

MINUTES OF BOARD OF DIRECTORS MEETING
VALLEY SANITATION DISTRICT
January 15, 2025

A meeting of the Board of Directors of the Valley Sanitation District was held on this date at the Lakehouse Restaurant, 8026 W. Bowles Avenue, Littleton CO 80123.

Phyllis Gooden

Vince Leone

Mary Alice Ledbetter Chris Dye

Connie Kucharski was absent. In addition to the board Cynthia Lane and Armando Quintana of Platte Canyon Water and Sanitation, were in attendance.

1. MINUTES: Vince Leone made a motion to approve the minutes as corrected, and Mary Alice Ledbetter seconded the motion. The motion passed.

2. APPROVAL OF BILLS: Vince Leone made a motion and it was seconded by Mary Alice Ledbetter to pay the bills. The motion passed.

1. Patricia B. Harris – Wages	266.40
2. Phyllis Gooden – Director Fee	92.35
3. Connie Kucharski, Director Fee	92.35
4. Mary Alice Ledbetter – Director Fee	92.95
5. Vincent Leone, Director Fee	92.35
6. Chris Dye – Director Fee	92.35
7. Comcast Business-Lift Station Utilities	124.85
8. City of Englewood	38.72
9. Graphic Forms – Office Supplies	137.94
10. Ireland Stapleton Pryor & Pascoe – Legal Fees	469.00
11. Kent – Land LTD	1,000.00
12. Platte Canyon Water & Sanitation District	41,072.04
13. Utility Notification Center of Colorado	64.50
14. Xcel Energy – Pump Station Utilities	1,126.44
15. Federal Tax Deposit	217.70
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	\$ 44,979.34

Phyllis asked about the Platte Canyon bill of \$41,072.04. Cynthia said it was a very work heavy month and Armando explained that hydraulic cleaning, television inspections and root cutting along with some corrective maintenance were all done in December. The larger costs for root cutting and TV inspection were due to easement and access to backyards which is very labor intensive.

___3. RECEIPTS:

Arapahoe County Taxes	\$ 1,171.80
City and County of Denver	<u>1,915.66</u>
	\$ 3,087.46

___4. FINANCIAL ACCOUNTING OF DISTRICT:

WELLS FARGO BANK:

Checking account balance: \$ \$ 3,906.21

___5. COLOTRUST:

General Plus Fund

December Deposit – \$124,330.11
Income Earned - \$ 4,404.22
Balance - \$ 1,134,153.58
Interest – 4.7059%

Enterprise Plus Fund

December Deposit - \$0.00
Income Earned - \$154.10
Balance - \$65.57
Interest – 4.7059%

___6. AGENDA ITEMS:

a. VALLEY MAINTENANCE

(1) December

Hydraulic Main Cleaning: 18,261 feet scheduled; 18,405 feet completed
TV Inspections: 16,780 feet scheduled; 16,780 feet completed
Root Cutting: 3,881 feet scheduled; 3871 feet completed
Lift Station: 4 visits scheduled; 4 visits completed

(2) January

Hydraulic Main Cleaning: 0 feet scheduled
TV Inspections: 0 feet scheduled
Root Cutting/Treatment: 3,674 feet scheduled
Lift Station: 5 visits scheduled

There were six locates provided and two sewer tap inspections completed at 5405 S. Keenland Court and 4311 Bellewood Drive.

___7. Financial Report: Cynthia said there is no update on the financials. Vanessa is getting the final invoices this week and she'll mail those at the end of the month. We'll review those at the February meeting along with January financials and year-end financials. In January Valley Sanitation will receive the service charge revenue from Englewood which is backdated to 2024. With those completed, Vanessa will be email to the board.

___8. Action Item: It was decided to change the meeting time from 5:00 pm to 4:00 pm starting in February.

__9. Board Election Forms: Cynthia provided the new election forms that need to be signed by each of the candidates for the May 2025 election. The candidates for re-election are Mary Alice Ledbetter and Phyllia Gooden.

__10. Resolution 2025-1-1:

MOTION: Chris Dye made a motion to approve Resolution 2025-1-1, A Resolution on Meetings of the Valley Sanitation District Board of Directors. Vince Leone seconded the motion and the motion passed.

__11. Resolution 2025-1-2:

MOTION: Chris Dye made a motion to approve Resolution 2025-1-2, A Resolution Calling for the 2025 Regular District Election and Appointing a Designated Election Official. Vince Leone seconded the motion and the motion passed.

__12. 2024 Audit: Cynthia explained details pertinent to the 2024 audit. Phyllis asked about several issues including Tax Detection Fraud, multiple levels of authority for check signing and how the TABOR amendment affects Valley Sanitation. Cynthia addressed Phyllis' questions and said that Vanessa Shipley ensures Valley Sanitation is in compliance with TABOR. The fee is \$5,600 for the audit.

MOTION: Vince Leone made a motion to approve the engagement letter with Shilling and Company for the 2024 audit. Chris Dye seconded the motion and the motion passed.

__13. Denver Paving over Manholes: Cynthia said that Denver is using the Government Immunity Clause and will not be reimbursing Valley Sanitation for the paving work in December. Cynthia promised Denver if it happened again she would take the issue to City Council.

__14. Need for New Board Member: With Vince Leone leaving the board in the next few months, the board will need to find someone for Vince's position.

There was no further business and the meeting was adjourned at 6:00 PM. The next meeting will be Wednesday, February 19, 2025, at 4:00 pm, at the Platte Canyon Water and Sanitation, 8739 W. Coal Mine Avenue, Littleton, CO.

Submitted by: Patricia B. Harris
District Manager
January 20, 2025
