

Southwest Metropolitan Water and Sanitation District

Pursuant to section 32-1-809, Colorado Revised Statutes for Transparency Notices may be filed with Special District Association of Colorado. This information must be provided annually to the eligible electors of the district no later than January 15 of each year.

***Note that some information provided herein may be subject to change after the notice is posted.**

District's Principal Business Office

Company Southwest Metropolitan Water and Sanitation District
Contact Cynthia Lane
Address 8739 W. Coal Mine Ave., Littleton, Colorado 80123
Phone 303-979-2333

District's Physical Location

Counties Arapahoe, Jefferson, Douglas

Regular Board Meeting Information

Location Southwest Metropolitan District Office
Address 8739 W. Coal Mine Ave., Littleton, Colorado 80123
Day(s) 4th Friday of every month unless noted otherwise on District web site.
Time 8:30 a.m.

Posting Place for Meeting Notice

Location Southwest Metropolitan District Office
Address 8739 W. Coal Mine Ave., Littleton, Colorado 80123

Notice of Proposed Action to Fix or Increase Fees, Rates, Tolls, Penalties or Charges for Domestic Water or Sanitary Sewer Services

Location Southwest Metropolitan Water and Sanitation District Office
Address 8739 W. Coal Mine Avenue, Littleton, Colorado 80123
Date November 17, 2023

Notice

NOTICE OF MEETING RELATING TO THE INCREASE OF DISTRICT FEES, RATES, TOLLS, PENALTIES OR CHARGES FOR WATER AND SANITARY SEWER SERVICES SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT ARAPAHOE AND JEFFERSON COUNTIES, COLORADO NOTICE IS HEREBY GIVEN that the Board of Directors (the "Board") of the Southwest Metropolitan Water and Sanitation District (the "District"), Arapahoe and Jefferson Counties, Colorado, will meet on Friday, December 15, 2023 at the District office located at 8739 W. Coal Mine Ave., Littleton, Colorado, 80123 at 8:30 a.m. At such meeting, the Board of the District intends to consider the increase of District fees, rates, tolls, penalties and/or charges related to water and sanitary sewer services. The Board will also take up such other business as may come before the Board. The meeting is open to the public. This notice is given by order of the Board of the District, and in accordance with Section 32-1-1001(2)(a), C.R.S. /s/ BOARD OF DIRECTORS SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT

Current District Mill Levy

Mills	0.000
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Ad Valorem Tax Revenue

Revenue reported may be incomplete or unaudited as of the date this Notice was posted.

Amount(\$)	0
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Date of Next Regular Election

Date	05/06/2025
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Pursuant to 24-72-205 C.R.S

The district's research and retrieval fee is **\$32.58** per hour

District Policy

RESOLUTION 2014-8-1

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

RESOLUTION DESIGNATING THE

OFFICIAL CUSTODIAN OF RECORDS AND ADOPTING A POLICY ON RESPONDING TO OPEN RECORDS REQUESTS

WHEREAS, pursuant to $\frac{1}{2}$ 32-1-100 I(l)(h), C.R.S., the Board of Directors of the Southwest Metropolitan Water and Sanitation District ("District") is responsible for the management, control and supervision of all of the business and affairs of the District; and

WHEREAS, pursuant to $\frac{1}{2}$ 32-1-100 I(l)(i), C.R.S., the Board of Directors of the District has the authority to appoint an agent; and

WHEREAS, the Board of Directors of the District has determined that it is appropriate to designate an official custodian of the District's records for the protection

of such records and in order to permit their inspection by persons entitled to examine and copy such records in an orderly fashion; and

WHEREAS, the Board of Directors of the District has determined that it is appropriate to adopt a policy on responding to open records requests; and

WHEREAS, the Board of Directors fully supports, and complies with, all Federal and State laws relating to the retention, protection and disclosure of District records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Part 2,

C.R.S. ("CORA"), the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and the Privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPAA; and

WHEREAS, it is the policy of the District that all public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law; and

WHEREAS, public records are defined by CORA as all writings made or maintained by the District, regardless of the format or medium of the records, subject to certain exceptions and public records expressly include e-mail communications; and

WHEREAS, the District maintains an archive of all e-mail messages for emergency backup purposes only; such archived e-mail communications are not individually retrievable and are specifically not intended to create a public record.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Southwest Metropolitan Water and Sanitation District that:

1. Official Custodians.

(a) Patrick J. Fitzgerald, the District's Manager, is hereby designated as the Primary Official Custodian responsible for the maintenance, care and keeping of all records of the District, except as provided herein.

(b) The Official Custodian shall have the authority to designate such agents as they shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this Resolution.

2. Policy on Responding to Open Records Request. The following are general policies concerning the release of records:

(a) All public records of the District shall be open for inspection at the times designated herein, unless prohibited by the provisions of CORA or policies adopted by the Board of Directors in conformance with CORA.

(b) Upon receipt, requests by a citizen, entity, Federal or State agency, District member, subpoena, Administrative or Court Order, or other legal process, to inspect and/or copy any District record (collectively referred to as a "Records Request") should be immediately sent to the Official Custodian.

(c) Every Records Request shall be submitted to the District's Official Custodian in writing and be specific as to the information desired.

(d) If any question arises as to the propriety of fully complying with a Records Request, the Official Custodian shall immediately forward it to the District's legal counsel.

(e) The District's legal counsel shall determine the District's obligations under the applicable Federal and/or State law(s). If the District is permitted to comply with the Records Request in whole or in part, the District's legal counsel will so notify

the District's Official Custodian, who will assemble the disclosable requested documents for inspection and/or copying in accordance with applicable Federal or State law.

(f) If the District's legal counsel determines the District is not permitted by Federal or State law to comply with the Records Request in whole or in part, legal counsel shall provide a written response to the party submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.

(g) Pursuant to CORA, all records must be made available for inspection within three (3) working days, unless extenuating circumstances exist. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the delay within the statutory period. The Official Custodian may set the time during normal office hours and the place for records to be inspected and require that the Official Custodian or a delegated employee be present

while the records are examined. Inspection of the District's public records shall be made, where permitted by law, during normal business hours, Monday through Friday, except on holidays, at an hour specifically set by the appropriate Official Custodian for each particular request for inspection.

(h) A person granted the right to inspect District records may also be furnished copies requested at a cost of twenty-five cents (\$.25) per standard page. The charge for providing a copy, printout or photograph of a public record in a format other than a standard page will be assessed at the actual cost of production. Additionally, in those cases where the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than one hour of staff time, the Custodian may charge a research and retrieval fee not to exceed thirty dollars (\$30.00) per hour. The Custodian will not impose a charge for the first hour of time expended in connection with the research and retrieval of public records.

(i) The District may require a deposit to cover the estimated cost to produce the records, including the cost of the copies and the research and retrieval fee, prior to commencing work to produce such records. Payment of any actual costs exceeding the deposit must be made at the time of release of the final work product or copies.

(j) When practical, the copy, printout, or photograph of the requested record will be made in the place where the record is kept, but if it is impractical to do so, the Official Custodian may allow arrangements to be made for the copy, printout, or photograph to be made at other facilities. If other facilities are necessary, the cost of providing requested records will be paid by the person making the request.

(k) No person shall be permitted to inspect or copy any records of the District if, in the opinion of the Official Custodian after consultation with the District's general counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in CORA.

3. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board of Directors of the District.

The foregoing Resolution was approved and adopted this #ay of August, 2014.

SOUTHWEST METROPOLITAN WATER AND SANITATION DISTRICT

District contact information for open records request:

Cynthia Lane

Names of District Board Members

Board President

Name Charles Hause
Contact Info Southwest Metropolitan Water and Sanitation District 8739 W. Coal Mine Ave. Littleton, Colorado 80123 (303) 979-2333
Election **No**, this office will not be on the next regular election ballot

Board Member 2

Name Anthony Dursey
Contact Info Southwest Metropolitan Water and Sanitation District 8739 W. Coal Mine Ave. Littleton, Colorado 80123 (303) 979-2333

Election **Yes**, this office will be on the next regular election ballot

Board Member 3

Name George Hamblin

Contact Info Southwest Metropolitan Water and Sanitation District 8739 W. Coal Mine Ave. Littleton, Colorado 80123 (303) 979-2333

Election **Yes**, this office will be on the next regular election ballot

Board Member 4

Name Samuel Rivas, Jr.

Contact Info Southwest Metropolitan Water and Sanitation District 8739 W. Coal Mine Ave. Littleton, Colorado 80123 (303) 979-2333

Election **No**, this office will not be on the next regular election ballot

Board Member 5

Name Bernie Sebastian

Contact Info Southwest Metropolitan Water and Sanitation District 8739 W. Coal Mine Ave. Littleton, Colorado 80123 (303) 979-2333

Election **Yes**, this office will be on the next regular election ballot

Board Candidate Self-Nomination Forms

Any eligible elector of the special district who desires to be a candidate for the office of special district director must file a self-nomination and acceptance form or letter with the designated election official.

Deadline for Self-Nomination Forms

Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election.

District Election Results

The district's election results will be posted on the website of the Colorado Secretary of State (www.sos.state.co.us) and the website indicated below, if any.

Website www.swmetrowater.org

Permanent Mail-In Voter Status

Absentee voting and Permanent absentee voter status (formerly Permanent Mail-In voter status): Where to obtain and return forms.

Bridget Butterfield Southwest Metro Water & Sanitation 8739 W. Coal Mine Ave. Littleton, CO 80123 303-979-2333

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official.

Bridget Butterfield Southwest Metro Water & Sanitation 8739 W. Coal Mine Ave. Littleton, CO 80123 303-979-2333

Notice Completed By

Name	Bridget Butterfield
Company/District	Southwest Metropolitan Water & Sanitation District
Title	Communications Manager
Email	bdbutterfield@plattecanyon.org
Dated	01/05/2024