

MINUTES OF JOINT REGULAR MEETING

BOARD OF DIRECTORS

PLATTE CANYON WATER AND SANITATION DISTRICT

AND

SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT¹

Friday
January 26, 2018
Jefferson County, Colorado

The 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, January 26, 2018, at 8:30 a.m. in the Districts' office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123. Although jointly conducted, a portion of the meeting pertained solely to one District or the other and, accordingly, at times only the vote of one Board or the other was required.

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

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

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

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

The following Platte Canyon staff members were in attendance: Patrick J. Fitzgerald, manager; Cynthia Lane, assistant manager; Vanessa Shipley, financial administrator; Scott Hand, operations supervisor; Tony Cocozzella, construction, plan

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

review and special projects coordinator; Alyssa Quinn, administrative assistant; and Tayler Newkirk, communication and administrative services coordinator.²

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

CALL TO ORDER

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

APPROVAL OF PLATTE CANYON AGENDA

A motion was made by Platte Canyon Director Fohn 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

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

1. **Ratification of Interim Disbursements and Current Payables.** The Platte Canyon interim disbursements paid and current payables for the month of December 2017 in the aggregate amount of \$308,756.78, represented by Platte Canyon check numbers 31557 through 31604, inclusive, including those checks written by the manager pursuant to prior Board authority for less than \$2,500.

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.

2. **Acceptance of Platte Canyon Investment Transactions.** During the month, Platte Canyon did not purchase investment securities and investments were redeemed or renewed.

PLATTE CANYON ACTION ITEMS

1. **Adoption of Resolution Calling Platte Canyon's May 8, 2018 Regular Board of Directors Election.** Following a brief discussion, a motion was made by Platte Canyon Director Buckner and seconded by Platte Canyon Director Fohn to adopt Platte Canyon Resolution 2018-1-1, which Resolution calls Platte Canyon's May 8, 2018 regular Board of Directors election to be conducted as a polling place election, and designates Patrick J. Fitzgerald as the Designated Election Official. 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

A copy of Resolution 2018-1-1 is attached to the original of these minutes as **Exhibit A.**

2. **Adoption of Resolution Designating the Location for Posting Open Meeting Law Notices.** Following a brief discussion, a motion was made by Platte Canyon Director Fohn and seconded by Platte Canyon Director Buckner to adopt Resolution 2018-1-2, which Resolution designates the Scott J. Morse Pump Station located at 7677 West Ken Caryl Avenue, Littleton, Colorado, as the location for posting the 24-hour meeting notice of Platte Canyon Board meetings for purposes of complying with the provisions of the Open Meetings Law, Section 24-6-402, *et seq.*, C.R.S. A similar notice is also posted at the Southwest office located at 8739 West Coal Mine Avenue, Littleton, Colorado. 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

A copy of Resolution 2018-1-2 is attached to the original of these minutes as **Exhibit B.**

3. **Adoption of Resolution Increasing Collateral Requirement for Facility Extensions/Relocations.** Following a brief discussion, a motion was made by Platte Canyon Director Fohn and seconded by Platte Canyon Director Buckner to adopt Resolution 2018-1-3, which Resolution increases the collateral requirement for water and sewer main extensions/relocations from 25% to 100% of the construction cost. Before the vote was taken, the manager noted that the Board approved the increase at last month's meeting and that the increase was necessitated because the historical 25% collateral requirement is not sufficient to cover the costs in a number of current circumstances where warranty and maintenance expense has been extensive. 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

A copy of Resolution 2018-1-3 is attached to the original of these minutes as **Exhibit C.**

PLATTE CANYON INFORMATION/DISCUSSION ITEMS

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

PLATTE CANYON NEW BUSINESS

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

JOINT PARTICIPATION PORTION OF THE MEETING

Platte Canyon's president, Richard Rock, continued to act as Chair 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 Buckner and seconded by Platte Canyon Director Fohn to approve the joint meeting agenda as presented. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

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

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

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

JOINT MEETING CONSENT AGENDA ITEMS

Approval of the Boards' December 15, 2017 Special Meeting Minutes.

Following a brief discussion, a motion was made by Platte Canyon Director Fohn and seconded by Southwest Director Dursey to approve, as written, the minutes of the Boards' December 15, 2017 special meeting. 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

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

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

The approved minutes of the Boards' December 15, 2017 joint regular meeting were then presented to the members of each Board for signature as further evidence of ratification, confirmation and approval.

JOINT MEETING INFORMATION/DISCUSSION ITEMS

1. **Financial Matters.**

(a) **Platte Canyon Financial Statements.** The following unaudited Platte Canyon financial statements, prepared by Vanessa Shipley for the twelve-month period ending December 31, 2017, were presented to the Boards:

(i) Statement of Net Assets, dated December 31, 2017, 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, 2017;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the twelve-month period ending December 31, 2017; 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, 2017.

During her review of the Platte Canyon financial statements, Vanessa Shipley highlighted various aspects of the financial statements, including noting that for year-end accounting purposes, Platte Canyon's investments had been marked to market. She explained the impact this had on the balance sheet and financial statements.

At the conclusion of her discussion, a motion was made by Platte Canyon Director Dursey and seconded by Platte Canyon Director Buckner to accept the Platte Canyon financial statements, as presented. The Chair called for a vote of the Platte Canyon Board, and the vote was as follows:

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

Vanessa Shipley also noted that Platte Canyon's audit has been scheduled to begin the second week of February, and she hoped to be able to present it to the Board at either the February or March meeting.

(b) **Southwest Financial Statements.** The following unaudited Southwest financial statements, prepared by Vanessa Shipley for the twelve-month period ending December 31, 2017, were presented to the Boards:

(i) Statement of Net Assets, dated December 31, 2017, 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, 2017;

(iii) Schedule of Revenue and Expenditures – Budget & Actual CM/YTD Actuals Compared to Annual Budget for the twelve-month period ending December 31, 2017; 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, 2017.

During her discussion of the Southwest financial statements, Vanessa Shipley pointed out certain significant highlights for both Boards, including the fact that Southwest's investments had been marked to market. She noted the impact that the adjustment had on Southwest's balance sheet and other financial statements.

At the conclusion of her review of the Southwest financial statements, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Hause to accept the Southwest financial statements, as presented. The Chair called for a vote of the Southwest Board, and the vote was as follows:

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

(c) **Platte Canyon Investment/Deposit Report.** The usual list of Platte Canyon's investments in U.S. Government treasury notes, agency securities, certificates of deposit, and money market funds, together with a Report showing the funds Platte Canyon has in approved state depositories and authorized investment pools was not included in the meeting packet. This information will be provided by Vanessa Shipley to the members of each Board as soon as possible after the meeting.

The average yield on Platte Canyon's investments for the month of December 2017, as calculated by staff, was 1.435% per annum.

Following a brief discussion, during which Vanessa Shipley noted that all Platte Canyon's investments are within the parameters established by the Platte Canyon investment policy, a motion was made by Platte Canyon Director Hamblin and seconded by Platte Canyon Director Buckner that the Platte Canyon Schedule of Deposits and

Investments, to be provided by Vanessa Shipley, will be deemed accepted by the Platte Canyon Board unless one or more Platte Canyon Directors has a question concerning the schedule and raises that with the other Board members before the next joint regular meeting of Platte Canyon and Southwest. 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 received 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, 2017, Southwest investments and deposits totaled \$24,567,746.06, itemized as follows:

<u>Description</u>	<u>Amount</u>	<u>Percentage</u>
Checking	\$34,909.89	0.14%
Certificates of Deposit	\$2,348,117.16	9.56%
ColoTrust-Prime	\$0.00	0.00%
ColoTrust-Plus	\$2,195,687.99	8.94%
ColoTrust-Trust Account	\$3,940,091.56	16.04%
Treasury Bills	\$0.00	0.00%
Treasury Notes	\$6,018,885.03	24.50%
U.S. Government Agencies and Instrumentalities	\$10,030,054.43	40.83%
TOTAL	<u>\$24,567,746.06</u>	<u>100.00%</u>

The average yield on Southwest's investments for the month of December 2017, as calculated by staff, was 1.9544% per annum.

Following a brief discussion, during which Vanessa Shipley also noted that Southwest's investments are in compliance with Southwest's investment policy, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Ensor 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. **Manager's Information Report.** The manager and assistant manager reviewed the Manager's Information Report with respect to the portions of the Report prepared by each. The Report is dated January, 2018, a copy of which was previously provided to the members of both Boards. As part of the Information Report, the manager and assistant manager discussed the following matters:

(a) **Revised Purchasing Policy and Procedures.** The manager noted that staff is continuing to work on revising Platte Canon's purchasing policies and procedures. A draft of the policies and procedures will be submitted to the Platte Canyon Board for consideration at its February 2018 meeting.

(b) **Platte Canyon Sewer Service Agreement for Watson Lane Subdivision.** Platte Canyon currently has an agreement with the City of Littleton that allows the City to connect 85 single family equivalent sewer taps from the Belmont Subdivision, Watson Lane Subdivision, and three residential properties on West Bowles Avenue into Platte Canyon's sanitary sewer outfall line. A couple of years ago, Littleton requested permission to connect additional taps into that main, but the proposed development for which those taps were intended never proceeded. The City of Littleton is now considering a development plan that calls for six additional single family homes rather than the 26 homes previously submitted to the City for consideration. Legal counsel has drafted a proposed revision to the existing agreement which would allow Littleton to serve the additional six taps proposed for development. A draft has been submitted to the City of Littleton for review.

(c) **Condemnation of Denver Water Property Adjacent to Scott J. Morse Pump Station.** The manager and legal counsel advised the Boards that the Jefferson County District Court has issued the order condemning title to the property that Platte Canyon needs to acquire from Denver Water for the storage facility adjacent to the Scott J. Morse Pump Station. Legal counsel is in the process of obtaining a certified copy of the order so it can be recorded.

The assistant manager reviewed the following matters with both Boards:

(d) **New Employee.** Tayler Newkirk, recently hired to fill the position of communication and administrative services coordinator was introduced to both Boards by Cynthia Lane. It was noted that she is now responsible for each District's website, social media presence, and community outreach programs, as well as being the receptionist at the front desk and handling most customer communications. The

members of each Board members were invited to introduce themselves to Tayler as they came and left the building at future meetings.

(e) **PRV and Direct Connections Project with Denver Water.**

Cynthia Lane advised the Boards that the PRV and Direct Connections Project with Denver Water is now going full steam again, after having been delayed recently by an employee in Denver Water. Denver Water is in the process of revising every map of the existing connections to confirm those accurately depict everyone's understanding with respect to ownership, operation and maintenance responsibility. Beginning the end of December, staff began to receive 5-10 maps per week to review. Review of those maps is progressing with some items needing additional attention as ownership decisions are somewhat in a state of change. Staff continues to keep a list of outstanding items that will need to be addressed before the project is concluded.

(f) **Valley Sanitation District Interceptor Relocation Project.**

The Colorado Department of Public Health & Environment has been slow in reviewing and issuing its approval of the site application for this project. As a result, the project schedule will be delayed by approximately two months. Cynthia Lane stated that Valley will be lucky if the approval from CDPHE comes by the end of January 2018. This delay, combined with needed resolution of other major items including the type of lift station, relocation of existing services and an easement from the City of Englewood could result in the decision to delay submittal of the plans, specs and loan application.

(g) **Valley Sanitation District Inclusion Project.**

Formal petitions for the inclusion of various properties into the Valley Sanitation District have been reviewed and accepted. Seventy property owners representing ten parcels and a potential of \$8,400 in additional tax revenue have been received and are currently scheduled to be considered by the Valley Sanitation District. It was also noted that six other property owners are still reviewing potential inclusion petitions. The new owners of the Centennial Square Shopping Center have officially committed to inclusion and petitions have been submitted to those owners.

3. **Operations and Maintenance Summary Report.** Scott Hand reviewed the Operations and Maintenance Summary Report dated December, 2017.

During the December 2017 reporting period, Southwest had no sanitary sewer or water service interruptions. Platte Canyon experienced two water service interruptions and one sanitary sewer interruption. The water service interruptions occurred on December 12, 2017 at 6229 West Chestnut Avenue and on December 30 and 31 at 6495 West Leawood Drive. The sanitary sewer service interruption occurred on December 18, 2017 at 7540 West Coal Mine Avenue.

This sanitary sewer service interruption was the result of a main line backup that was caused by a significant amount of road debris such as spilled asphalt that had been

placed into the sewer line. In removing the blockage, Platte Canyon's contractor removed over 180 pounds of asphalt and other debris. Staff is reviewing historical records to determine when road improvements were last performed over this reach of sewer line to see if they can identify the contractor who may have been involved in causing the asphalt and other debris to be placed into the line.

Mr. Hand presented a PowerPoint presentation showing the repair activities that were undertaken to restore water service.

As to the Scott J. Morse Pump Station improvements, Mr. Hand reported that the station is now performing well and all adjustments to the controllers have been completed. There are no longer any issues with the operation of the pump station and the equipment located therein.

4. **Construction Project Report.** Tony Cocozzella reviewed with both Boards the Capital Project 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 the review, Mr. Cocozzella also addressed those projects that are in the design phase at the present time.

NEW BUSINESS

There was no new business to come before the joint participation portion of the meeting. The next joint meeting of the Boards is scheduled for Friday, February 23, 2018 in the Districts' offices located at 8739 West Coal Mine Avenue, Littleton, Colorado, 80123.

SOUTHWEST ACTION ITEMS

CALL TO ORDER

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

APPROVAL OF SOUTHWEST AGENDA

Following a brief discussion, a motion was made by Southwest Director Hamblin and seconded by Southwest Director Hause to approve the Southwest agenda, 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

SOUTHWEST CONSENT AGENDA ITEMS

A motion was made by Southwest Director Sebastian and seconded by Southwest Director Hause to approve the Southwest consent agenda items 1 and 2 as set forth below by a single motion. 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

1. **Interim Disbursements and Current Payables.** Ratification of the Southwest interim disbursements for December 2017 including any checks written by the manager pursuant to prior Board authority for less than \$2,500 and approval of and authority for Directors to sign checks for the current December payables as set forth on a list and supplemental list of checks (Southwest check numbers 18968 through 18989, inclusive), including electronic fund payments in the total aggregate amount of \$169,605.60.

2. **Southwest Investment Transactions.** The Southwest November Investment Transaction Report showed no investment transactions occurred during the month. Accordingly, the report was accepted as presented.

SOUTHWEST ACTION ITEMS

1. **Adoption of Resolution Calling Southwest's May 8, 2018 Regular Board of Directors Election.** Following a brief discussion, a motion was made by Southwest Director Dursey and seconded by Southwest Director Hamblin to adopt Southwest Resolution 2018-1-1, which Resolution calls Southwest's May 8, 2018 regular Board of Directors election to be conducted as a polling place election, and designates Patrick J. Fitzgerald as the Designated Election Official. 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

A copy of Southwest Resolution 2018-1-1 is attached to the original of these minutes as **Exhibit D**.

2. **Adoption of Resolution Designating the Location for Posting Open Meeting Law Notices.** Following a brief discussion, a motion was made by Southwest Director Sebastian and seconded by Southwest Director Hause to adopt Resolution 2018-1-2, which Resolution designates the Districts office located at 8739 West Coal Mine Avenue, Littleton, Colorado, as the location for posting the 24-hour meeting notice of Southwest's meetings for purposes of complying with the provisions of the Open Meetings Law, Section 24-6-402, *et seq.*, C.R.S. 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

A copy of Southwest Resolution 2018-1-2 is attached to the original of these minutes as **Exhibit E**.

3. **Adoption of Resolution 2018-1-3 Increasing the Collateral Requirement for Facility Extension/Relocation.** Following a brief discussion, a motion was made by Southwest Director Hause and seconded by Southwest Director Sebastian to adopt Resolution 2018-1-3, which Resolution increases the collateral requirements for water and sewer main extensions/relocations from 25% to 100% of the construction cost. Before the vote was taken, the manager again noted that the Board actually approved this action at last month's meeting and that the action was necessitated because the former 25% collateral requirement had proved recently to be insufficient to cover the cost in a number of circumstances where warranty and maintenance expenses were extensive. 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

A copy of Southwest Resolution 2018-1-3 is attached to the original of these minutes as **Exhibit F**.

4. **Approval of Indoor Foliage Maintenance Agreement.** The manager reviewed with the Boards the terms and provisions of an agreement for maintaining the plants and other foliage within the Southwest/Platte Canyon office with Bristol Botanics. Following a brief discussion, a motion was made by Southwest Director Hamblin and seconded by Southwest Director Sebastian to approve the agreement and authorize its execution by appropriate officers of the District. 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

5. **Adoption of Elevator Maintenance Agreement.** The manager reported that staff was finally able to reach agreement with Kone Elevator on the terms and conditions for an elevator maintenance agreement. Based upon staff's recommendation and following a brief discussion, a motion was made by Southwest Director Hause and seconded by Southwest Director Sebastian to approve the agreement and to authorize its execution by appropriate officers of Southwest. 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

6. **Approval of Construction Contract for Installation of New Control System and Components and Modification of the SCADA System Facilities.** Based upon the manager's recommendation, a motion was made by Southwest Director Hause and seconded by Southwest Director Sebastian to approve entering into an agreement with Browns Hill Engineering for installing new control system and components, and modifying Southwest's SCADA system to make it more operable and efficient for a

contract price not to exceed \$136,400. The motion was contingent upon legal counsel's review of the construction contract. The Chair called for a vote of the Southwest Board, and the vote was as follows:

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

SOUTHWEST INFORMATION/DISCUSSION ITEMS

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

NEW BUSINESS

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

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 Southwest Director Hamblin 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

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 9:45 a.m. The next regular joint meeting of the

Boards will held on Friday, February 23, 2018, 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

THE MINUTES OF THIS JOINT REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT AND THE BOARD OF DIRECTORS OF THE PLATTE CANYON WATER AND SANITATION DISTRICT ARE HEREBY RATIFIED, CONFIRMED AND APPROVED BY THE FOLLOWING NAMED INDIVIDUALS WHO, INDIVIDUALLY AND AS MEMBERS OF THE BOARD OF DIRECTORS OF SAID DISTRICTS, WAIVE ANY AND ALL NOTICE THAT MAY BE REQUIRED BY THE STATUTES OF THE STATE OF COLORADO PERTAINING TO THE CONVENING AND THE CONDUCTING OF THIS REGULAR MEETING OF THE DISTRICT'S BOARD OF DIRECTORS; AND THE UNDERSIGNED DO HEREBY CONSENT TO THE SAID MEETING BEING HELD ON THE DATE, AT THE TIME AND AT THE PLACE AS HEREINABOVE SET FORTH.

SOUTHWEST METROPOLITAN
WATER AND SANITATION DISTRICT

PLATTE CANYON WATER AND
SANITATION DISTRICT

Anthony M. Dursey

William D. Buckner

Kenton C. Ensor, Jr.

Anthony M. Dursey

George E. Hamblin, Jr.

Louis J. Fohn

Chuck Hause

George E. Hamblin, Jr.

Bernard J. Sebastian, Jr.

Richard Rock

EXHIBIT A

RESOLUTION NO. 2018-1-1

PLATTE CANYON WATER AND SANITATION DISTRICT
ARAPAHOE AND JEFFERSON COUNTIES, COLORADO

**A RESOLUTION CALLING FOR THE 2018 REGULAR DISTRICT ELECTION
AND APPOINTING A DESIGNATED ELECTION OFFICIAL**

WHEREAS, the Platte Canyon Water and Sanitation District ("District") is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, the terms of office of Directors, Anthony M. Dursey, Louis J. Fohn, and George E. Hamblin, Jr., shall expire after their successors are elected at the regular special district election to be held on May 8, 2018 ("Election") and have taken office; and

WHEREAS, in accordance with the provisions of the Special District Act ("Act") and the Colorado Local Government Election Code ("Code") (the Act and the Code being referred to jointly as the "Election Laws"), the Election must be conducted to elect three (3) Directors to each serve for a term of four (4) years.

NOW, THEREFORE, be it resolved by the Board of Directors of the Platte Canyon Water and Sanitation District in the Counties of Arapahoe and Jefferson, State of Colorado that:

Section 1. The regular election of the eligible electors of the District shall be held on May 8, 2018, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Election Laws, and other applicable laws. At that time, three (3) Directors will be elected to each serve a four-year term.

Section 2. There shall be one election precinct for the convenience of the eligible electors of the District, the boundaries of which shall be identical to the boundaries of the District, and there shall be one (1) polling place(s) at the following location(s):

Littleton Fire Department, Station 3
6290 W. Coal Mine Avenue
Littleton, Colorado 80123

situate in the County of Jefferson, State of Colorado. The polling place located at 6290 W. Coal Mine Avenue, Littleton, Colorado 80123 shall also be the polling place for

EXHIBIT A

disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.

Section 3. The Board of Directors hereby designates Patrick J. Fitzgerald, the District's Manager, 8739 W. Coal Mine Avenue, Littleton, Colorado 80123, telephone number (303) 979-2333, Ext. 104, as the Designated Election Official for the conduct of the Election on behalf of the District, and he is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Election Laws or other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, printing of ballots, and direct that all other appropriate actions be accomplished.

Section 4. Applications for absentee ballots may be filed with the Designated Election Official at 8739 W. Coal Mine Avenue, Littleton, Colorado 80123, telephone number (303) 979-2333, Ext. 104, no later than the close of business on the Tuesday immediately preceding the election (Tuesday, May 1, 2018).

Section 5. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2018, nor later than the close of business on Friday, March 2, 2018.

Section 6. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 6, 2018, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 5, 2018, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

Section 7. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

EXHIBIT A

Section 8. Any and all actions previously taken with respect to the District's 2018 Regular Election by the Designated Election Official, the Secretary of the Board of Directors, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.

Section 9. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

Section 10. The provisions of this Resolution shall take effect immediately.

ADOPTED this 26th day of January, 2018.

PLATTE CANYON WATER AND
SANITATION DISTRICT

By: 
Richard Rock, President

Attest:


William Buckner, Secretary/Treasurer

EXHIBIT B

RESOLUTION NO. 2018-1-2

PLATTE CANYON WATER AND SANITATION DISTRICT

ARAPAHOE AND JEFFERSON COUNTIES, COLORADO

A RESOLUTION ESTABLISHING THE DATE, TIME AND LOCATION FOR THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS OF THE PLATTE CANYON WATER AND SANITATION DISTRICT AND DESIGNATING THE LOCATION FOR POSTING NOTICE OF DISTRICT MEETINGS IN COMPLIANCE WITH THE OPEN MEETINGS LAW AND SPECIAL DISTRICT ACT

WHEREAS, pursuant to Section 32-1-903 C.R.S., the Board of Directors ("Board") of the Platte Canyon Water and Sanitation District ("District") is required to meet regularly at a time and in a place to be designated by the Board; and

WHEREAS, Section 24-6-402(2)(c) C.R.S., requires that the Board annually designate one or more places within the boundaries of the District as the place where notice of Board meetings, together with a meeting agenda, when available, shall be posted at least 24 hours prior to the convening of such meeting for the purpose of complying with the notice provisions of the Colorado Open Meetings Law; and

WHEREAS, pursuant to Section 32-1-903(2) C.R.S., the District is required to post in at least three public places within the limits of the District, and in addition, in the office of the Clerk and Recorder of the Counties of Arapahoe and Jefferson, Colorado notice of the time, place and location of the District's regular and special Board meetings; and

WHEREAS, pursuant to Section 32-1-903(1), C.R.S., all regular and special meetings of the Board shall be held at locations which are within the boundaries of the District or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the District boundaries unless such requirement is waived by the Board pursuant to Section 32-1-903(1)(a), C.R.S.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PLATTE CANYON WATER AND SANITATION DISTRICT OF ARAPAHOE AND JEFFERSON COUNTIES, COLORADO AS FOLLOWS:

Section 1. Regular Meetings. That the Board shall meet regularly during calendar year 2018 on the dates and at the times set forth on Exhibit A attached hereto at the District office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123, or at such other location as may from time to time be designated by the Board.

Section 2. Special Meetings. Special meeting may be called by any director by informing the other directors of the date, time and place of such special meeting, and the purpose

EXHIBIT B

for which it is called, and by posting notice as provided herein at least 72 hours prior to said meeting.

Section 3. Change of Meeting Dates. That until circumstances change and a future resolution of the Board so designates, the location of all special and regular meetings of the Board shall appear on the agenda of said special and regular meetings.

Section 4. Location for Open Meeting Law Postings. The Platte Canyon Water and Sanitation District Scott J. Morse Pump Station, located at 7677 W. Ken Caryl Avenue, Littleton, Colorado 80123 is hereby designated as the location for posting notice of District Board of Directors meetings for purposes of complying with the notice provisions of the Open Meetings Law, Section 24-6-401, *et seq.*, C.R.S.

Section 5. Posting Locations for Regular Meetings. Notices of the Board's regular meetings for 2018 shall be posted in the Clerk and Recorder of the Counties of Arapahoe, Douglas, and Jefferson pursuant to Section 32-1-903, C.R.S. and at the following three locations within the District's boundaries:

- (a) Platte Canyon Water and Sanitation District Scott J. Morse Pump Station, located at 7677 W. Ken Caryl Avenue, Littleton, Colorado 80123; and
- (b) Columbine Knolls Recreation District Swimming Pool located at 6191 W. Plymouth Dr., Littleton, CO 80128; and
- (c) Normandy Pool and Tennis Club located at 5380 W. Coal Mine Ave., Littleton, CO 80160.

Section 6. Representative Authorized to Post. Any member of the District's Board of Directors or any designee of the Board is hereby authorized to post notice of the District's meetings as required by statute.

APPROVED AND ADOPTED on the 26th day of January, 2018.

PLATTE CANYON WATER AND
SANITATION DISTRICT

By: _____

Richard Rock, President

Attest:



William Buckner, Secretary

EXHIBIT B

EXHIBIT A

2018

**Scheduled Meetings of the Board of Directors of
Platte Canyon Water and Sanitation District**

Friday	January 26, 2018	8:30 a.m.
Friday	February 23, 2018	8:30 a.m.
Friday	March 23, 2018	8:30 a.m.
Friday	April 27, 2018	8:30 a.m.
Friday	May 25, 2018	8:30 a.m.
Friday	June 22, 2018	8:30 a.m.
Friday	July 27, 2018	8:30 a.m.
Friday	August 24, 2018	8:30 a.m.
Friday	September 28, 2018	8:30 a.m.
Friday	October 26, 2018	8:30 a.m.
Friday	November 16, 2018*	8:30 a.m.
Friday	December 28, 2018	8:30 a.m.

* Third Friday of Month

EXHIBIT C

RESOLUTION NO. 2018-1-3

PLATTE CANYON WATER AND SANITATION DISTRICT
ARAPAHOE, DOUGLAS AND JEFFERSON COUNTIES, COLORADO

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLATTE
CANYON WATER AND SANITATION DISTRICT INCREASING THE
COLLATERAL REQUIREMENT FOR FACILITY
EXTENSION/RELOCATIONS FROM 25% TO 100% OF CONSTRUCTION
COSTS**

WHEREAS, the Board of Directors ("Board") of the Platte Canyon Water and Sanitation District ("District") has the power and authority pursuant to § 32-1-1001 (1)(m) C.R.S., to adopt rules, regulations, policies, procedures, and requirements not in conflict with the Constitution and the laws of this State for carrying on the business, objects, and affairs of the Board and of the District; and

WHEREAS, as a condition to approving the extension and/or relocation of any District water and/or wastewater facility by a third party, the Board requires the posting of collateral in the form of a warranty and maintenance bond, letter of credit or a cash deposit; and

WHEREAS, the posted collateral secures the third party's payment of all costs attributable to the extended/relocated facility, including warranty and maintenance costs that arise during the one (1) year conditional acceptance period before the extended and/or relocated facility and related appurtenances are accepted for maintenance purposes by the District; and

WHEREAS, the District currently requires the posting of collateral in an amount up to 25% of the construction cost of the facility being extended and/or relocated; and

WHEREAS, following a review by staff, and based upon recent situations where the amount of posted collateral did not or would not cover the cost to correct deficiencies discovered during the conditional acceptance period, the Board has determined that it is desirable and necessary to increase the required amount of collateral as hereinafter set forth.

NOW, THEREFORE, be it resolved by the Board of Directors of the Platte Canyon Water and Sanitation District as follows:

1. **Increase in Collateral Requirement**. The District's collateral requirement in the form of a warranty and maintenance bond, cash deposit, or irrevocable letter of

EXHIBIT C

credit for the extension and/or relocation of any District water and or wastewater facility is hereby increased from 25% to 100% of the construction cost of the relocated/extended facility and related appurtenances.

2. **Effective Date.** The increase in the collateral requirement shall be effective as of December 15, 2017 in accordance with action taken by the Board at its December 15, 2017 regular meeting.

3. **Severability.** If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution.

4. **Prior Acts, Orders, and Resolutions.** All acts, orders, and resolutions or parts thereof of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

5. **Ratifications of Prior Acts.** All actions taken by the District's staff in reliance upon the increased collateral requirement as approved by the Board at its December 15, 2017 meeting are hereby ratified, approved, and confirmed.

ADOPTED the 15th day of December, 2017 and EXECUTED on this 26th day of January, 2018.

PLATTE CANYON WATER AND
SANITATION DISTRICT

By: 
Richard Rock, President

Attest:


William Buckner, Secretary/Treasurer

EXHIBIT D

RESOLUTION NO. 2018-1-1

SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT
ARAPAHOE, DOUGLAS AND JEFFERSON COUNTIES, COLORADO

**A RESOLUTION CALLING FOR THE 2018 REGULAR DISTRICT ELECTION
AND APPOINTING A DESIGNATED ELECTION OFFICIAL**

WHEREAS, the Southwest Metropolitan Water and Sanitation District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, the terms of office of Directors Anthony M. Dursey, George E. Hamblin, Jr. and Bernard J. Sebastian, Jr. shall expire after their successors are elected at the regular special district election to be held on May 8, 2018 (“Election”) and have taken office; and

WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”) (the Act and the Code being referred to jointly as the “Election Laws”), the Election must be conducted to elect three (3) Directors to each serve for a term of four (4) years.

NOW, THEREFORE, be it resolved by the Board of Directors of the Southwest Metropolitan Water and Sanitation District in the Counties of Arapahoe, Douglas and Jefferson, State of Colorado that:

Section 1. The regular election of the eligible electors of the District shall be held on May 8, 2018, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Election Laws, and other applicable laws. At that time, three (3) Directors will be elected to each serve a four-year term.

Section 2. There shall be one election precinct for the convenience of the eligible electors of the District, the boundaries of which shall be identical to the boundaries of the District, and there shall be one (1) polling place(s) at the following location(s):

Southwest Metropolitan Water and
Sanitation District Office
8739 West Coal Mine Avenue
Littleton, Colorado 80123

EXHIBIT D

situate in the County of Jefferson, State of Colorado. The polling place located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123 shall also be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.

Section 3. The Board of Directors hereby designates Patrick J. Fitzgerald, the District's Manager, 8739 W. Coal Mine Avenue, Littleton, Colorado 80123, telephone number (303) 979-2333, Ext. 104, as the Designated Election Official for the conduct of the Election on behalf of the District, and he is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Election Laws or other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, printing of ballots, and direct that all other appropriate actions be accomplished.

Section 4. Applications for absentee ballots may be filed with the Designated Election Official at 8739 W. Coal Mine Avenue, Littleton, Colorado 80123, telephone number (303) 979-2333, Ext. 104, no later than the close of business on the Tuesday immediately preceding the election (Tuesday, May 1, 2018).

Section 5. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2018, nor later than the close of business on Friday, March 2, 2018.

Section 6. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 6, 2018, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than May 5, 2018, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

Section 7. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the

EXHIBIT D

remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

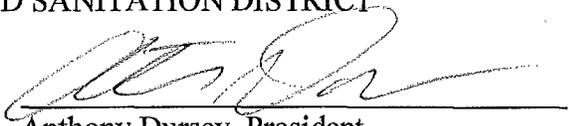
Section 8. Any and all actions previously taken with respect to the District's 2018 Regular Election by the Designated Election Official, the Secretary of the Board of Directors, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.

Section 9. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

Section 10. The provisions of this Resolution shall take effect immediately.

ADOPTED this 26th day of January, 2018.

SOUTHWEST METROPOLITAN WATER
AND SANITATION DISTRICT

By: 

Anthony Dursey, President

Attest:

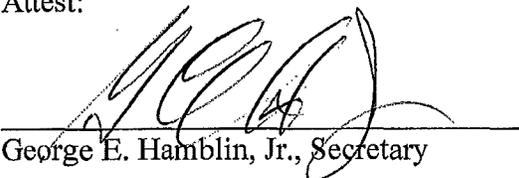

George E. Hamblin, Jr., Secretary

EXHIBIT E

RESOLUTION NO. 2018-1-2

SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT

ARAPAHOE, DOUGLAS AND JEFFERSON COUNTIES, COLORADO

A RESOLUTION ESTABLISHING THE DATE, TIME AND LOCATION FOR THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS OF THE SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT AND DESIGNATING THE LOCATION FOR POSTING NOTICE OF DISTRICT MEETINGS IN COMPLIANCE WITH THE OPEN MEETINGS LAW AND SPECIAL DISTRICT ACT

WHEREAS, pursuant to Section 32-1-903 C.R.S., the Board of Directors ("Board") of the Southwest Metropolitan Water and Sanitation District ("District") is required to meet regularly at a time and in a place to be designated by the Board; and

WHEREAS, Section 24-6-402(2)(c) C.R.S., requires that the Board annually designate one or more places within the boundaries of the District as the place where notice of Board meetings, together with a meeting agenda, when available, shall be posted at least 24 hours prior to the convening of such meeting for the purpose of complying with the notice provisions of the Colorado Open Meetings Law; and

WHEREAS, pursuant to Section 32-1-903(2) C.R.S., the District is required to post in at least three public places within the limits of the District, and in addition, in the office of the Clerk and Recorder of the Counties of Arapahoe, Douglas, and Jefferson, Colorado notice of the time, place and location of the District's regular and special Board meetings; and

WHEREAS, pursuant to Section 32-1-903(1), C.R.S., all regular and special meetings of the Board shall be held at locations which are within the boundaries of the District or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the District boundaries unless such requirement is waived by the Board pursuant to Section 32-1-903(1)(a), C.R.S.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT OF ARAPAHOE, DOUGLAS AND JEFFERSON COUNTIES, COLORADO AS FOLLOWS:

Section 1. Regular Meetings. That the Board shall meet regularly during calendar year 2018 on the dates and at the times set forth on Exhibit A attached hereto at the District office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123, or at such other location as may from time to time be designated by the Board.

Section 2. Special Meetings. Special meeting may be called by any director by informing the other directors of the date, time and place of such special meeting, and the purpose

EXHIBIT E

for which it is called, and by posting notice as provided herein at least 72 hours prior to said meeting.

Section 3. Change of Meeting Dates. That until circumstances change and a future resolution of the Board so designates, the location of all special and regular meetings of the Board shall appear on the agenda of said special and regular meetings.

Section 4. Location for Open Meeting Law Postings. The District office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123 is hereby designated as the location for posting notice of District Board of Directors meetings for purposes of complying with the notice provisions of the Open Meetings Law, Section 24-6-401, *et seq.*, C.R.S.

Section 5. Posting Locations for Regular Meetings. Notices of the Board's regular meetings for 2018 shall be posted in the Clerk and Recorder of the Counties of Arapahoe, Douglas, and Jefferson pursuant to Section 32-1-903, C.R.S. and at the following three locations within the District's boundaries:

- (a) The District office, 8739 West Coal Mine Avenue, Littleton, Colorado 80123; and
- (b) Lilly Gulch Recreation Center located at 6147 S. Holland Wy., Littleton, CO 80123; and
- (c) Ridge Recreation Center located at 6613 S. Ward St., Littleton, CO 80127.

Section 6. Representative Authorized to Post. Any member of the District's Board of Directors or any designee of the Board is hereby authorized to post notice of the District's meetings as required by statute.

APPROVED AND ADOPTED on the 26th day of January, 2018.

SOUTHWEST METROPOLITAN WATER
AND SANITATION DISTRICT

By: 
Anthony M. Dursey, President

Attest:


George E. Hamblin, Jr., Secretary

EXHIBIT E

EXHIBIT A

2018

**Scheduled Meetings of the Board of Directors of Southwest Metropolitan
Water and Sanitation District**

Friday	January 26, 2018	8:30 a.m.
Friday	February 23, 2018	8:30 a.m.
Friday	March 23, 2018	8:30 a.m.
Friday	April 27, 2018	8:30 a.m.
Friday	May 25, 2018	8:30 a.m.
Friday	June 22, 2018	8:30 a.m.
Friday	July 27, 2018	8:30 a.m.
Friday	August 24, 2018	8:30 a.m.
Friday	September 28, 2018	8:30 a.m.
Friday	October 26, 2018	8:30 a.m.
Friday	November 16, 2018	8:30 a.m.
Friday	December 28, 2018	8:30 a.m.

RESOLUTION NO. 2018-1-3

**SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT
ARAPAHOE, DOUGLAS AND JEFFERSON COUNTIES, COLORADO**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHWEST
METROPOLITAN WATER AND SANITATION DISTRICT INCREASING THE
COLLATERAL REQUIREMENT FOR FACILITY
EXTENSION/RELOCATIONS FROM 25% TO 100% OF CONSTRUCTION
COSTS**

WHEREAS, the Board of Directors (“Board”) of the Southwest Metropolitan Water and Sanitation District (“District”) has the power and authority pursuant to § 32-1-1001 (1)(m) C.R.S., to adopt rules, regulations, policies, procedures, and requirements not in conflict with the Constitution and the laws of this State for carrying on the business, objects, and affairs of the Board and of the District; and

WHEREAS, as a condition to approving the extension and/or relocation of any District water and/or wastewater facility by a third party, the Board requires the posting of collateral in the form of a warranty and maintenance bond, letter of credit or a cash deposit; and

WHEREAS, the posted collateral secures the third party’s payment of all costs attributable to the extended/relocated facility, including warranty and maintenance costs that arise during the one (1) year conditional acceptance period before the extended and/or relocated facility and related appurtenances are accepted for maintenance purposes by the District; and

WHEREAS, the District currently requires the posting of collateral in an amount up to 25% of the construction cost of the facility being extended and/or relocated; and

WHEREAS, following a review by staff, and based upon recent situations where the amount of posted collateral did not or would not cover the cost to correct deficiencies discovered during the conditional acceptance period, the Board has determined that it is desirable and necessary to increase the required amount of collateral as hereinafter set forth.

NOW, THEREFORE, be it resolved by the Board of Directors of the Southwest Metropolitan Water and Sanitation District as follows:

1. **Increase in Collateral Requirement**. The District’s collateral requirement in the form of a warranty and maintenance bond, cash deposit, or irrevocable letter of

credit for the extension and/or relocation of any District water and or wastewater facility is hereby increased from 25% to 100% of the construction cost of the relocated/extended facility and related appurtenances.

2. **Effective Date.** The increase in the collateral requirement shall be effective as of December 15, 2017 in accordance with action taken by the Board at its December 15, 2017 regular meeting.

3. **Severability.** If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution.

4. **Prior Acts, Orders, and Resolutions.** All acts, orders, and resolutions or parts thereof of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

5. **Ratifications of Prior Acts.** All actions taken by the District's staff in reliance upon the increased collateral requirement as approved by the Board at its December 15, 2017 meeting are hereby ratified, approved, and confirmed.

ADOPTED the 15th day of December, 2017 and EXECUTED on this 26th day of January, 2018.

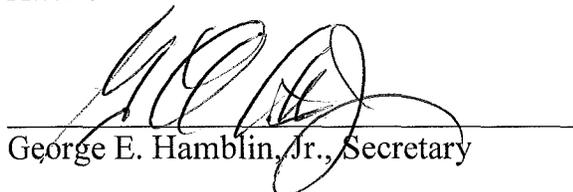
SOUTHWEST METROPOLITAN WATER
AND SANITATION DISTRICT

By:



Anthony Dursey, President

Attest:



George E. Hamblin, Jr., Secretary