MINUTES OF JOINT REGULAR MEETING

BOARD OF DIRECTORS

PLATTE CANYON WATER AND SANITATION DISTRICT

AND

SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT

Friday
August 23, 2019
Jefferson County, Colorado

The joint regular 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, August 23, 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 Platte Canyon Directors were in attendance, to wit:

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

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

1 and each District’s Water and Sanitary Sewer Activity Enterprise.
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administrator; Scott Hand, operations supervisor; Tony Cocozzella, construction programs manager; Alyssa Quinn, business programs specialist; and Bridget Butterfield, communication and administrative services coordinator.  

Also in attendance were 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.

1. Approval of Platte Canyon Agenda. 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:

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

PLATTE CANYON CONSENT AGENDA ITEMS

Following a brief discussion, a motion was made by Platte Canyon Director Dursey and seconded by Platte Canyon Director Fohn to approve Platte Canyon Consent Agenda Items 1 and 2, as set forth below, by a single motion.

1. Ratification of Interim Disbursements and Approval of Current Payables. Platte Canyon payables and supplemental disbursements for the month of August, 2019 in the aggregate amount of $382,763.69 represented by Platte Canyon Check Nos. 32607 through 32656, inclusive, together with various electronic fund payments for employee’s salaries, utility payments, and other authorized electronic fund payment vendors.

2. Platte Canyon Investment/Deposit Transaction Report. Platte Canyon on July 9, 2019 purchased two treasury notes both maturing July 15, 2020 in the

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.
respective principal amounts of $225,000 and $1,025,000, both having a coupon rate of interest of 1.5% per annum and respective yields to maturity of 1.906% per annum and 1.905% per annum. No Platte Canyon investment securities were redeemed and no certificates of deposit were renewed or rolled over during the month.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony M. Dursey</td>
<td>Aye</td>
</tr>
<tr>
<td>Louis J. Fohn</td>
<td>Aye</td>
</tr>
<tr>
<td>George E. Hamblin, Jr.</td>
<td>Aye</td>
</tr>
<tr>
<td>Richard Rock</td>
<td>Aye</td>
</tr>
<tr>
<td>William D. Buckner</td>
<td>Aye</td>
</tr>
</tbody>
</table>

**PLATTE CANYON ACTION ITEMS**

1. **Adoption of Water and Sanitary Sewer Infrastructure Fee.** Notice that the Platte Canyon Board would consider the establishment of a water and sanitary sewer infrastructure fee was provided by staff to Platte Canyon’s customers at least 30 days prior to this meeting in accordance with Section 32-1-1001(2)(a) C.R.S. by placing an appropriate notice on the Platte Canyon Transparency Notice maintained on the Special District Association of Colorado’s website, posting notice on the Platte Canyon website, and by including notice as a prominent part of one or more Platte Canyon newsletters. Legal counsel advised the Platte Canyon Board that it had jurisdiction to consider the establishment of a proposed water and sanitary sewer activity fee for the purpose of funding operation, maintenance, and capital replacement and rehabilitation expenses in the future.

The manager reviewed with the Platte Canyon Board the reasons that such a fee is necessary, including a brief review of the comprehensive evaluation performed by staff with respect to the Platte Canyon’s capital funding requirements as set forth in the District’s Ten-Year Capital Master Plan. Based upon that analysis, staff recommended the establishment of a water and sanitary sewer infrastructure fee in the amount of $5 per month per single family residential equivalent water tap. The fee will be collected by Denver Water as part of the monthly water bill Denver Water sends to each of Platte Canyon’s customers. The fee will be billed as of October 1, 2019 as soon thereafter as billing can be implemented by Denver Water.

At the conclusion of the Manager’s presentation, and following a brief discussion, the Platte Canyon Board considered the adoption of Resolution 2019-8-1 which
establishes the above referenced water and sanitary sewer infrastructure fee and provides for the collection thereof. A motion was then made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Dursey to adopt Resolution 2019-8-1 effective as of August 23, 2019. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

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

A copy of Resolution 2019-8-1 is attached to the original of these minutes as Exhibit A.

2. **Approval of Water Bill Surcharge Agreement with Denver Water.** Staff reviewed with the Platte Canyon Board a proposed form of Water Surcharge Agreement between Denver Water and Platte Canyon which provides for the collection of the water and sanitary sewer fee adopted by Resolution 2019-8-1. Following a brief discussion, a motion to approve the Agreement and to authorize its execution by appropriate officers of the Platte Canyon Board 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:

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

**PLATTE CANYON INFORMATION/DISCUSSION ITEMS**

1. **Purchasing Policy Manual Contract Template Provisions.** Staff advised the Platte Canyon Board that the District’s purchasing policy manual template contracts have been revised so that there is a uniform provision in each contract concerning the amount of commercial liability, automobile liability, and workers’ compensation and other insurance that contractors and vendors are required to provide to Platte Canyon when entering into agreements with Platte Canyon. The manager explained that the
standard forms provide for 1 million dollars in coverage for injury to one person and up to 2 million dollars in coverage for injury to two or more persons or as required by the Colorado Governmental Immunity Act, whichever is higher.

The manager then noted that in certain circumstances Platte Canyon enters into purchase agreement with vendors that normally do not carry that amount of insurance. Adhering to these insurance requirements may make it difficult for various routine Platte Canyon purchases to occur using the vendors that have been customarily used. As a result, the manager requested that the Board authorize him to adjust the insurance levels in the template contracts based upon the complexity and risk of the transaction and the risks of the transaction as evaluated by staff.

The Platte Canyon Board agreed that the manager should have this discretionary authority to modify the insurance provisions of these contracts as circumstances dictate. At the conclusion of the discussion, a motion giving the manager that authority was then made by Platte Canyon Director Hamblin and seconded by Platte Canyon Director Fohn. The chair called for a vote, and the vote was as follows:

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

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 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 Hamblin and seconded by Southwest Director Ensor 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:
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Anthony M. Dursey    Aye
Louis J. Fohn        Aye
George E. Hamblin, Jr. Aye
Richard Rock        Aye
William D. Buckner  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

JOINT MEETING CONSENT AGENDA ITEM

1. Approval of the Minutes of the Boards July 26, 2019 Joint Regular Meeting. Following a brief discussion, a motion was made by Platte Canyon Director Dursey and seconded by Southwest Director Sebastian to approve, as written, the minutes of the Boards’ July 26, 2019 Joint Regular Meeting. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

Anthony M. Dursey    Aye
Louis J. Fohn        Aye
George E. Hamblin, Jr. Aye
Richard Rock        Aye
William D. Buckner  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
The approved minutes of the Boards’ July 26, 2019 joint regular 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 regular meeting of the Boards.

**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 seven-month period ending July 31, 2019, were presented to the Boards:

   (i) Statement of Net Assets, dated July 31, 2019, showing Platte Canyon’s Assets, Liabilities, and Net Assets;

   (ii) Statement of Revenue, Expenses and Changes in Net Assets for the seven-month period ending July 31, 2019;

   (iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the seven-month period ending July 31, 2019; and

   (iv) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to CM/YTD Budget for the seven-month period ending July 31, 2019.

   Vanessa Shipley noted that Platte Canyon’s expenditures year to date are occurring as projected and she does not envision a need to amend Platte Canyon’s budget before the end of the year. She also discussed briefly Platte Canyon’s budgetary process noting that a preliminary draft budget will be presented to the Platte Canyon Board no later than October 15, 2019. At the conclusion of her review, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn 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:
(b) **Southwest Financial Statements.** The following unaudited Southwest financial statements, prepared by Vanessa Shipley for the seven-month period ending July 31, 2019, were reviewed by the Boards:

(i) Statement of Net Assets, dated July 31, 2019, showing Southwest’s Assets, Liabilities, and Net Assets;

(ii) Statement of Revenue, Expenses, and Changes in Net Assets for the seven-month period ending July 31, 2019;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the seven-month period ending July 31, 2019; and

(iv) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to CM/YTD Budget for the seven-month period ending July 31, 2019.

Vanessa Shipley noted that funds for emergency repairs year-to-date have been higher than normal, and there may be a need to amend the budget before the end of the year due to the amount of expenditures that have been incurred to date. She is watching this category of the Southwest budget and will let the Southwest Board know later in the year if a budget amendment will be necessary. She also reviewed the Southwest budget calendar with the Southwest board noting that a draft 2020 will be submitted to the Southwest Board on or before October 15, 2019.

At the conclusion of the presentation, a motion was made by Southwest Director Dursey 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 Platte Canyon has in approved state depositories and authorized local government investment pools. As of July 31, 2019, Platte Canyon’s investments and deposits totaled $10,880,946.95, itemized as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>$267,915.21</td>
<td>2.46%</td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>$744,000.00</td>
<td>6.84%</td>
</tr>
<tr>
<td>ColoTrust-Prime</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>ColoTrust-Plus</td>
<td>$3,724,610.17</td>
<td>34.23%</td>
</tr>
<tr>
<td>ColoTrust-Trust Account</td>
<td>$1,403,943.29</td>
<td>12.90%</td>
</tr>
<tr>
<td>Treasury Bills</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Treasury Notes</td>
<td>$2,240,478.28</td>
<td>20.59%</td>
</tr>
<tr>
<td>U.S. Government Agencies and</td>
<td>$2,500,00.00</td>
<td>22.98%</td>
</tr>
<tr>
<td>Instrumentalities</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$10,880,946.95</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

The average yield on Platte Canyon’s investments for the month of July 2019, as calculated by staff, was 2.1790% 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:

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

(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 July 31, 2019, Southwest’s investments and deposits totaled $24,855,215.84, itemized as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>$6,533.34</td>
<td>0.03%</td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>$1,621,543.08</td>
<td>6.56%</td>
</tr>
<tr>
<td>ColoTrust-Prime</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>ColoTrust-Plus</td>
<td>$5,938,358.18</td>
<td>23.89%</td>
</tr>
<tr>
<td>ColoTrust-Trust Account</td>
<td>$273,451.75</td>
<td>1.10%</td>
</tr>
<tr>
<td>Treasury Bills</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Treasury Notes</td>
<td>$7,005,979.74</td>
<td>28.19%</td>
</tr>
<tr>
<td>U.S. Government Agencies and Instrumentalities</td>
<td>$10,009,349.75</td>
<td>40.27%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$24,855,215.84</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

The average yield on Southwest’s investments for the month of July 2019, as calculated by staff, was 2.3033% 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 Report.** The manager had no comments. The assistant manager reviewed those portions of the Management Report dated August 2019 that she had prepared. As part of her review, she commented on the following matters:

(a) **Cyber Security.** During the month of August, there was a particularly vicious cyber-attack that occurred in Texas affecting many local governments. Cynthia Lane briefly reported on the cyber security advisory that Platte
Canyon and Southwest had received from the various cyber security organizations to which they are a member. She reviewed the cyber security policies that the Districts have in place, noted that cyber security is important, and stated that in her opinion, the computer systems used by both Districts are well protected against any cyber security attack from outside hackers.

(b) **Valley Sanitation District Project.** The Valley Sanitation District Sanitary Sewer Interceptor Project continues to go well. On August 1st, the second Pay Requisition was submitted to the Colorado Department of Public Health and Environment. The pay request included $254,000 reimbursement to the Valley Sanitation District. The request was approved by the Colorado Department of Public Health and Environment and funds have been received by Valley.

The Valley Sanitation District is currently receiving proposals from certified asbestos building inspector monitoring service consultants, as required by Colorado Department of Public Health and Environment (CDPHE). CDPHE is requiring that an inspector be present on a portion of the work. This will necessitate a change order to the construction contract which will be processed once the consultant is selected. Construction for this project is scheduled to begin in the fall of 2019 with substantial completion estimated to occur in 2020.

(c) **CEBT Medical Insurance Information.** Both Boards were advised that Platte Canyon has received notification from its medical insurance provider, CEBT, that Platte Canyon’s medical insurance costs are expected to increase approximately 3.5% for 2020. There will be no increase in the cost for the dental or vision coverages provided under the District’s existing policy. A more detailed report concerning the medical insurance coverages and the cost thereof for Platte Canyon’s employees will be presented to both Boards at an upcoming, joint, regular meeting.

(d) **Denver Water’s Lead Service Line Reduction Plan Program.** Denver Water had intended to submit its variance request from the Lead and Copper Rule on or before Thursday, August 22, 2019. Due to recent publicity concerning lead service line filters in New Jersey and other recent developments, the variance request submittal was delayed. The submittal is expected to occur on or before September 6, 2019. In addition, the EPA is no longer going to have a public comment period. Denver Water is initiating a program to test lead filters in residential homes. The assistant manager is monitoring Denver Water’s variance request and will keep both Boards apprised.
(e) **Special District Association Conference.** The Boards were notified that the Special District Association conference for 2019 will be held on Wednesday, September 18, through Friday, September 20 in Keystone, Colorado. The Platte Canyon and Southwest manager, Patrick J. Fitzgerald, is scheduled to receive a Distinguished Years of Service Award at a luncheon to be held on Friday, September 20th. A table has been reserved for those Platte Canyon staff members and for all Board members who plan on attending the luncheon.

(f) **Community Communications Program.** Bridget Butterfield and the assistant manager briefed the Board on a recent presentation made by Platte Canyon staff to the Kipling Sun Town Homeowners Association. It occurred at the Montessori Peaks School and approximately 25 people attended. It lasted approximately an hour and a half during which Platte Canyon staff received a lot of questions and interest from those in attendance. All of those were very appreciative of the efforts made by Platte Canyon staff and thanked them for their presentation.

(g) **Change in Methodology for Budgeting for Capital Projects.** The manager informed both Boards that both Platte Canyon and Southwest would like to implement a change in the process for budgeting capital project expenses. Because of time constraints, it is important to initiate the design work on capital projects earlier than it has historically been done, so that construction of capital projects can be scheduled to occur early in the calendar year. In order to do this, both Districts will initiate the design phase a year earlier than has previously been the practice. For the foregoing reasons, the Manager anticipates bringing engineering design contracts for both Platte Canyon and Southwest capital projects to the Boards at the October meeting. Accelerating the engineering design portion of these capital projects may necessitate a budget amendment, but whether that is the case will not be known for a while.

The manager also advised both Boards that Platte Canyon staff would like to utilize the engineering consulting firm of RG & Associates consulting engineers to perform the design and construction observation for both Platte Canyon and Southwest capital projects for 2020. The manager believes that RG & Associates has the necessary expertise and their design fees are reasonable. The manager so advised the Board because in the past, both Platte Canyon and Southwest have issued requests for proposals for design services, but to avoid the expense and the delay of the process, the manager stated that he would like to simply contract with RG & Associates for each District’s 2020 capital construction projects.

period, neither Southwest nor Platte Canyon had any sewer service interruptions. Platte Canyon experienced two water services interruptions. One at 5638 W. Alder Way and the other at W. Bowles Avenue and South J. Court. Southwest also experienced two water service interruptions. One at 10886 W. Polk Drive and the other at 9551 W. Walden Avenue. Mr. Hand presented a power point presentation showing the repair activities that were under taken in order to restore water service. A couple of these breaks will be very expensive due primarily to the significant amount of asphalt replacement that was required.

Mr. Hand also reported that the Platte Canyon new pickup truck that was ordered in March of 2019 has been delivered to the dealer, but has not yet been picked up by the District. It is believed that the dealer is in the process of installing a tool box and the truck should be available for delivery to the District in the near future.

4. Construction Project Report. Tony Cocozzella reviewed with both Boards the capital projects information and construction status report for Platte Canyon and Southwest. The report updated the Board 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 on the design phase at the present time.

At the conclusion of Mr. Cocozzella’s report, Southwest and Platte Canyon Director, Anthony M. Dursey, requested that staff initiate an evaluation of both District’s tap fees to make sure that each District is appropriately recovering the capital costs associated with the facilities and services that are provided. The Manager indicated that this analysis is part of the budgetary process and that it will be provided in the upcoming months to both Boards.

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, September 27, 2019, at 8:30 a.m. in the Districts’ office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123.

SOUTHWEST ACTION ITEMS

CALL TO ORDER

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

SOUTHWEST AGENDA

A motion was made by Southwest Director Sebastian and seconded by Southwest Director Hause 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

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Hause to approve Southwest Consent Agenda Items 1 and 2, inclusive, as set forth below, by a single motion. The Chair called for a vote of the Southwest Board, and the vote was as follows:

1. **Approval of Accounts Payable and Ratification of Interim Disbursements.** Southwest payables and supplemental payables for month of July, 2019 in the aggregate amount of $150,961.23 represented by Southwest Check Nos. 19611 through 19641, inclusive, including any checks written by the manager pursuant to prior Board authorization for less than $2,500, as well as various electronic payments for utility and other authorized electronic fund payment vendors.

2. **Southwest Investment/ Transaction Report.** During the month of July, 2019 Southwest did not purchase any treasury or agency securities or have any treasury, agency, or other securities mature or be redeemed. No certificates of deposit were renewed or rolled over during the month.

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 Southwest Purchasing/Policy Manual.** The staff then reviewed with the Board a purchasing manual for the Southwest Water & Sanitation District. The manual promotes an effective and consistent purchasing process and establishes responsibility and accountability for the expenditure of District funds. At the conclusion of the discussion, a motion was made by Southwest Director Hamblin and seconded by Southwest Director Hause to adopt Southwest Resolution 2019-8-1 which adopts the purchasing policy effective as of August 23, 2019.

   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 new information or discussion items to come before the Southwest Board.

**SOUTHWEST NEW BUSINESS**

There was no new business to come before the Southwest 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 Hamblin and seconded by Southwest Director Sebastian. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

   - Anthony M. Dursey: Aye
   - Louis J. Fohn: Aye
   - George E. Hamblin, Jr: Aye
   - Richard Rock: Aye
   - William D. Buckner: 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 10:05 a.m. The next joint regular meeting of the Boards will be held on Friday, September 27, 2019, at 8:30 a.m. in the Districts’ office, located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123.

Respectfully submitted,

Timothy J. Flynn, Recording Secretary

SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT

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

PLATTE CANYON WATER AND SANITATION DISTRICT

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