

MINUTES OF BOARD OF DIRECTOR MEETING  
VALLEY SANITATION DISTRICT  
September 20, 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   Chris Dye   Vince Leone

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

\_\_1. MINUTES: Vince Leone 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. Connie asked for some information on a few of the bills. A motion was made Vince Leone and seconded by Mary Alice Ledbetter to pay the bills. 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. Chris Dye, Director Fee	92.35
5. Mary Alice Ledbetter, Director Fee	92.35
6. Vincent Leone, Director Fee	92.35
7. Alarm Detection Systems, Inc.	95.51
8. Comcast Business-Lift Station Utilities	189.00
9. City of Englewood – Lift Station Utilities	19.22
10. Collins Cole Flynn Winn Ulmer, PLLC	510.00
11. Graphic Forms & Supply, Inc.	126.16
12. Platte Canyon Water & Sanitation District	8,292.47
13. Utility Notification Center of Colorado	255.42
14. Xcel Energy-Lift Station Utilities	1,547.57
15. Federal Tax Deposit	<u>217.70</u>
	\$ 11,980.20

\_\_3. RECEIPTS:

Arapahoe County Taxes	\$ 2,953.34
City and County of Denver	<u>464.73</u>
	\$ 3,418.07

\_\_4. FINANCIAL ACCOUNTING OF DISTRICT:

WELLS FARGO BANK:

Checking account balance: \$ 1,479.05

\_\_5. COLOTRUST:

General Plus Fund

August Deposit - \$ 7,550.24

Income Earned - \$ 3,961.72

Balance - \$ 856,979.39

Interest – 5.4503%

Enterprise Plus Fund

August Deposit – \$ 0.00

Income Earned - \$ 311.84

Balance - \$ 67,533.40

Interest – 5.4503%

\_\_6. AGENDA ITEMS:

a. VALLEY MAINTENANCE

(1) August

Hydraulic Main Cleaning: 778 feet scheduled 778 feet completed;

Lift Station Visits: 5 scheduled; 13 completed

(2) September

Lift Station Visits: 4 scheduled

There were 4 locates completed. Three new sewer tap was inspected at 3340 W. Dill Road, 4015 W. Monmouth Avenue, and 3545 W. Pimlico Avenue.

\_\_7. Scott Hand said the lift station has been working well. Phyllis asked about whether Scott had been able to talk to Smith and Lovelace regarding lift station issues. Scott said he had not been able to talk with them but has been working with the local contractor, A Squared Instrument and Controls to resolve issues. Scott will follow up with Smith and Lovelace.

--8. Revenue Overview: Cynthia did a review of the expenditures and revenue for the district through July. Revenue is tracking very spot on. In nne area, the service fee revenue, is not very high. The majority of that fee comes in early January. Most areas are tracking well, Cynthia flagged the lift station utilities which will run over budget due to an Xcel rate increase. The administration expenses are low with spending only half the budgeted amount through the end of July.

\_\_9. Bonsai Flats: Sheridan #1 has received the funds from Bonsai to purchase the capacity in the Valley Sanitation system. Tim Flynn was having Sheridan #1 board approve the check this week and the check for \$149,000 is anticipated to arrive at Platte Canyon in the next week or so. The project continues to move forward. The developer has received their permit to work in CDOT. Bonsai has asked Platte Canyon to greenlight to tap into the sewer in the next two months. Cynthia has told them they could as soon as the check is received. The system still has not been approved CDPHE and that needs to happen to tap into the sewer line. The project is moving forward at a steady pace.

\_\_10. Maintenance Recommendation: Scott reported that the 2024 maintenance budgeted costs are for scheduled preventative and scheduled maintenance and is \$193,379; approximately \$35,000 over 2023. The increases are due to changes in the additional video inspections which is 41,000 feet vs. 25,000 in 2023, root cutting increased around 1,500 feet, and the addition of lift station visits for

maintenance. Overtime for the lift station work will be allocated over the 52 planned visits a year. Scott also said that sewer contract maintenance for \$20,000 which is the same as prior years is in case something additional needs repair. Vince Leone asked about what drives the big increase in TV inspections. Scott explained the four year cycles which have some larger amount of inspections in some years than others. Chris Dye asked about the possibility of needing extra root treatment through 2023. Cynthia said Platte Canyon will be assessing the full picture of the maintenance budget next week. The draft budget is planned to be presented in October. The total budget is \$213,379.38.

\_\_11. Safety and Security Upgrades: Cynthia said that district staff did a lot of work on safety and security of Platte Canyon and SW Metro staff and facilities. Cynthia is taking a recommendation to SW meeting requesting a key card system for the building and pump stations. Cynthia has a proposal to change the current Valley Sanitation key system at the lift station to a key card system. The cost for the change would be \$6,000 for installation and \$71 a monthly charge for the monitoring fee. Phyllis asked about the cost of the change and the monthly charge. Scott Hand explained the costs. Cynthia asked the board if they would like to move forward with a key card system. Another security improvement would be security cameras. It would be \$5,000 to install two cameras and a \$50 monthly fee.

.Phyllis was concerned about the additional spending that keeps Valley Sanitation from more expensive capital projects. The board agreed that these changes would be a good idea to help Platte Canyon manage the lift station and it could be included in the draft budget and it will be flagged for discussion.

\_\_12. Revenue - Property Tax revenue along with ownership and investment components pay for a chunk of most of the maintenance work. The service fee received covers any remaining costs plus adding to cash reserves. Cynthia will continue to recommend raising the service fee to build Valley's reserve. In addition, Proposition HH, if passed, will potentially increase Valley Sanitation revenue but if it doesn't pass, Valley Sanitation will have increased revenue through service fees.

\_\_13. Capital Project:- Sliplining at Broken Tee Golf Course: There is 1,400 feet of sewer pipe in very poor condition. This line is a concrete pipe which is deteriorating rapidly. The cost is projected to be \$101,000, Valley Sanitation has \$300,000 in savings plus the \$149,000 that will be received from the Bonsai project. Chris Dye asked that since Valley Sanitation has enough money, could we move ahead with this project. Cynthia said that this might be a good option and the benefit might be lower pricing doing it earlier. Cynthia will check with Tony Cocozzella about the possibility of starting this project. She asked if she could have authority to sign a contract before the next board meeting or as an alternative, if pricing comes in at a lower cost, a verbal commitment could be given with a final contract in October. The board was in agreement to get started this year.

There was no further business and the meeting was adjourned at 6:00 PM. The next meeting will be Wednesday, October 11, 2023, at 5:00 pm, at Platte Canyon Water and Sanitation, 8739 W. Bowles Avenue, Littleton, CO.

Submitted by: Patricia B. Harris  
District Manager  
September 25, 2023

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