

# 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  
July 27, 2018  
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, July 27, 2018, at 8:30 a.m. in the Districts’ office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123. 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 Buckner  
Anthony M. Dursey  
Louis J. Fohn  
George E. Hamblin, Jr.  
Richard Rock

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

Anthony M. Dursey  
Kenton C. Ensor, Jr.  
George E. Hamblin, Jr.  
Chuck Hause  
Bernard J. Sebastian, Jr.

The following Platte Canyon staff members were in attendance: Patrick J. Fitzgerald, manager; Cynthia Lane, assistant manager; Vanessa Shipley, financial

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

## RECORD OF PROCEEDINGS

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administrator; Scott Hand, operations supervisor; Tony Cocozzella, construction, plan review and special projects coordinator; and Alyssa Quinn, administrative assistant.<sup>2</sup>

Also, in attendance was Timothy J. Flynn, from Collins Cockrel & Cole, P.C., legal counsel for both Districts.

### CALL TO ORDER

The meeting was called to order by Platte Canyon President, Richard Rock, who presided as Chair.

### APPROVAL OF PLATTE CANYON AGENDA

Following a brief discussion, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn 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 Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

### PLATTE CANYON CONSENT AGENDA ITEMS

A motion was made by Platte Canyon Director Fohn and seconded by Platte Canyon Director Buckner to approve Platte Canyon Consent Agenda Items 1 through 2, inclusive, as set forth below, by a single motion:

1. **Approval of Platte Canyon Payables.** The Platte Canyon payables and supplemental payables for the month of July 2018 in the aggregate amount of \$306,821.41, represented by Platte Canyon check numbers 31894 through 31947, inclusive, including those checks written by the manager pursuant to prior Board authorization for less than \$2,500, as well as various electronic payments for employee salaries, utility payments, and other authorized electronic fund payment vendors.

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<sup>2</sup> 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.

## RECORD OF PROCEEDINGS

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2. **Approval and Ratification of Platte Canyon June 2018 Investment Transactions.** The June 2018 Platte Canyon Investment Transaction Report reflects that during the month, Platte Canyon renewed a \$150,000 certificate of deposit at Fowler State Bank for a term of one year, at an interest rate of 2.1% per annum.

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

William Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

### **PLATTE CANYON ACTION ITEMS**

1. **Joint Office and Garage Facility Agreement.** Platte Canyon and Southwest jointly utilize and share an office and garage facility located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123 pursuant to an Intergovernmental Agreement dated to be effective January 1, 2008. The 2008 Intergovernmental Agreement continued the joint use arrangement for the facility that originated in 1998 when Southwest, which owns the land, constructed the facility. Platte Canyon paid thirty percent (30%) of the construction cost and pays thirty percent (30%) of all operation, maintenance, repair and renovation costs. The 2008 Intergovernmental Agreement will expire on December 31, 2018.

The manager reviewed a new Joint Office and Garage Intergovernmental Agreement that extends the joint use arrangement for another ten (10) years with a few minor modifications. Platte Canyon's monthly estimated share of operating costs is increased from \$600 a month to \$800 a month, subject to a final adjustment at the end of each quarter. The Platte Canyon threshold for approval of capital costs is increased from \$5,000 to expenditures not exceeding \$7,500. The liability insurance limits are updated to current limits under the Colorado Governmental Immunity Act and the new Agreement reflects that Platte Canyon is currently utilizing one hundred percent (100%) of the storage space in the facility because Platte Canyon owns all of the equipment and other tangible property that is utilized for both Districts. The cost sharing formula that is based upon each District's estimated share of the Platte Canyon and Southwest total Single Family Equivalent taps outstanding at buildout, has proved to be an accurate and fair method for allocating costs.

## RECORD OF PROCEEDINGS

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Legal counsel reminded all present that he represents both Platte Canyon and Southwest, and that as a result he has a potential conflict of interest with respect to the Intergovernmental Agreement and should a dispute arise in the future as to the interpretation of that Agreement between the Platte Canyon and Southwest, he would be unable to represent either District with respect to that dispute. After discussing the potential conflict of interest and the consequences thereof, the Platte Canyon Board waived the conflict.

After discussing the Intergovernmental Agreement in detail, the terms of which were developed primarily by Platte Canyon staff, a motion was made by Platte Canyon Director Fohn and seconded by Platte Canyon Director Buckner to approve the Intergovernmental Agreement for Joint Office and Garage Facility use dated to be effective January 1, 2019, and to authorize appropriate officers of Platte Canyon to execute the Agreement.

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

William Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

2. **Approval of Platte Canyon Inventory Policy.** The manager reviewed with the Platte Canyon Board a written Inventory Policy designed to ensure that Platte Canyon has sufficient materials, supplies and parts necessary for the efficient and effective operation and repair of Platte Canyon's water and wastewater systems and of those Districts that it serves pursuant to Intergovernmental Agreement. The Policy specifies that the District will inventory all assets that are purchased for the timely repair of the District's water and wastewater systems and establishes policies for replenishing the inventory, withdrawing assets from inventory, recording the use of inventory parts and materials, etc. The assignment of responsibilities and the procedures for inventorying all parts and materials is defined in the Standard Operating Procedures attached to the Policy as Exhibit A. Following a discussion and based upon the manager's recommendation, a motion to adopt the Platte Canyon Inventory Policy was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Dursey. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

## RECORD OF PROCEEDINGS

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William Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

3. **Approval of Tort Claim Settlement Policy.** In 2004 the Platte Canyon Board adopted a Resolution and Policy authorizing the Platte Canyon Manager to settle certain property damage court claims in order to expedite resolution and facilitate the repair of private landscaping damage as a result of Platte Canyon waterline breaks and/or sewer overflows. The Policy has worked well since 2004.

The manager is recommending the update of the Policy to expand the manager's settlement authority from \$1,000 to \$2,500 and to recognize the fact that all expenditures paid by Platte Canyon in settlement of claims is now submitted to the District's property and liability insurance carrier for reimbursement under the no fault provisions of that policy. Following a brief discussion and based upon manager's recommendation, a motion to adopt Resolution 2018-7-1, a copy of which is attached to the original of these Minutes, approving the Tort Claim Settlement Policy dated July 27, 2018, was made by Platte Canyon Director Dursey 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 Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

During the discussion of the policy, the manager described in detail the procedures the staff goes through to clean and sanitize private property that is impacted by an unintended release of water or wastewater from Platte Canyon facilities. The cleaning and sanitizing is done only after the owner consents to the same, acknowledging that Platte Canyon is not admitting liability and specifying the exact scope of the cleaning and sanitizing work that will be done by an authorized and qualified Platte Canyon third party contractor.

## **RECORD OF PROCEEDINGS**

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### **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's President, Richard Rock, continued to act as Chair of the joint participation portion of the meeting.

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

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Platte Canyon Director Buckner 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 Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

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

Anthony M. Dursey	Aye
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Bernard J. Sebastian, Jr.	Aye

## RECORD OF PROCEEDINGS

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### **JOINT MEETING CONSENT AGENDA ITEM**

Following a brief discussion, a motion was made by Platte Canyon Director Buckner and seconded by Southwest Director Sebastian to approve the following joint meeting consent agenda item:

1. **Approval of June 22, 2018 Joint Regular Meeting Minutes.**

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

William Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

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

Anthony M. Dursey	Aye
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Bernard J. Sebastian	Aye

The approved minutes of the Boards' June 22, 2018 joint regular meeting were then presented to the members of each Board for signature as further evidence of ratification, confirmation and approval.

### **JOINT MEETING INFORMATION/DISCUSSION ITEMS**

1. **Financial Matters.**

(a) **Platte Canyon Financial Statements.** The following unaudited Platte Canyon financial statements, prepared by Vanessa Shipley for the six-month period ending June 30, 2018, were presented to the Boards:

(i) Statement of Net Assets, dated June 30, 2018, showing Platte Canyon's Assets, Liabilities, and Net Assets;

## RECORD OF PROCEEDINGS

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(ii) Statement of Revenue, Expenses, and Changes in Net Assets for the six-month period ending June 30, 2018;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the six-month period ending June 30, 2018; and

(iv) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to CM/YTD Budget for the six-month period ending June 30, 2018.

Vanessa Shipley had no comments regarding the Platte Canyon financial statements and there were no questions from the Board. A motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Dursey 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 Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

2. **Southwest Financial Statements.** The following unaudited Southwest financial statements, prepared by Vanessa Shipley for the six-month period ending April 30, 2018, were presented to the Boards:

(i) Statement of Net Assets, dated June 30, 2018, showing Southwest’s Assets, Liabilities, and Net Assets;

(ii) Statement of Revenue, Expenses, and Changes in Net Assets for the four-month period ending June 30, 2018;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the six-month period ending June 30, 2018; and

(iv) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to CM/YTD Budget for the six-month period ending June 30, 2018.



## RECORD OF PROCEEDINGS

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Vanessa Shipley noted that the repairs and maintenance for the office building are approximately \$14,745 higher than budgeted. She explained the reason for the budget and noted that overall Southwest is still well within its budget for the year. At the conclusion of her discussion, a motion was then made by Southwest Director Sebastian and seconded by Southwest Director Hause 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
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Bernard J. Sebastian, Jr.	Aye

3. **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 investment pools. As of June 30, 2018, Platte Canyon's investments and deposits totaled \$10,575,083.90, itemized as follows:

<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Percentage</u></b>
Checking	\$210,371.23	1.99%
Certificates of Deposit	\$994,000.00	9.40%
ColoTrust-Prime	\$0.00	0.00%
ColoTrust-Plus	\$3,354,793.40	31.72%
ColoTrust-Trust Account	\$22,074.84	0.21%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$999,608.33	9.45%
U.S. Government Agencies and Instrumentalities	\$4,994,236.10	47.23%
TOTAL	\$10,575,083.90	100.00%

The average yield on Platte Canyon's investments for the month of June, 2018, as calculated by staff, was 1.7189% per annum.

Following a brief discussion, a motion was made by Platte Canyon Director Dursey and seconded by Platte Canyon Director Buckner to accept the Platte Canyon Schedule of Deposits and Investments as presented. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

## RECORD OF PROCEEDINGS

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William Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

4. **Southwest Investment/Deposit Report.** The Board 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 June 30, 2018, Southwest’s investments and deposits totaled \$24,072,052.21, itemized as follows:

<u>Description</u>	<u>Amount</u>	<u>Percentage</u>
Checking	\$2,527.01	0.01%
Certificates of Deposit	\$2,348,117.16	9.75%
ColoTrust-Prime	\$0.00	0.00%
ColoTrust-Plus	\$5,675,698.25	23.58%
ColoTrust-Trust Account	\$6,348.53	0.03%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$6,016,157.92	24.99%
U.S. Government Agencies and Instrumentalities	\$10,023,203.34	41.64%
TOTAL	\$24,072,052.21	100.00%

The average yield on Southwest’s investments for the month of June 2018, as calculated by staff, was 2.1565% per annum.

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Hause to accept the Southwest Schedule of Deposits and Investments, as presented. The Chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Bernard J. Sebastian, Jr.	Aye

## RECORD OF PROCEEDINGS

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5. **Management Information Report.** The manager had no comments concerning the portion of the Management Information Report for June prepared by him. Cynthia Lane, assistant manager, reviewed those portions of the July 2018 Management Information Report she prepared. As part of her review, she commented on the following matters:

(a) **Post Storm Facility Inspections.** Following the recent violent weather which included hail and strong wind storms, staff performed physical inspections and determined that neither Platte Canyon nor Southwest facilities sustained any damage as a result of the inclement weather.

(b) **Update on Valley Sanitation District Interceptor Project.** The Clean Water Act state revolving fund loan application and 90% engineering drawings and specifications were submitted by Platte Canyon on behalf of Valley to the Colorado Department of Public Health and Environment on June 15, 2018. If the Department's review schedule is as projected, it's anticipated that this Project will go to bid in January 2019 with construction completed by October 2019.

(c) **Valley Annexation Project.** A total of twenty properties owned by thirteen different entities have been accepted for inclusion into the Valley Sanitation District. This should produce approximately \$19,500 in additional property tax revenue for Valley. There are a couple of properties where the owners have not yet agreed to proceed with the inclusion process. Staff is reaching out to those property owners with additional incentives that would include waiver of the \$5,000 inclusion fee which would be enforced upon them at the time of property sale.

(d) **Valley Sanitation District Interceptor Inflow.** It was noted that during the recent heavy rains there was significant infiltration into the Valley Sanitation District's Interceptor System. The monitoring devices that were in place recorded that various manholes were surcharged up to a level of approximately three feet. Since these manholes are fifty feet high there was never a threat of a sewer backup. The monitoring systems worked well and Platte Canyon had a plan in place to bypass sewage flows in the event they reached levels where it appeared a discharge might occur.

(e) **Update on Water and Sewer Main Evaluation Project.** Staff continues to evaluate the new program that it has put in place to determine when, or if, various wastewater and other facilities should be rehabilitated or replaced. A list of high priority facilities has been developed. It is anticipated that both Boards will be briefed on the status of this evaluation program at either the September or October meeting.

## RECORD OF PROCEEDINGS

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(f) **Website Design.** Staff continues to work with Watermark on the website re-design project. There was a brief discussion as to what Board members would like to see on the initial page of the website. Board members were asked to provide their comments as to what type of information should be displayed on the front page. It is anticipated that the new website will be rolled out for both the Platte Canyon and Southwest Board to view at an upcoming Board meeting.

(g) **SDA Fraud Insurance.** Director Dursey inquired as to the insurance coverage Platte Canyon and Southwest currently have for cyber-crimes and fraud. There was a brief discussion of the coverages that are provided under the Special District Association insurance pool policy and the separate policy that both Platte Canyon and Southwest have through Travelers Insurance Company. Staff will review those policies and report back to both Boards at the August Board of Directors Meeting.

6. **Operations and Maintenance Summary Report.** Scott Hand reviewed the Operations and Maintenance Summary Report dated June 2018. During the June 2018 reporting period, neither Platte Canyon nor Southwest had any sanitary sewer service interruptions. Platte Canyon experienced two water service interruptions, one that occurred on June 16, 2018 at 6276 South Gray Court and one that occurred on June 18, 2018 at 5445 West Carl Avenue. Southwest experienced one water service interruption on June 2, 2018 at West Plymouth Place at West Ontario Place. Mr. Hand presented an overview of the repair activities that were undertaken with respect to these water service interruptions, including a PowerPoint presentation and pictures depicting various aspects of the repair operations.

(a) **Platte Canyon Material Storage Facility.** Mr. Hand reported that the concrete structure for the new material storage facility adjacent to the current Scott J. Morris Pump Station has been poured. The area is currently being prepared for asphalt installation. Pictures of the permanent stone wall that is being constructed around the property were viewed by both Boards. Mr. Hand reported that this project is going well.

(b) **Operator Certification Training/Conferences.** During June all Platte Canyon staff attended the first annual first aid training held on June 6, 2018. All operation staff attended a one-hour course for Metam Sodium Training. This is a requirement of the pesticide Applicators License that Platte Canyon possesses. Also, during the month Mr. Hand attended the Rocky Mountain Water Environmental Association Conference held on June 28, 2018 in Westminster. He reported that he participated in a panel discussion regarding chemical root application for sewer lines that went very well and in which there were a lot of questions

## RECORD OF PROCEEDINGS

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7. **Construction Project Report.** Tony Cocozzella reviewed with both Boards the Capital Project Information and Construction Status Report for July 2018 for both Platte Canyon and Southwest. The Report updated the Boards as to the status of all ongoing Platte Canyon and Southwest projects, including developer and District-specific projects. As part of the review, Mr. Cocozzella also addressed those projects that are in the design phase at the present time.

### **NEW BUSINESS**

There was no new business to come before the joint participation portion of the meeting. The next regular joint meeting of the Boards is scheduled for Friday, August 24, 2018 in the Districts' offices located at 8739 West Coal Mine Avenue, Littleton, Colorado, 80123.

### **SOUTHWEST ACTION ITEMS**

#### **CALL TO ORDER**

The Southwest Action Item portion of the joint regular meeting was called to order by Southwest President, Anthony M. Dursey, who presided as Chair.

#### **SOUTHWEST AGENDA**

A motion was made by Southwest Director Hause and seconded by Southwest Director Sebastian 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
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Bernard J. Sebastian, Jr.	Aye

## RECORD OF PROCEEDINGS

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### SOUTHWEST CONSENT AGENDA ITEMS

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Hamblin to approve the Southwest Consent Agenda Items 1 through 2, inclusive, as set forth below by a single motion:

1. **Approval of Accounts Payable and Ratification of Interim Disbursements.** The Southwest interim disbursements paid and current payables for the month of June 2018 in the aggregate amount of \$205,166.51, represented by Southwest check numbers 19166 through 19199, inclusive, including those checks written by the manager pursuant to prior Board Authorization for less than \$2,500, as well as various electronic payments for utilities, and other authorized electronic fund payment vendors.

2. **Acceptance of Southwest June 2018 Investment Transaction Report.** The June 2018 Southwest Investment Transaction Report reflects that during the month, Southwest renewed a \$150,000 Certificate of Deposit at Fowler State Bank for a term of one year at an interest rate of 2.100% per annum.

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

Anthony M. Dursey	Aye
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Bernard J. Sebastian, Jr.	Aye

### SOUTHWEST ACTION ITEMS

1. **Approval of Tort Claim Settlement Policy.** In 2004 the Southwest Board adopted a Resolution and Policy authorizing the Southwest manager to settle certain property damage claims in order to expedite resolution and facilitate the repair of private landscaping damaged as a result of Southwest waterline breaks and/or sewer overflows. The Policy has worked well since 2004, however, it needs to be updated.

The manager is recommending that the Policy be updated to expand his authority to settle claims from \$1,000 to \$2,500. The updated policy also recognizes that all expenditures made by Platte Canyon to settle claims are now submitted to Platte Canyon's property and liability insurance carrier for reimbursement under the no fault provisions of that policy. Following a brief discussion and based upon manager's recommendation, a

## RECORD OF PROCEEDINGS

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motion to adopt Resolution 2018-7-1, a copy of which is attached to the original of these Minutes, approving the Tort Claim Settlement Policy dated July 27, 2018, was made by Southwest Director Dursey 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
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Bernard J. Sebastian, Jr.	Aye

During the discussion of the policy, the manager described in detail the procedures that are followed to clean and sanitize private property that is impacted by an unintended release of water or wastewater from Southwest facilities. The cleaning and sanitizing is performed only after the impacted owner consents to the same, acknowledging that the Southwest is not admitting liability and specifying the exact scope of the cleaning and sanitizing work that will be done by an authorized and qualified Southwest third party contractor.

2. **Approval of Construction Contract with Levi Contractors for West Park Hill Avenue Sewer Replacement Project.** The Board reviewed the bid tabulations for the 2018 West Park Hill Avenue Sanitary Sewer Main Replacement Project. Three bids were submitted. The low bidder was Levi Contractors, Inc., in the amount of \$110,909. Based upon staff's recommendation and following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Hamblin to award the contract to Levi Contractors, Inc., for an amount not to exceed \$110,909.

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

Anthony M. Dursey	Aye
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Bernard J. Sebastian, Jr.	Aye

## RECORD OF PROCEEDINGS

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The motion included authorization for the District’s President or other officers to execute the Notice of Award and contract documents once they are prepared and all appropriate bonds and certificates of insurance have been provided by the contractor.

3. **Approval of Joint Office and Garage Facility Intergovernmental Agreement.**

The manager then reviewed with Southwest Board the terms and provisions of the new Joint Office and Garage Facility Intergovernmental Agreement, which is dated to be effective January 1, 2019. The Agreement is the exact same Agreement that was discussed earlier with the Platte Canyon Board. Legal counsel made the same disclosure of his potential conflict of interest which the Southwest Board consented to. Following the manager’s review of the Agreement, a motion was then made by Southwest Director Hamblin and seconded by Southwest Director Hause to approve the Intergovernmental Agreement for Joint Office and Garage Facility use dated to be effective January 1, 2019, and to authorize appropriate officers of Southwest to execute the Agreement. The chair called for a vote of the Southwest Board, and the vote was as follows:

Anthony M. Dursey	Aye
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Bernard J. Sebastian, Jr.	Aye

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

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

### **NEW BUSINESS**

There was no new business to come before the Southwest Board other than the manager advised both Boards of the Special District Association Conference that will be held on September 12<sup>th</sup> through the 14<sup>th</sup>, 2018, in Keystone. Director Hause from Southwest indicated he may desire to attend the conference. He will let the District’s manager know as soon as he can.



## RECORD OF PROCEEDINGS

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### ADJOURNMENT

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

William Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

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

Anthony M. Dursey	Aye
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Bernard J. Sebastian, Jr.	Aye

Whereupon, this joint regular meeting of the Platte Canyon and Southwest Boards of Directors adjourned at approximately 10:20 a.m. The next regular joint meeting of the Boards will be held on Friday, August 24, 2018, 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

**RECORD OF PROCEEDINGS**

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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 REGULAR MEETING OF THE DISTRICT'S BOARD 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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Kenton C. Ensor, Jr.

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Anthony M. Dursey

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George E. Hamblin, Jr.

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Louis J. Fohn

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Chuck Hause

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George E. Hamblin, Jr.

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Bernard J. Sebastian, Jr.

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Richard Rock