

# **RECORD OF PROCEEDINGS**

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## **MINUTES OF JOINT REGULAR MEETING**

### **BOARD OF DIRECTORS**

#### **SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT**

#### **AND**

#### **PLATTE CANYON WATER AND SANITATION DISTRICT<sup>1</sup>**

Friday  
January 25, 2019  
Jefferson County, Colorado

The regular 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, January 25, 2019, 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 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 Directors were in attendance, to wit:

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

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.

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

Also, in attendance were Brad Simmons, a resident of Southwest who was attending the meeting for information purposes only; Rick Goncalves and Jim Landry, both of whom are from RG & Associates, a consulting engineering firm; and Timothy J. Flynn, from Collins Cockrel & Cole, P.C., legal counsel for both Districts.

### CALL TO ORDER

The meeting was called to order by Southwest President, Anthony M. Dursey, who presided as Chair.

### APPROVAL OF SOUTHWEST AGENDA

Following a brief discussion, 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

### SOUTHWEST CONSENT AGENDA ITEMS

1. **Approval and Ratification of Southwest December 2018 Payables.** The Boards reviewed a list and supplemental list of Southwest vouchers paid and payable for the month of December, 2018, in the aggregate amount of \$104,711.38 represented by Southwest check numbers 19341 through 19368, inclusive together with various electronic payments for employee salaries, utility payments and other authorized electronic fund payment vendors. A motion was made by Southwest Director Hause and seconded by Southwest Director Sebastian to approve the disbursements as written, including those checks written by the manager pursuant to prior Board authorization for less than \$2,500. The Chair called for a vote of the Southwest Board, and the vote was as follows:

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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.

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

2. **Approval and Ratification of Southwest January 2019 Payables.** The Boards reviewed a list of Southwest vouchers paid and/or payable for the month of January, 2019, in the aggregate amount of \$11,307.57 represented by Southwest check numbers 19369 through 19381, inclusive together with various electronic payments for employee salaries, utility payments and other authorized electronic fund payment vendors. A motion was made by Southwest Director Hause and seconded by Southwest Director Sebastian to approve payment of the said January payables, including those checks written by the manager pursuant to prior Board authorization for less than \$2,500. 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. **Southwest Investment/Deposit Transaction Report.** The Board reviewed the schedule of investment principle activity for Southwest for the month of December, 2018, which reflects the following transactions:

a) **New Purchases.** On December 21, 2018, Southwest purchased a US Treasury Note having a par value of \$1,000,000 for a discount price of \$989,600, together with \$7,683.43 in accrued interest, that matures on December 31, 2019 and has a coupon rate of interest of 1.625% per annum and a yield to maturity of 2.6570%; and

b) **Redemptions.** On December 20, 2018, a 548-day certificate of deposit at Colorado State Bank and Trust matured, generating a total of \$250,000 in net principle proceeds to the District that were deposited into the District's ColoTrust account; and

c) **Renewals.** No certificates of deposit were renewed or rolled over during the month by Southwest.

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Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Hamblin to ratify, approve and confirm the Southwest investment principle activity report for the month of December 2018. 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

4. **Adoption of Resolution 2019-1-1 Establishing the Dates and Times for Board Meetings and Designating the Location for Posting Meeting Notices.** The manager reviewed with the Board Resolution 2019-1-1 which establishes the regular meeting dates for Southwest for 2019 and designates the location for posting open meeting law notices as well as for posting the location for District regular and special meetings as required by the special district act.

Following a brief discussion, a motion to adopt Resolution 2019-1-1 was made by Southwest Director Hause 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

### **SOUTHWEST ACTION ITEMS**

1. **Approval of Professional Engineering Services Agreement with RG & Associates, LLC.** Tony Cocozzella reviewed with the Board an Agreement for Professional Engineering Services between Southwest and RG & Associates, LLC, whereby RG & Associates will perform design engineering and project management services for the replacement of various reaches of water main in the Meadows Subdivision. In conjunction with Mr. Cocozzella's review, Rick Goncalves and Jim Landry from RG & Associates introduced themselves to both the Southwest and Platte Canyon Board and gave a brief history on the background, client base and engineering experience of RG & Associates.

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Following a discussion, a motion to approve the Agreement was made by Southwest Director Hause and seconded by Southwest Director Sebastian provided RG & Associates commercial general liability and automobile liability limits are increased to \$1,000,000 per single occurrence limit and an aggregate limit of \$2,000,000. 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

RG & Associates was comfortable with the proposed amendments which legal counsel will prepare in a way that allows for substitution of the applicable pages in the Agreement.

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

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

### **SOUTHWEST NEW BUSINESS**

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

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

Southwest President Anthony M. Dursey continued to act as Chair for the joint participation portion of the meeting.

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

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

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Anthony M. Dursey	Aye
Kenton C. Ensor, Jr.	Aye
George E. Hamblin, Jr.	Aye
Chuck Hause	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 Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

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

1. **Approval of the Minutes of the Boards' November 29, 2018 Joint Special Meeting.**

Following a brief discussion, a motion was made by Southwest Director Hause and seconded by Platte Canyon Director Hamblin to approve, as written, the minutes of the Boards' November 29, 2018 Joint Special Meeting. 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

The Chair then 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

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The approved minutes of the Boards' November 29, 2018 joint special meeting were then presented to the members of each Board for signature as further evidence of ratification, confirmation and approval.

### **JOINT MEETING ACTION ITEMS**

There were no action items to come before this joint special meeting of the Boards.

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

#### 1. **Financial Matters.**

(a) **Platte Canyon Financial Statements.** The following Platte Canyon financial statements, prepared by Vanessa Shipley, for the twelve-month period ending December 31, 2018, were presented to the Boards:

(i) Statement of Net Assets, dated December 31, 2018, 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, 2018;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the twelve-month period ending December 31, 2018; 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, 2018.

Vanessa Shipley reviewed the year-to-date financial statements, noting certain variances and adjustments, and in particular the fair market value adjustment to the Platte Canyon's investments, which was less than prior years, but still showed a decrease in value of \$77,255.89. This adjustment is required by accounting practices. At the conclusion of Vanessa Shipley's review of the Platte Canyon financial statements, 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:

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

(b) **Southwest Financial Statements.** The following unaudited Southwest financial statements, prepared by Vanessa Shipley for the twelve-month period ending December 31, 2018, were presented to the Boards:

(i) Statement of Net Assets, dated December 31, 2018, 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, 2018;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the twelve-month period ending December 31, 2018; 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, 2018.

Vanessa Shipley again reviewed the significant variances in the financial statements, as compared to the adopted budget, noting the fair market value adjustment to the Southwest's investment. This investment showed a decrease in investment value for the year of approximately \$125,000. At the conclusion of her discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Hamblin 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

(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



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Platte Canyon has in approved state depositories and authorized local government investment pools. As of December 31, 2018, Platte Canyon's investments and deposits totaled \$9,754,113.83, itemized as follows:

<u>Description</u>	<u>Amount</u>	<u>Percentage</u>
Checking	\$284,762.54	2.92%
Certificates of Deposit	\$744,000.00	7.63%
ColoTrust-Prime	\$0.00	0.00%
ColoTrust-Plus	\$2,656,385.69	27.23%
ColoTrust-Trust Account	\$1,082,119.71	11.09%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$989,914.17	10.15%
U.S. Government Agencies and Instrumentalities	\$3,996,931.72	40.98%
TOTAL	\$9,754,113.83	100.00%

The average yield on Platte Canyon's investments for the month of December 2018, as calculated by staff, was 2.1387% per annum.

Following a brief discussion, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn 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:

William Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	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, 2018, Southwest's investments and deposits totaled \$23,572,869.32, itemized as follows:

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<u>Description</u>	<u>Amount</u>	<u>Percentage</u>
Checking	\$9,257.54	0.04%
Certificates of Deposit	\$2,110,692.27	8.95%
ColoTrust-Prime	\$0.00	0.00%
ColoTrust-Plus	\$4,312,577.50	18.29%
ColoTrust-Trust Account	\$120,803.53	0.51%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$7,003,299.78	29.71%
U.S. Government Agencies and Instrumentalities	\$10,016,238.70	42.49%
TOTAL	\$23,572,869.32	100.00%

The average yield on Southwest’s investments for the month of December 2018, as calculated by staff, was 2.3237% 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

2. **Management Information Report.** The manager and assistant manager reviewed the written Management Information Report dated January 2019 as more particularly set forth below. A copy of the Management Information Report was previously provided to the members of both Boards. The manager provided an update with respect to the following matters:

(a) **Residential Assessment Rate for 2019 – 2020.** The manager noted that in accordance with the Gallagher Amendment the residential assessment rate (RAR) is recalculated every two (2) years to maintain a 45% to 55% allocation between total statewide residential property assessments and all other property assessments. As the value of residential property increases, the RAR decreases to maintain the 45%/55% allocation. The RAR will be recalculated in 2019 based on the reassessment of all property values. Initially the Division of Property Taxation estimated that the RAR would drop from 7.2% to 6.1%. However, on January 15, 2019 the Division issued an updated and revised study

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that projects an RAR of 6.91% for 2019. A final report will be issued by the Division in April which will provide the basis for the General Assembly to establish by law the RAR for 2019 and 2020. It was noted that this is good news for Platte Canyon which except for investment income is dependent on property tax revenue.

(b) **Water Main Evaluation Project.** Cynthia Lane informed the Board that work has begun on the water main evaluation process for Southwest water mains. Staff is scheduled to complete the rating process in early March of 2019. At the present time, approximately 40% of the work is complete. The updated data will be reviewed and entered into the District's records in the following months with the first draft of the evaluation results available to the Southwest Board in June of 2019. The goal is to develop a 10-year capital improvement plan for Southwest Metro water mains which will be updated each year moving forward utilizing the new criteria for replacement of water mains that has been discussed with the Board at earlier meetings.

(c) **Valley Interceptor Relocation Project.** Cynthia Lane reported that the Valley Sanitation District is waiting on the final approval letters from the Colorado Department of Public Health and Environment before the project can be bid. The expectation is the project will be bid in early March. She noted that the Valley Board has been briefed on the impact that rising construction costs may have on the project. The latest engineer's estimate is that the cost of the project could be between \$2.6 and \$3 million just for construction. As a result, there is concern that the current construction client will drive the project cost significantly higher than can be afforded through a combination of the loan that was approved for Valley and its cash reserves. If this occurs, Valley will have to make a decision about the next step which could be putting the project on hold until more funding can be obtained.

(d) **Colorado Department of Public Health and Environment Decision on Corrosion Control Effecting Denver Water.** Cynthia Lane reported on the OCC Stakeholder Group process that is being managed by the Colorado Department of Public Health and Environment. The drinking water group is currently monitoring Denver Water's pilot study to determine if orthophosphate could be added to the treatment process at doses lower than 3 milligram per liter and still achieve effective results if it is done in combination with a ph. adjustment in the water. The wastewater and watershed groups are currently working to quantify the costs that would be incurred if the amount of phosphorous added to treated drinking water is done in doses in excess of 1 milligram per liter. Currently projections are that it will significantly increase costs to the wastewater dischargers if orthophosphate is used at the higher levels.

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The litigation that was commenced against the Colorado Department of Public Health and Environment by Metro Wastewater Reclamation District and the City of Aurora and the City and County of Denver which was recently joined by Denver Water Board is stayed until September of 2019. It is anticipated that all work will be completed by June of 2019 and at that time Denver Water will likely request a variance from the EPA to the CDPHE designation. The variance will likely include a combination of corrosion control using ph. adjustment, an accelerated lead service line removal program and POU filters for homeowners with lead service lines, as well as an expanded customer outreach education program.

3. **Operations and Maintenance Summary Report.** Scott Hand reviewed the Operations and Maintenance Summary Report dated November and December 2018. During those months neither Platte Canyon or Southwest experienced any sanitary sewer service interruptions. Both Districts, however, experienced, a significant number of water service interruptions which Scott Hand reviewed in detail including Power Point presentations on some of the more relevant water service interruptions.

The Parkview and Wadsworth water main reconstruction project is now complete. The 10-inch water line has been abandoned and the air vac has been replaced. Mr. Hand also noted that the flow monitoring instrumentation replacement project for Southwest is now 100% complete. Data is currently being collected on the new instrumentation equipment. During December and in connection with staff's use of the new CCTV van and NASSCO inspection equipment, staff is beginning efforts to convert the inspection process to the new pipeline assessment procedures that have been adopted. It will take approximately two months for all programs and procedures to be in place. In the future maintenance staff will have the ability to score or rate sewer pipelines for remedial or replacement projects utilizing the new procedures.

4. **Construction Project Report.** Tony Cocozzella reviewed with both Boards the Capital Projects Information and Construction Status Report 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 his 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, February

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22, 2019, at 8:30 a.m. in the Districts' office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123.

### PLATTE CANYON ACTION ITEMS

#### CALL TO ORDER

The Platte Canyon Action Item portion of the joint regular meeting was called to order by Platte Canyon President Richard Rock, who presided as Chair.

1. **Approval of Platte Canyon Agenda.** Following a brief discussion, a motion was made by Platte Canyon Director Hamblin 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 Buckner	Aye
Anthony M. Dursey	Aye
Louis J. Fohn	Aye
George E. Hamblin, Jr.	Aye
Richard Rock	Aye

### PLATTE CANYON CONSENT AGENDA ITEMS

1. **Approval Platte Canyon Accounts Payables and Ratification of Interim Disbursements for December 2018.** The Board reviewed a list of disbursements for the Month of December 2018 in the aggregate amount of \$331,364.11, represented by Platte Canyon check nos. 32186 through 32243, inclusive, including those checks written by the manager pursuant to prior Board authorization for less than \$2,500. A motion to approve December 2018 disbursements was made by Platte Canyon Director Dursey and seconded by Platte Canyon Director Fohn. 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. **List of Disbursements for the month of January 2019.** The Board then reviewed a list of disbursements for the month of January 2019 in the aggregate amount of \$79,063.90, represented by Platte Canyon check nos. 32244 through 32269, inclusive.

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A motion to approve said list of disbursements 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

3. **Platte Canyon Investment/Deposit Transaction Report.** The Board reviewed the schedule of investment principle activity for Platte Canyon for the month of December 2018, which reflects the following transactions:

a) **New Purchases.** On December 31, 2018, Platte Canyon purchased a 375-day U.S. Treasury Note having a par value of \$1,000,000, a coupon rate of interest of 1.625% and a yield to maturity of 2.6570%. The Treasury Note was purchased for a discounted purchase price of \$989,600.; and

b) **Redemptions.** During the month a \$250,000 certificate of deposit at Colorado State Bank and Trust matured. The proceeds of the certificate of deposit were placed in the District's ColoTrust account; and

c) **Renewals.** No certificates of deposit were renewed or rolled over during the month by Platte Canyon.

A motion to ratify and approve the November and December 2018 Investment Transactions was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn. 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

4. **Adoption of Resolution 2019-1-1 Establishing the Dates and Times for Board Meetings and Designating the Location for Posting Meeting Notices.** The manager reviewed with the Board Resolution 2019-1-1 which establishes the regular

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meeting dates for Platte Canyon's 2019 and designates the location for posting open meeting law notices as well as for posting the location for District regular and special meetings as required by state law.

Following a brief discussion, a motion to adopt Resolution 2019-1-1 was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn. 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. **Approval of Professional Engineering Services Agreement with RG & Associates, LLC.** Tony Cocozzella reviewed with the Board an Agreement for Professional Engineering Services between Platte Canyon and RG & Associates, LLC, whereby RG & Associates will perform design engineering and project management services for the replacement of various water mains within Platte Canyon for a contract price not to exceed \$79,320.00. Following a brief discussion, a motion to approve the Agreement provided it is amended to include the insurance limits discussed earlier in the Southwest meeting, was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn. 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

Legal counsel will make the appropriate changes to the Agreement.

### EXECUTIVE SESSION

At approximately 9:30 a.m. a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Rock to go into Executive Session pursuant to Section 24-6-402(4)(b)(f) C.R.S. for the purpose of conducting the manager's 2018 performance evaluation and 2019 salary review, and also to discuss the Platte Canyon

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Merit Award Program. 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, Jr.	Aye

Whereupon at approximately 9:33 a.m. the Platte Canyon and Southwest Boards went into Executive Session. The manager, with his consent, was not present during the manager's evaluation portion of the Executive Session, although the manager did return towards the end of the Executive Session to discuss with the Boards the Platte Canyon Merit Award Program.

At approximately 10:30 a.m. the Executive Session temporarily recessed so the Platte Canyon's manager evaluation committee, which consisted Platte Canyon Directors George Hamblin and Dick Rock, and Southwest Director Chuck Hause could present to the manager the results of his performance evaluation and his 2019 salary.

At approximately 11:10 a.m. the above-referenced Board members and manager returned to the Executive Session. At that time there was additional discussion concerning the Platte Canyon Merit Award Program. The entire Executive Session was recorded.

### **RETURN TO OPEN SESSION**

At approximately 11:50 a.m. both Boards returned to open public meeting. A motion was then made by Platte Canyon Director Rock and seconded by Platte Canyon Director Hamblin to increase the manager's salary by 3.12% effective January 1, 2019.

Following a brief discussion, a motion was then made by Platte Canyon Director Rock and seconded by Platte Canyon Director Hamblin to discontinue and freeze the Platte Canyon Merit Award Program effective as of December 31, 2018. Legal counsel was



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instructed to prepare an appropriate resolution to be considered by the Platte Canyon Board at its February meeting.

There was also a brief discussion concerning various options for other employee benefits, including increasing the amount of the match that the Platte Canyon Board contributes to employee retirement contributions, as well as certain other miscellaneous benefits. These additional benefits will be discussed in greater detail at the Platte Canyon and Southwest February meeting. At that time the Boards will have cost information available to assist them in making a decision regarding any additional employee benefits that the Platte Canyon Board may elect to provide.

### **PLATTE CANYON NEW BUSINESS**

There was no new business presented to the Platte Canyon Board.

### **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 Fohn 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

The Chair then 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

Whereupon, this joint regular meeting of the Southwest and Platte Canyon Boards of Directors adjourned at approximately 12:00 p.m. The next joint regular meeting of the

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Boards will be a special meeting to be held on Friday, February 22, 2019, 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

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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 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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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