

MINUTES OF BOARD OF DIRECTOR MEETING
VALLEY SANITATION DISTRICT
December 13, 2023

A meeting of the Board of Directors of the Valley Sanitation District was held on this date at the Platte Canyon Water and Sanitation, 8739 W. Bowles Avenue, Littleton, CO.

Mary Alice Ledbetter Phyllis Gooden Connie Kucharski Vince Leone Chris Dye

In addition to the board Cynthia Lane and Scott Hand of Platte Canyon Water and Sanitation, were in attendance.

1. MINUTES: Connie Kucharski made a motion to approve the minutes and Chris Dye seconded the motion. The motion passed.

2. APPROVAL OF BILLS: The following bills were presented to the board for their approval. Vince Leone a motion and seconded by MaryAlice Ledbetter to pay the bills. Phyllis asked about the CO Special Districts Property and Liability Insurance. Cynthia explained that it is an annual expense for all property and liability for the district. The motion passed.

1. Patricia B. Harris, wages	\$265.40
2. Phyllis Gooden, Director Fee	92.35
3. Connie Kucharski, Director Fee	92.35
4. Mary Alice Ledbetter, Director Fee	92.35
5. Vincent Leone, Director Fee	92.35,
6. Chris Dye, Director Fee	92.35
7. Alarm Detection Systems - Lift Station Utilities	189.00
8. Comcast Business – Lift Station Utilities	95.51
9. CO Special Districts Property & Liability-Commercial Ins.	18,183.00
10. City of Englewood – Lift Station Utilities	19.22
11. Falcon Environmental Corp – Lift Station Maintenance	249.36
12. Collins Cole Flynn Winn Ulmer – PLLC – Legal Fees	705.50
13. Vincent Leone – Reissued check not cashed	184.70
14. Platte Canyon Water & Sanitation District	14,573.93
15. Power Systems West – Lift Station Maintenance	1,947.00
16. Utility Notification Center of Colorado	82.56
17. Xcel Energy-Lift Station Utilities	1,436.71
18. Federal Tax Deposit	<u>217.70</u>
	\$ 38,611.34

3. RECEIPTS:

Arapahoe County Taxes	\$ 1,952.23
City and County of Denver	<u>266.82</u>
	\$ 2,219.05

4. FINANCIAL ACCOUNTING OF DISTRICT:

WELLS FARGO BANK:

Checking account balance: \$ 1,571.80

5. COLOTRUST:

<u>General Plus Fund</u>	<u>Enterprise Plus Fund</u>
November Deposit - \$ 75,485.41	November Deposit – \$ 0.00
Income Earned - \$ 4,688.78	Income Earned - \$ 124.93
Balance - \$ 1,049,452.25	Balance - \$ 83.86
Interest – 5.5601%	Interest – 5.5601%

6. AGENDA ITEMS:

a. VALLEY MAINTENANCE

(1)

Hydraulic Main Cleaning: 383 feet scheduled; 631 feet completed
Root Cutting/Treatment: 2,918 feet scheduled; 2,918 feet completed
Lift Station Visits: 5 scheduled; 8 completed

(2)

Hydraulic Main Cleaning: 4,855 feet scheduled
Root Cutting/Treatment: 6,298 feet scheduled
Lift Station Visits: 4 scheduled

There were four locates completed. A new sewer tap was inspected at 5091 S. Irving Street. Platte Canyon responded to a sewer service problem at 2727 W. Belleview Avenue, which was a homeowner problem.

Chris asked about residents reaching who were recently impacted by the recent backup. Scott said that once the claim is turned over to the insurance company and it goes through the adjuster they generally have no contact with the residents. When the adjuster finishes the claim they contact Platte Canyon on what was done.

7. Audit Engagement: The board reviewed the Engagement Letter for the 2023 Valley Sanitation audit. After the engagement letter is signed it will be sent to Shilling and Company. The fee is being increased from \$5,200 to \$5,400 and has been included in the 2024 budget.

MOTION: Connie Kucharski made a motion to approve the Engagement Letter with Shilling and Company for the Valley Sanitation District 2023 audit and Chris Dye seconded the motion. The motion passed.

__8. Legal Services - Letter of Engagement: The purpose of the letter is for provisio of legal services with Tim Flynn's legal firm. Platte Canyon recommends accepting the firm and Cynthia reminded the board of their work in negotiating Sheridan #1 and terminating the contract for the Oxford project.

MOTION: Chris Dye a motion to accept the 2024 Letter of Engagement from Collins/Cole/Flynn/Winn/Ulmer to provide legal services for 2024. Vince Leone seconded the motion. Phyllis asked for clarification on several items outlined in the terms of service. Cynthia clarified those items. The motion passed.

After the motion passed, Phyllis signed the Letter of Engagement.

__9. 2023 Budget Resolutions:

MOTION: A motion was made by Vince Leone and seconded by Connie Kucharski to accept Resolution 2023-1-1, To Adopt a Budget for Valley Sanitation District, Arapahoe and Denver Counties, Colorado for Calendar Year Beginning on January 1, 2024 and ending on December 31, 2024. A line item for \$105,000 in the budget has been shifted from 2023 to 2024 due to a change of the fast track capital project for the sewer lining at the golf course. The contractor has pushed the project from December 2023 to January 2024. The budget looks different from what had previously been reviewed by the board in that the \$105,000 has been shifted from 2023 to 2024. Platte Canyon doesn't have final assessed values yet for Valley. The budget normally finalized in December will be done in January since assessed values won't be available until January 3, 2024. The budget is written to allow Vanessa to make the final adjustment or adjustments when she gets the final numbers. There will be no substantial change to the budget. Chris asked if the budget would stay the same even though the numbers would change. Cynthia said the revenue would remain the same and the final budgeted amount will net out the same. The board approved the motion.

MOTION: A motion was made by Mary Alice Ledbetter and seconded by Chris Dye to accept Resolution 2023-1-2, Appropriate Sums of Money in the Amounts and for the purposes as set forth in the Valley Sanitation District for the 2024 Budget Year. The board approved the motion.

MOTION: A motion was made by Connie Kucharski and seconded by Mary Alice Ledbetter to accept Resolution 2023-1-3, for Levying General Property Taxes for Tax year 2024. The board approved the motion.

There was no further business and the meeting was adjourned at 6:00 PM. The next meeting will be Wednesday, January 10, 2024, at 5:00 pm, at at the Lake House, 8026 W. Bowles Avenue, Littleton, CO.

Submitted by: Patricia B. Harris
District Manager
December 15, 2023
