to come before the Southwest Board at this meeting.

JOINT PARTICIPATION PORTION OF THE MEETING

Southwest’s President, Chuck Hause, continued to act as Chair for the joint participation portion of the meeting which he called to order.

APPROVAL OF JOINT MEETING AGENDA

Following a brief discussion, a motion was made by Platte Canyon Director Swatek and seconded by Southwest Director Rivas to approve the Joint Meeting Agenda, as presented. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

The Chair then 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

JOINT MEETING CONSENT AGENDA

1. Approval of the Minutes of the Boards’ November 22, 2024 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’ November 22, 2024, joint regular meeting, as written. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

The Chair then 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

The approved minutes will be presented to the members of each Board for signature as soon as practical, 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 eleven-month period ending November 30, 2024, were presented to the Boards:

(i) Statement of Net Assets, dated November 30, 2024, showing Platte Canyon’s Assets, Liabilities, and Net Assets;

(ii) Statement of Revenue, Expenses and Changes in Net Assets for the eleven-month period ending November 30, 2024;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the eleven-month period ending November 30, 2024; and

(iv) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to CM/YTD Budget for the eleven-month period ending November 30, 2024.

Vanessa Shipley noted that a number of the invoices for maintenance and remedial repair activities are being received and those costs will be reflected in the yearend financial statements that the Board receives in January. At the conclusion of her review of the financial statements, a motion was made by Platte Canyon Director Swatek and seconded by Platte Canyon Director Mulvany to accept the unaudited 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

(b) Southwest Financial Statements. The following unaudited Southwest financial statements, prepared by Vanessa Shipley for the eleven-month period ending November 30, 2024, were presented to the Boards:

(i) Statement of Net Assets, dated November 30, 2024, showing Southwest’s Assets, Liabilities, and Net Assets;

(ii) Statement of Revenue, Expenses and Changes in Net Assets for the eleven-month period ending November 30, 2024;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the ten-month period ending November 30, 2024; and

(iv) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to CM/YTD Budget for the ten-month period ending November 30, 2024.

At the conclusion of Vanessa Shipley’s review of the financial statements, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to accept the unaudited 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
Ismael Gomez	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’s 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 November 30, 2024, Platte Canyon’s investments and deposits totaled \$11,879,562.91, itemized as follows:

<u>Description</u>	<u>Amount</u>	<u>Percentage</u>
Checking	\$184,892.80	1.56%
Certificates of Deposit	\$250,000.00	2.10%
Colo Trust-Edge	\$594,800.94	5.01%
Colo Trust-Plus	\$3,561,121.54	29.98%
ColoTrust-Trust Account	\$8,989.76	0.08%
CSAFE-Core	\$4,265,514.48	35.91%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$1,512,979.80	12.74%
U.S. Government Agencies and Instrumentalities	\$1,501,263.59	12.64%
TOTAL	<u>\$11,879,562.91</u>	<u>100.00%</u>

The average yield on Platte Canyon’s investments for the month of November 2024, as calculated by staff, was 3.9161% per annum.

Following Vanessa Shipley’s review of the financial statements, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Swatek to accept the Platte Canyon Investment/Deposit Transaction Report.

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 (by Teams)	Aye

Damien Mulvany	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 November 30, 2024, Southwest’s investments and deposits totaled \$26,383,679.04, itemized as follows:

<u>Description</u>	<u>Amount</u>	<u>Percentage</u>
Checking	\$27,556.67	0.10%
Certificates of Deposit	\$249,000	0.94%
ColoTrust-Edge	\$922,884.44	3.50%
ColoTrust-Plus	\$2,720,195.25	10.31%
ColoTrust-Trust Account	\$1,658,639.23	6.29%
CSAFE-Core	\$1,345,935.78	5.10%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$9,475,702.36	35.92%
U.S. Government Agencies and Instrumentalities	\$9,983,765.31	37.84%
TOTAL	<u>\$26,383,679.04</u>	<u>100.00%</u>

The average yield on Southwest’s investments for the month of November 2024, as calculated by staff, was 2.8230% per annum.

Following Vanessa Shipley’s review of the financial statements, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to accept the Southwest Investment and Deposit Report as presented.

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

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

INFORMATION/DISCUSSION ITEMS

1. **Manager’s Report.** The manager referred both Boards to her written management report for the month of November 2024, a copy of which was included in the meeting packet and asked if there were any questions. In the interest of time she did not

review the management report in detail. She did however summarize for the Boards the status of each District's 2024 goals, noting that most of those goals had been achieved and explained the reason why one of those goals, the Comprehensive Sewer Evaluation Process for scheduling Capital Projects was deferred until the second quarter of 2025.

2. Operations and Maintenance Summary Report. Armando Quintana reviewed the Operations and Maintenance Summary Report for the month of November 2024. During the reporting period, Platte Canyon had no water service interruptions, but Southwest experienced two water line breaks. Mr. Quintana presented a PowerPoint presentation which depicted the repair activities that occurred with respect to each break.

He summarized the amount of time it took to repair each break and the anticipated costs. He noted that no remedial repairs were completed during November for either Platte Canyon or Southwest. In November the District's electrical pump contractor repaired a failure in Pump No.1 in the Scott J. Morris Pump Station. Apparently, the pumps had been wired so that they were running backwards. The defective wiring has now been corrected. There were no adverse affects on the Platte Canyon system or equipment as a result of the incorrect wiring.

Armando then briefly reviewed with the Boards the training and meetings that Platte Canyon staff attended during the month. His written report also included information regarding Platte Canyon's contract service operations and locates that were performed on behalf of both Districts during the month.

3. Construction Projects Report. Justin Roquemore, reviewed with the Boards the Capital Projects Report for both Platte Canyon and Southwest. He provided detailed information regarding Platte Canyon water main project in the Bow Mar South area. In addition, he updated the Boards as to the status of various ongoing developer projects within each District.

NEW BUSINESS

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

PLATTE CANYON PORTION OF THE JOINT MEETING

CALL TO ORDER

Mark Swatek, President of Platte Canyon, called the Platte Canyon portion of the joint meeting to order and acted as Chair.

APPROVAL OF PLATTE CANYON AGENDA

Following a brief discussion, a motion was made by Platte Canyon Director Buckner seconded by Platte Canyon Director Mulvany 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. Dursey	Aye
Louis J. Fohn (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

PLATTE CANYON CONSENT AGENDA ITEMS

A motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn to approve Platte Canyon Consent Agenda Items No. 1, 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 payables for the month of November 2024, in the aggregate amount of \$423,483.88 represented by Platte Canyon check nos. 35654 through 35679, inclusive, including any checks for less than \$5,000 written by the manager pursuant to prior Board authorization, as well as various electronic fund payments for employee salaries, utilities and other authorized electronic fund payment vendors.

2. Platte Canyon Investment/Deposit Report. During the month of November 2024, Platte Canyon did not: (i) purchase any treasury or other securities; (ii) sell or have any treasury notes or other securities mature or redeem; or (iii) purchase, renew or rollover any certificates of deposit.

With respect to consent agenda items No. 1 and No. 2, 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

PLATTE CANYON ACTION ITEMS

1. Approval of Legal Services Engagement Letter. Legal counsel reviewed the terms and provisions of the a legal services engagement letter for Ireland Stapleton Pryor & Pascoe, PC for providing legal services to Platte Canyon. The engagement letter

contains a conflict-of-interest disclosure and waiver because Mr. Flynn also represents Southwest. Approval and execution of the engagement letter constitutes Platte Canyon's waiver of the concurrent conflict of interest and Platte Canyon's consent to the firm's simultaneous representation of Southwest and Platte Canyon.

Following a brief discussion, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn to approve the engagement letter and authorize its execution by an appropriate officer of Platte Canyon. 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

2. **Resolution 2024-12-1 Designating the Location for Posting Open Meeting Law Notices and Establishing Platte Canyon's 2025 Meeting Schedule.** The manager reviewed with the Platte Canyon Board Resolution 2024-12-1 which designates Platte Canyon's website as the location for posting open meeting law notices for Board and other public meetings and establishes Platte Canyon's meeting schedule for calendar year 2025 as set forth on **Exhibit A** attached to the Resolution. For calendar year 2025 Platte Canyon will meet regularly at 8:30 a.m. on the fourth Friday of each month with the exception that in November and December meetings will be held on the third Friday of the month.

Following a brief discussion, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Mulvany to adopt Resolution 2024-12-1. 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

A copy of Resolution 2024-12-1 is attached to the original of these minutes as **Exhibit H**.

3. **Adoption of 2025 Budget.** The Chair opened the Public Hearing on Platte Canyon's proposed 2025 Budget. Notice of the Public Hearing was published in accordance with the Colorado local government budget law by staff. No members of the public appeared in person or otherwise registered any objections to or offered any amendments to Platte Canyon's proposed 2025 Budget, which is balanced as required by law. The Chair then closed the public hearing on the 2025 Budget.

The manager and Vanessa Shipley briefly reviewed the 2025 Budget noting the changes made since the last time the draft budget was reviewed by the Platte Canyon Board. Following the review, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Mulvany to adopt Platte Canyon Resolution 2024-12-2, which Resolution formally adopts the proposed 2025 Budget as heretofore submitted, as the official budget for Platte Canyon for calendar year 2025. 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

A copy of Resolution 2024-12-2 is attached to the original of these minutes as **Exhibit I.**

4. Adoption of Resolution Appropriating Funds for the 2025 Budget. The Platte Canyon Board then considered Platte Canyon Resolution 2024-12-3 which Resolution appropriates for expenditure by Platte Canyon in calendar year 2025 all funds contemplated for expenditure by the adopted budget. A motion to adopt said Resolution was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Mulvany. 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

A copy of Resolution 2024-12-3 is attached to the original of these minutes as **Exhibit J.**

5. Adoption of Resolution Certifying a Property Tax Mill Levy. The Platte Canyon Board then considered Resolution 2024-12-4 which certifies an operating property tax mill levy for Platte Canyon for tax year 2024 for collection in calendar year 2025 of 7.104 mills, plus any allowed levy for refunds and abatements. After Vanessa Shipley's and the manager's review of the Resolution, a motion to adopt said Resolution was made Platte Canyon Director Buckner and seconded by Platte Canyon Director Mulvany. 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

A copy of Resolution 2024-12-4 is attached to the original of these minutes as **Exhibit K**.

6. Adoption of Resolution Establishing Platte Canyon’s 2025 Rates, Fees, and Charges. The manager reviewed with the Board Resolution 2024-12-6 which ratifies, approves, confirms and in some instances increases Platte Canyon’s rates, fees, and charges for calendar year 2025. Notice of the Platte Canyon Board’s intention to consider increasing rates, fees, and charges for calendar year 2025 was previously posted on Platte Canyon’s transparency notice hosted by the Special District Association of Colorado. No members of the public appeared or objected or opposed any proposed rate or fee increase. At the conclusion of the discussion, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Mulvany to adopt Resolution 2024-12-6 which establishes Platte Canyon’s fees for calendar year 2025. 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

A copy of Resolution 2024-12-6 is attached to the original of these minutes as **Exhibit L**.

7. Adoption of Resolution Establishing Platte Canyon’s 2025 Contract Rates. No action was taken on this matter at this time. The Board deferred consideration of Platte Canyon’s rates for the Valley Sanitation District, and the Bow Mar and the Columbine Water and Sanitation Districts and for the specific tasks Platte Canyon is currently performing for the College Park Water and Sanitation District, until January 2025.

8. Adoption of Resolution Calling Southwest’s Regular May 6, 2025, Board of Directors Election. The manager noted that Platte Canyon Directors Dursey, Fohn and Mulvany are up for election in May of 2025. All three Directors are eligible to run for a four-year term of office on Platte Canyon’s Board. The manager and legal counsel reviewed Resolution 2024-12-7 which calls Platte Canyon’s May 6, 2025, Board of Directors Election as a polling place election, designates Bridget Butterfield as the Designated Election Official and designates the Platte Canyon office as the polling place. In the event there are not more candidates running for positions available on the Platte Canyon Board as of March 4, 2025, the election may be cancelled.

Following a review of the Resolution, a motion to adopt the same was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Mulvany. 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

A copy of Resolution 2024-12-7 is attached to the original of these minutes as **Exhibit M.**

PLATTE CANYON INFORMATION/ DISCUSSION ITEMS.

There were no information or discussion items to come before the Board at this meeting.

PLATTE CANYON NEW BUSINESS

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

RECESS

A motion was then made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Mulvany to briefly recess the Platte Canyon portion of the joint meeting so that the Platte Canyon Board could reconvene as the Board of the Platte Canyon Water and Sanitation District Subdistricts No. 1 and No. 2. 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 (by Teams)	Aye
Damien Mulvany	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
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

The joint meeting was recessed at approximately 9:55 a.m.

MEETING RECONVEENED

The Platte Canyon portion of the joint meeting reconvened at approximately 10:05 a.m.

JOINT MEETING EXECUTIVE SESSION

Following a brief discussion, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn to go into Executive Session pursuant to Section 24-6-402(4)(f) C.R.S. for personnel matters regarding the general manager’s annual performance review and 2025 salary, considering proposed staff performance awards for 2024, and considering recommended adjustments to Platte Canyon employee salary arranges for 2025.

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 (by Teams)	Aye
Damien Mulvany	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
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

Southwest participated in the Executive Session because the Executive Session matters are subject to review and approval by the Southwest Board pursuant to the Intergovernmental Agreement between the two Districts.

The Boards went into Executive Session at approximately 10:10 a.m. Present during the first portion of the Executive Session were the Board members for Platte Canyon and Southwest, legal counsel and Platte Canyon’s manager Cynthia Lane.

The first portion of the Executive Session lasted approximately 15 minutes. The manager then left the meeting and the Board continued the Executive Session for the purposes of evaluating the manager’s performance during calendar year 2024 and setting her compensation for calendar year 2025.

At approximately 10:30 a.m. the Boards returned to Open Public Meeting. The executive session was recorded as required by law.

EMPLOYEE PERFORMANCE AWARDS

A motion was then made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Mulvany to approve the Performance Awards which range from \$1000 to \$4000 per employee. The amount of the award for each employee will be determined by the manager after consultation with each employee’s supervisor.

SALARY RANGE ADJUSTMENTS

Platte Canyon’s salary ranges are adjusted annually based on data received from the Employer’s Council and the Colorado Municipal League. Based upon this data, the manager recommended an upward adjustment in Platte Canyon’s salary ranges for calendar year 2025 of 3.5%. Based upon the manger’s recommendation, a motion to adjust upward Platte Canyon’s salary ranges by 3.5% was made by Platte Canyon Director Mulvany 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

The Southwest Board concurred with the purposed adjustments.

PLATTE CANYON EMPLOYEE SALARY INCREASES

A motion was then made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn authorizing the Platte Canyon manager to adjust employee salaries for calendar year 2025 based upon the results of each employee’s performance review. The budget for 2025 for salaries was increased by 5.5% so that adequate funds are available for the proposed salary increases. Employees that fully meet expectations will receive a 3.5% salary increase, those which exceed expectations will receive an increase of 4.5%.

The Southwest Board concurred with the employee salary increases.

MANAGER’S COMPENSATION

A motion was then made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn to increase the manager’s salary for calendar year 2025 by 5.6% and to authorize a performance award for calendar year 2024 in accordance with the Board’s earlier discussion. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

William D. Buckner	Aye
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Anthony M. Dursey	Aye
Louis J. Fohn (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

The Southwest Board concurred with the Platte Canyon manager’s compensation increase.

ADJOURNMENT

There being no further business to come before this joint regular meeting of the Southwest and Platte Canyon Boards, a motion to adjourn was made by Platte Canyon Director Buckner and seconded by Southwest Director Sebastian. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Ismael Gomez	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

The Chair then 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 (by Teams)	Aye
Damien Mulvany	Aye
Mark Swatek	Aye

Whereupon, this joint regular meeting of the Southwest and Platte Canyon Boards of Directors adjourned at approximately 10:5 a.m. The next regular joint meeting of the Boards will be held on Friday, January 24, 2025, at 8:30 a.m. in the Platte Canyon and Southwest office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123.

Respectfully submitted,

Timothy J. Flynn, Recording Secretary

RECORD OF PROCEEDINGS

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

Anthony M. Dursey

William D. Buckner

Ismael Gomez.

Anthony M. Dursey

Chuck Hause

Louis J. Fohn

Bernard J. Sebastian, Jr.

Damian. Mulvany

Samuel Rivas, Jr.

Mark Swatek