

# **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  
December 15, 2023  
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, November 15, 2023, at 8:30 a.m. in the Districts’ office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123. For purposes of convenience, the meeting was also conducted virtually using Microsoft Teams so any Board member who could not or was not comfortable physically attending, could attend by telephone or virtually.

The web address and call-in information were included in the meeting notice so that interested members of the public could also attend. Although jointly conducted, a portion of the meeting pertained solely to one District or the other and, accordingly, at times only the vote of one Board or the other was required.

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

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

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

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

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

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

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

### **CALL TO ORDER**

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

### **APPROVAL OF SOUTHWEST AGENDA**

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

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

### **SOUTHWEST CONSENT AGENDA ITEMS**

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

**1. Ratification of Interim Disbursements and Approval of Current Payables.** The Southwest payables and supplemental disbursements for the month of December 2023, in the aggregate amount of \$189,475.39 represented by Southwest check nos. 21084 thru 21101 inclusive, including any checks for less than \$5,000 written by the manager pursuant to prior Board authorization, together with various electronic fund payments for utility 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.

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

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

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

### **SOUTHWEST ACTION ITEMS**

1. **Approval of Legal Services Engagement Letter.** Legal counsel reviewed with the Board the terms and provisions of the engagement letter tendered by his firm, Collins Cole Flynn Winn & Ulmer, PLLC for providing legal services during calendar year 2024. The exhibit to the engagement letter did not contain a listing of the hourly rates of all attorneys and paralegals within the firm. Legal counsel will get an updated exhibit noting that his rate for calendar year 2024 will be \$430 per hour and that by signing the engagement letter the Southwest Board consents to legal counsel’s potential conflict created by the fact that he also represents Platte Canyon.

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

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

2. **Approval of Schilling & Company, Inc.’s 2023 Audit Engagement Letter.** Vanessa Shipley and the manager reviewed Schilling & Company, Inc.’s 2023 audit engagement letter dated December 4, 2023. The audit engagement letter contains the same terms and conditions as prior engagement letters with the exception that the audit fee increased slightly to \$6, 200.

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to approve Schilling & Company, Inc.’s 2023

audit engagement letter and to authorize its execution by an appropriate officer of Southwest. The Chair called for a vote of the Southwest Board, and the vote was as follows:

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

**3. Resolution 2023-12-1 Designating the Location for Posting Open Meeting Law Notices and Establishing Southwest 2024 Meeting Schedule.** The manager reviewed with the Board of Directors, Resolution 2023-12-1 which designates the District’s website as the location for posting meeting notices and provides that Southwest will meet during calendar year 2024 on the dates and times set forth on Exhibit A of the Resolution, which dates and times are 8:30 a.m. on the fourth Friday of each month with the exception that in November and December meetings will be held on November 22, 2024 and December 20,2024, respectively.

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas to adopt Resolution 2023-12-1. The Chair called for a vote of the Southwest Board, and the vote was as follows:

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

**4. Adoption of 2024 Rates, Fees, and Charges Schedule.** The Board then reviewed Resolution 2023-12-2 which ratifies, approves, confirms, and in some instances increases Southwest’s rates, fees, and charges for calendar year 2024. Notice of the Southwest’s Board’s intent to increase rates, fees, and charges for calendar year 2024 was previously posted on the District’s transparency site at the Special District Association of Colorado in accordance with state law. No members of the public appeared to object or oppose any proposed rate increase. At the conclusion of the discussion, a motion was made by Director Sebastian and seconded by Director Rivas to adopt Resolution 2023-12-2. The Chair called for a vote of the Southwest Board, and the vote was as follows:

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

**SOUTHWEST 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**

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

**APPROVAL OF JOINT MEETING AGENDA**

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

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

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

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

**JOINT MEETING CONSENT AGENDA**

**1. Approval of the Minutes of the Boards’ November 17, 2023 Joint Regular Meeting.** Following a brief discussion and review, a motion was made by Platte Canyon Director Swatek and seconded by Southwest Director Rivas to approve the minutes of the Boards’ November 17, 2023, joint regular meeting, as presented. The Chair called for a vote of the Southwest Board, and the vote was as follows:

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

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
Mark Swatek	Aye

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

### **JOINT MEETING ACTION ITEMS**

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

(a) **Platte Canyon Financial Statements.** The following unaudited Platte Canyon financial statements, prepared by Vanessa Shipley, for the 11-month period ending November 30, 2023, were presented to the Boards:

(i) Statement of Net Assets, dated November 30, 2023, showing Platte Canyon’s Assets, Liabilities, and Net Assets;

(ii) Statement of Revenue, Expenses and Changes in Net Assets for the eleven-month period ending November 30, 2023;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the eleven-month period ending November 30, 2023; and

(iv) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to CM/YTD Budget for the eleven-month period ending November 30, 2023.

Vanessa Shipley’s review of the financial statements highlighted those areas where spending or revenues deviated significantly from the adopted budget. At the conclusion of her presentation, 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:

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

(b) **Southwest Financial Statements.** The following unaudited Southwest financial statements, prepared by Vanessa Shipley for the eleven-month period ending November 30, 2023, were presented to the Boards:

(i) Statement of Net Assets, dated November 30, 2023, showing Southwest’s Assets, Liabilities, and Net Assets;

(ii) Statement of Revenue, Expenses and Changes in Net Assets for the eleven-month period ending November 30, 2023;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the ten-month period ending November 30, 2023; and

(iv) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to CM/YTD Budget for the ten-month period ending November 30, 2023.

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

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

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

(c) **Platte Canyon Investment/Deposit Report.** The Boards reviewed a list of Platte Canyon’s investments in U.S. Government treasury notes, agency securities, certificates of deposit, and money market funds, together with a report showing the funds Platte Canyon has in approved state depositories and authorized local government investment pools. As of November 30, 2023, Platte Canyon’s investments and deposits totaled \$10,568,083.84, itemized as follows:

<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Percentage</u></b>
Checking	\$138,965.56	1.31%
Certificates of Deposit	\$250,000.00	2.37%
Colo Trust-Edge	\$563,349.21	5.33%
Colo Trust-Plus	\$2,600,992.24	24.61%
ColoTrust-Trust Account	\$1,617,669.31	15.31%
CSAFE-Core	\$626,194.22	5.93%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$3,268,766.69	30.93%
U.S. Government Agencies and Instrumentalities	\$1,502,146.61	14.21%
TOTAL	\$10,568,083.84	100.00%

The average yield on Platte Canyon’s investments for the month of November 2023, as calculated by staff, was 3.6458% 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 Investment and Deposit Report 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
Mark Swatek	Aye

(d) **Southwest Investment/Deposit Report.** The Boards reviewed a list of Southwest’s investments in U.S. Government treasury notes, agency securities, certificates of deposit, and money market funds, together with a report showing the funds Southwest has in approved state depositories and authorized investment pools. As of November 30, 2023, Southwest’s investments and deposits totaled \$25,275,935.56, itemized as follows:



<u>Description</u>	<u>Amount</u>	<u>Percentage</u>
Checking	\$8,614.53	0.03%
Certificates of Deposit	\$249,000	0.99%
ColoTrust-Edge	\$874,084.39	3.46%
ColoTrust-Plus	\$2,360,792.48	9.34%
ColoTrust-Trust Account	\$326,353.88	1.29%
CSAFE-Core	\$1,030,172.72	4.08%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$12,447,411.68	49.25%
U.S. Government Agencies and Instrumentalities	\$7,979,505.88	31.57%
TOTAL	<u>\$25,275,935.56</u>	<u>100.00%</u>

The average yield on Southwest’s investments for the month of November 2023, as calculated by staff, was 2.4003% per annum.

Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas 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
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

2. **Management Report.** The manager referred both Boards to her written management report for the month of December 2023, a copy of which was included in the meeting packet. In addition to answering questions concerning the management report, the manager discussed the following matters:

(a) **Review of District Goals.** The manager briefly summarized the status of the 2023 District goals listed on the first page of the management report. Five goals have been completed and one goal is in the process of being completed. The only goal the completion of which that will be delayed beyond the 2023 calendar year is the comprehensive review of software systems and the development of shut down procedures and tests in the event of a cyber security breach. The attainment of this goal is now scheduled for the first quarter of 2024 due to delays that have been experienced in obtaining the needed update software computer system packages. The cause of that delay appears to have been resolved and is now fully anticipated that this goal will be completed in the first quarter of 2024.

(b) **Goals for 2024.** The manager noted that one of the goals she has for 2024 is a comprehensive review of the District's insurance coverages to ensure that the District has adequate coverage in all areas. This will be done in connection with information that the District will obtain from both the District Pool and any insurance agent the District currently utilizes.

3. **Operations and Maintenance Summary Report.** Scott Hand reviewed the Operations and Maintenance Summary Report for the month of November 2023. He noted that during the reporting period, neither Platte Canyon nor Southwest experienced any water or sanitary sewer service interruptions. As a result, he did not have a PowerPoint presentation to review with the Board.

During the month of November, the District completed six fire hydrant repairs. This completes the fire hydrant repairs scheduled for calendar year 2023.

Also during the month, the District completed the Hogback Pump Station painting project. The contractor did a very professional job. All appurtenances are coated and protected from corrosion.

Finally, Mr. Hand noted that during the month two of the District's employees attended a tour of Denver Water's Water Quality Lab. They found the tour to be informative and interesting.

4. **Capital Projects Report.** Justin Roquemore, reviewed with the Board the Capital Projects Report for Platte Canyon and Southwest. As part of his report, Mr. Roquemore updated the Board as to the status of all ongoing Platte Canyon and Southwest projects including developer and District specific projects. He again briefly updated the Board to the status of the Waterline Relocation Project that is in process along the South Santa Fe Corridor in connection with the River Park Development.

### **NEW BUSINESS**

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

### **PLATTE CANYON PORTION OF THE JOINT MEETING**

#### **CALL TO ORDER**

The Platte Canyon portion of the joint meeting was called to order by Platte Canyon's President, George E. Hamblin, Jr., who presided as Chair.

## APPROVAL OF PLATTE CANYON AGENDA

Following a brief discussion, a motion was made by Platte Canyon Director Fohn 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
Mark Swatek	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 No. 1, No. 2, No. 3, No. 4, and No. 5, as set forth below, by a single motion:

1. **Ratification of Interim Disbursements and Approval of Current Payables.** Platte Canyon payables and supplemental payables for the month of December 2023, in the aggregate amount of \$440,133.01 represented by Platte Canyon check nos. 35125 through 35159, inclusive, including any checks written by the manager pursuant to prior Board authorization for less than \$5,000 as well as various electronic fund payments for employee salaries, utilities and other authorized electronic fund payment vendors.

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

3. **Legal Services Engagement Letter for Calendar Year 2024.** The consent agenda included Collins Cole Flynn Winn & Ulmer, PLLC's Legal Services engagement letter for calendar year 2024. It was noted that legal counsel's fees for 2024 will increase by \$15 per hour from \$415 per hour to \$430 per hour.

4. **Schilling and Company Audit Engagement Letter for 2023 Audit.** The consent agenda also included Schilling and Company's audit engagement letter for the 2023 audit for an audit fee not to exceed \$8,000.

5. **Resolution 2023-12-1 Designating the Location for Posting Open Meeting Law Notices and Establishing Platte Canyon's 2024 Meeting Schedule.** During calendar year 2024, Platte Canyon will post meeting notices on its website and will meeting during calendar year 2024 on the fourth Friday of each month except November and December when it will meet on the third Friday. All meetings are held at 8:30 a.m. in the Platte Canyon/Southwest District office.

With respect to the above referenced Consent Agenda Items No. 1, No. 2, No. 3, No. 4 and No. 5, 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
Mark Swatek	Aye

### **PLATTE CANYON ACTION ITEMS**

**1. Adoption of 2024 Budget.** The Chair opened the Public Hearing on Platte Canyon’s proposed 2024 Budget. Notice of the Public Hearing was published in accordance with the local government budget law by staff. No members of the public appeared in person or otherwise registered any objections or offered any amendments to Platte Canyon’s proposed 2024 Budget, which is balanced as required by law. The Chair then closed the public hearing on the 2024 Budget.

The manager briefly reviewed the 2024 Budget noting the changes made since the last time the budget was reviewed by the Platte Canyon Board. Following the manager’s review, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Swatek to adopt Platte Canyon Resolution 2023-12-2, which Resolution formally adopts the proposed 2024 Budget as heretofore submitted and amended as the official budget for Platte Canyon for calendar year 2024. 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
Mark Swatek	Aye

A copy of Resolution 2023-12-2 is attached to the original of these minutes as Exhibit A.

**2. Adoption of Resolution Appropriating Funds for the 2024 Budget.** The Platte Canyon Board then considered Platte Canyon Resolution 2023-12-3 which Resolution appropriates for expenditure by Platte Canyon in calendar year 2024 all funds contemplated for expenditure by the adopted budget. A motion to adopt said Resolution was made by Platte Canyon Director Swatek 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
Mark Swatek	Aye

A copy of Resolution 20213-12-3 is attached to the original of these minutes as Exhibit B.

**3. Adoption of Resolution Certifying a Property Tax Mill Levy.** It was noted that a significant portion of Platte Canyon’s revenues are generated by property taxes and that Platte Canyon needs to certify a property tax mill levy for collection in calendar year 2024. Following a brief discussion, a motion was made Platte Canyon Director Buckner and seconded by Platte Canyon Director Swatek to adopt Resolution 2023-12-4 levying a general property tax for calendar year 2024. It was noted that the mill levy and the revenues to be generated thereby will be adjusted by staff once staff receives the final assessed valuation for Platte Canyon from both Jefferson and Arapahoe Counties. 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
Mark Swatek	Aye

A copy of Resolution 20213-12-4 is attached to the original of these minutes as Exhibit C.

**4. Approval of Resolution Increasing Monthly Service Fee for 2024.** The manager then reviewed with the Board Resolution 2023-12-5 which increases the water and sanitary sewer service fee for Platte Canyon for calendar year 2024 from \$12 to \$18 per single family residential equivalent water tap. After a brief discussion, a motion to adopt said Resolution was made by Platte Canyon Director Swatek and seconded by Platte Canyon Director Buckner. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

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

A copy of Resolution 20213-12-5 is attached to the original of these minutes as Exhibit D.

5. **Approval of Fee Schedule for Calendar Year 2024.** The Board then considered Resolution 2023-12-6 which formally approves the District’s fee schedule for calendar year 2024 which includes the District's inclusion fees, hydrant permit fees, construction plan review fees, sewer capacity study fees, and all of the other miscellaneous fees which Platte Canyon assesses during the year including but not limited to Platte Canyon’s tap fees.

At the conclusion of the discussion, a motion to adopt Resolution 2023-12-6 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
Mark Swatek	Aye

6. **Approval of 2024 Platte Canyon Labor Rate for Contract Services.** Platte Canyon provides a number of services to other Water and Sanitation Districts in the area including but not limited to the Columbine Water and Sanitation District, the Valley Sanitation District, and the Bow Mar Water and Sanitation District. For the services provided by Platte Canyon, the District charges hourly rates which include a component of profit. The fee schedule was then presented to the Boards for approval via a memo that had been prepared by Platte Canyon’s manager. It was noted the rates were developed for standard practice and include a 35% mark up over and above Platte Canyon’s costs. At the conclusion of the discussion, a motion to adopt the rate schedule and authorize it to be billed to all Districts receiving services from Platte Canyon including Southwest was made by Platte Canyon Director Swatek 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
Mark Swatek	Aye

### **TEMPORARY RECESS**

Following a brief discussion, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn to temporarily adjourn the joint meeting so the Platte Canyon Board could reconvene as the Board of Directors of the Platte Canyon Water and Sanitation District Subdistrict No. 1 and Subdistrict No. 2. 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
Mark Swatek	Aye

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

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

Whereupon this joint meeting temporarily adjourned at approximately 9:10 a.m.

**RETURN TO OPEN PUBLIC MEETING**

At approximately 9:20 a.m. the Platte Canyon and Southwest Boards returned to Open Public Meeting.

**EXECUTIVE SESSION**

Following a brief discussion, a motion was made by Platte Canyon Director Fohn and seconded by Platte Canyon Director Buckner to go into Executive Session pursuant to Section 24-6-402(4)(f) C.R.S. with the Southwest Board for the purpose of considering personnel matters regarding the manager’s annual performance review and salary and benefits schedule for 2024 as well as certain proposed adjustments to the pay rate schedules for Platte Canyon staff.

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
Mark Swatek	Aye

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

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

Whereupon at approximately 9:20 a.m. the Boards went into Executive Session. During the first part of the Executive Session the manager was present for purposed of reviewing the manager’s salary and benefits schedule for 2024 as well as her job performance for 2023 and presenting the Board with salary range adjustments for Platte Canyon staff. Once that discussion was concluded, the manager then left the Executive Session.

At approximately 10:15 a.m. the Board returned to Open Public Meeting. At that time, a motion was made Platte Canyon Director Swatek and seconded by Platte Canyon Director Fohn to increase the manager’s salary for calendar year 2024 by 6% and to provide her with a \$5,000 performance/merit award. 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
Mark Swatek	Aye

It was noted the Southwest Board concurred with the action taken by the Platte Canyon Board and for the purposes of officially approving, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Rivas. The Chair - called for a vote of the Southwest Board, and the vote was as follows:

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

Immediately following the vote, the Platte Canyon Board authorized Platte Canyon Director Swatek to meet with the District Manager to go over her salary for 2024 and her 2023 job review.

Before adjourning, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Swatek to approve an overall increase of 5% to the salary budget for 2024 with performance based salary increases to be implemented by the manager in her discretion. 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
Mark Swatek	Aye

The Chair noted that the Southwest Board concurred with the Platte Canyon Board's decision.

### **ADJOURNMENT**

There being no further business to come before this joint regular meeting of the Southwest and Platte Canyon Boards, a motion to adjourn was made by Platte Canyon Director 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
George E. Hamblin, Jr.	Aye
Chuck Hause	Aye
Samuel Rivas, Jr.	Aye
Bernard J. Sebastian, Jr.	Aye

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

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

Whereupon, this joint regular meeting of the Southwest and Platte Canyon Boards of Directors adjourned at approximately 10:15 a.m. The next regular joint meeting of the Boards will be held on Friday, January 26, 2024, at 8:30 a.m. in the Platte Canyon and Southwest 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 SPECIAL MEETING OF THE DISTRICTS' BOARDS OF DIRECTORS; AND THE UNDERSIGNED DO HEREBY CONSENT TO THE SAID MEETING BEING HELD ON THE DATE, AT THE TIME AND AT THE PLACE AS HEREINABOVE SET FORTH.

SOUTHWEST METROPOLITAN  
WATER AND SANITATION DISTRICT

PLATTE CANYON WATER AND  
SANITATION DISTRICT

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Anthony M. Dursey

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William D. Buckner

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George E. Hamblin, Jr.

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Anthony M. Dursey

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Chuck Hause

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Louis J. Fohn

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Bernard J. Sebastian, Jr.

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George E. Hamblin, Jr.

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Samuel Rivas, Jr.

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Mark Swatek