

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
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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 21, 2025
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, November 21, 2025 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 05/04/2027

Pursuant to 24-72-205 C.R.S

The district's research and retrieval fee is **\$41.37** per hour

District Policy

RESOLUTION 2024-2-1

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 §32-1-1001(1)(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 the business and affairs of
the District; and

WHEREAS, pursuant to §32-1-1001(1)(i), C.R.S., the Board of Directors
of the

District has the authority to appoint an agent; and

WHEREAS, on August 22, 2014 the Board previously adopted
Resolution 2014-

8-1 Designating the Official Custodian of Records and Adopting a
Policy on Responding

to Open Records Requests (the "Prior Resolution"); and

WHEREAS, since the adoption of the Prior Resolution, changes in state
law

necessitate revisions to the policy on responding to open records
requests and the Board

has determined that it is appropriate to re-adopt a policy on responding to open records requests, as set forth herein; 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, including certain 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.

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

1. Construction Records.

(a) The District's Manager, currently Cynthia Lane, is hereby designated as the 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 the Official Custodian 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) Every request to inspect and/or copy any District record (a "Records

Request") shall be submitted to the District's Official Custodian in writing and be

specific as to the information desired. If not submitted to the Official Custodian, any

District employee or Board Member that receives the Records Request shall immediately

send the Records Request to the Official Custodian. To assist the Official Custodian in

responding to requests in a timely and complete manner, the Official Custodian may

require records requests to be submitted on a form developed by the Official Custodian.

(c) A copy of all Records Requests shall be forwarded to the District's legal counsel by the Official Custodian or any other representative of the District.

(d) 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 make

records available for inspection 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.

(e) If the District's legal counsel determines the District is not permitted by Federal or State law to make records available for inspection 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.

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(f) Following the denial of a Records Request and upon receipt of the required written notice from the requesting party of said party's intent to seek relief from the District Court, the Official Custodian will attempt to meet in-person or speak by telephone with the requesting party. District personnel are encouraged to utilize all means to attempt to resolve the dispute during this time period and will provide a written summary of the District's position at the end of that period to the requesting party and to the District's Board of Directors. No phone or in-person conference is required if the written notice indicates that the requesting party needs access to the record on an expedited basis.

(g) Pursuant to CORA, all records must be made available for

inspection within three (3) working days from the Official Custodian's receipt of the request, 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 three (3) working days of the Official Custodian's receipt of the request. The Official Custodian may set the time, which shall be 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.

(h) A public record stored in a digital format that is neither searchable nor sortable will be provided in a digital format. A public record stored in a digital format that is searchable and/or sortable will be provided in such digital format, unless

(1) the public record is in a searchable or sortable format and producing the record in the requested format would violate the terms of any copyright or licensing agreement between the District and a third party; (2) producing the record would result in the release of a third party's proprietary information; (3) after making reasonable inquiries, it is not technologically or practically feasible to provide a copy of the record in a searchable or sortable format; or (4) if the Official Custodian would be required to purchase software or create additional programming functionality in its existing software to remove the protected information. A public record available in digital format shall

be provided in digital format by electronic mail or by another method, as agreed on by the requesting individual and the Official Custodian.

(i) Altering an existing digital public record, or excising fields of information that the Official Custodian is either required or permitted to withhold under

this subsection, does not constitute the creation of a new public record under Section

(2)(i)(iv) of this Resolution.

(j) The Custodian may charge the following fees (collectively, the "Fees") for responding to a Records Request:

(i) Printouts, photographs, and copies, when requested, will be provided at a cost of twenty-five cents (\$0.25) per standard page, and at the actual costs

of production for any non-standard page (the "Copying Fee"), except that no per-page fee

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will be charged for providing records in a digital or electronic format. A standard page

shall mean an 8.5-inch by 11-inch black and white copy.

(ii) When it is impractical to make the copy, printout, or photograph of the requested record at the place where the record is kept, the Official

Custodian may allow arrangements to be made for the copy, printout, or photograph to be

made at other facilities and the cost of providing the requested records will be paid by the

person making the request (the "Outside Copying Fee").

(iii) If a copy, printout or photograph of a public record is necessary or requested to be provided in a format other than a standard page, the costs

will be assessed at the actual cost of production (the "Production

Fee”).

(iv) If data must be manipulated in order to generate a record in a form not otherwise used by the District, such data manipulation will be assessed at the actual costs to the District (the “Manipulation Fee”); however, the District is in no way obligated to generate a record that is not otherwise kept, made, or maintained by the District.

(v) The cost for transmitting the requested records will be charged at the actual cost of such delivery (the “Transmission Fee”).
Transmission Fees

will not be charged for transmitting any record via electronic mail, when requested.

(vi) When 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 (1) hour of staff time, the Custodian may charge a research and retrieval fee not to exceed thirty-three dollars and fifty-eight cents (\$33.58) per hour, or the maximum amount allowed by the Executive Committee of the State Legislative Council, whichever is greater (the “Research and Retrieval Fee”).

(vii) If any requested records are protected by a privilege (for example, but not limited to, the work product or attorney-client privileges) the District may charge the actual costs of creating a privilege log identifying the privileged records (the “Privilege Fee”). If legal assistance or review is necessary to create the privilege log, the Privilege Fee may include the actual costs for such legal assistance.

(k) The District may require a deposit to cover the estimated cost prior to commencing work to produce the records. Payment of the remainder of the Fees, including all actual costs exceeding the estimated amount, must be made prior to the time of inspection or release of the final work product or copies. All payments of Fees, including deposits, may be made via cash or check; or credit card, debit card, or electronic payment but only if at the time the records request is received the District allows payment for services or products via debit card, debit card or electronic payment.

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(l) 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 legal counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in CORA.

(m) Except as required by Section 24-72-204(3.5)(g), C.R.S. and except when a requested record is confidential and accessible only on the basis that the requester is the person in interest, no form of identification shall be required to request or inspect public records.

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. Repealer. All resolutions, or parts thereof, in conflict with this Resolution,

including but not limited to the Prior Resolution, are hereby repealed, provided that this section shall not repeal the repealer clauses of any prior resolutions or hereby revive any resolutions previously repealed.

5. 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 ____ day of February, 2024.

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

Board Member 3

Name Ismael Gomez

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 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 **Yes**, this office will 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 **No**, this office will not 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 current 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@plattecanon.org

Dated

01/09/2026