

MINUTES OF BOARD OF DIRECTOR MEETING  
VALLEY SANITATION DISTRICT  
December 14, 2022

A meeting of the Board of Directors of the Valley Sanitation District was held on this date via video. Present for this meeting were board members:

Connie Kucharski                      Mary Alice Ledbetter              Vince Leone              Chris Dye  
Phyllis Gooden

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

\_\_1. MINUTES: Vince Leone made a motion to approve the minutes and Mary Alice Ledbetter seconded the motion. The motion passed.

The following bills were presented to the board for their approval. A motion was made by Vince Leone and seconded by Connie Kucharski to pay the bills. The motion passed.

\_\_2. APPROVAL OF BILLS:

1. Patricia B. Harris, wages	\$	263.40
2. Connie Kucharski, Director Fee		92.35
3. Chris Dye, Director Fee		92.35
4. Mary Alice Ledbetter, Director Fee		92.35
5. Vince Leone, Director Fee		92.35
6. C&L Water Solutions – Sewer Emergency		3,435.66
7. Colorado Community Media – Advertising and Comm.		34.80
8. Civil Steel Fabricators, Inc. - Sewer Improvements		3,340.00
9. Cottrell Printing Company, Inc. - Public Relations		1,147.82
10. CO Special Districts Prpty & Liability Pool-Insurance		15,513.00
11. CO Special Districts Prpty & Liability Pool-Worker Comp		491.00
12. City of Englewood – Lift Station Utilities		39.74
13. Platte Canyon Water & Sanitation District		9,495.89
14. Safe Systems – Lift Station Utilities		173.40
15. Sylvester's Maintenance & Mechanical-Lift Stn Utilities		676.80
16. Utility Notification Center of Colorado		89.70
17. Xcel Energy-Lift Station Utilities		1,122.84
18. Collins Cole Flynn Winn Ulmer, PLLC – Legal Fees		1,402.00
12. Federal Tax Deposit		<u>217.70</u>
	\$	37,905.50

\_\_\_3. RECEIPTS:

Arapahoe County Taxes	\$ 1,834.74
City and County of Denver	<u>76.16</u>
	\$ 1,910.90

\_\_\_4. FINANCIAL ACCOUNTING OF DISTRICT:

WELLS FARGO BANK:

Checking account balance: \$ 3,291.67

\_\_\_5. COLOTRUST:

General Plus Fund

November Deposit - \$4,266.48

Income Earned - \$2,351.20

Balance - \$742,373.14

Interest – 3.8298%

Enterprise Plus Fund

November Deposit – \$0.00

Income Earned - \$1.81

Balance - \$586.31

Interest – 3.8298%

\_\_\_6. AGENDA ITEMS:

a. VALLEY MAINTENANCE – Scott Hand

(1) November

Hydraulic Main Cleaning: 383 feet scheduled; 383 feet completed

Television Inspections: 670 feet scheduled; 670 feet completed

. Root Cutting/Treatment: 6,746 feet scheduled; 0 feet completed

Manhole Repairs/Inspections: 20 scheduled; 23 completed

(2) December

Hydraulic Main Cleaning: 4,855 feet scheduled

. Root Cutting/Treatment: 7,043 feet scheduled

There were ten locates completed. Inspected three new sewer taps at 3388 W. Layton Avenue, 3325 W. Arlington Avenue and 3311 W. Centennial Avenue. Responded to sewer service problem at 3302 W. Arlington Avenue.

\_\_\_7. 2023 Budget Resolutions:

MOTION: A motion was made by Vince Leone and seconded by Mary Alice Ledbetter to accept Resolution 2022-1-1, To Adopt a Budget for Valley Sanitation District, Arapahoe and Denver Counties, Colorado for Calendar Year Beginning on January 1, 2023 and ending on December 31, 2023. The board approved the motion.

MOTION: A motion was made by Vince Leone and seconded by Mary Alice Ledbetter to accept Resolution 2022-1-2, Appropriate Sums of Money in the Amounts and for the purposes as

set forth below for the Valley Sanitation District for the 2023 Budget Year. The board approved the motion.

MOTION: A motion was made by Vince Leone and seconded by Mary Alice Ledbetter to accept Resolution 2022-1-3, for Levying General Property Taxes for Tax year 2022 to help defray the cost of Government for the Valley Sanitation Sewer Enterprise Fee for the Valley Sanitation District.. The board approved the motion.

8. Service Fee Increase

MOTION: A motion was made by Vince Leone to approve Resolution 2022-12-5 and seconded by Mary Alice Ledbetter to approve the increase of the Service Fee for the Valley Sanitation District. The board approved the motion.

9. Rate, Fees, and Charges

MOTION: A motion was made by Chris Dye and seconded by Connie Kucharski to accept, Ratifying, Approving and Confirming the Rates, Fees, and Charges of the Valley Sanitation District effective January 1, 2023.

10. 2023 Regular District Election:

MOTION: Connie Kucharski made a motion to approve Resolution 2022-1-4, Calling for the 2023 Regular District Election and Appointing a Designated Election Official. Vince Leone seconded the motion and the motion passed.

11. Cynthia Lane reported that the Sheridan Bonsai project is going forward after the sewer lines are repaired.

12. Audit Engagement: The board reviewed the Engagement Letter for the 2022 Valley Sanitation audit. After the engagement letter is signed it will be sent to Shilling and Company. The fee is being increased from \$5,000 to \$5,400 and has been included in the 2023 budget.

MOTION: Chris Dye made a motion to approve the Engagement Letter with Shilling and Company for the Valley Sanitation District 2022 audit and Connie Kucharski seconded the motion. The motion passed.

13. C&L Water Solutions: The board discussed the on-call emergency services required by the district provided by C&L Water Solutions. The service rates for this service will be raised by 10%.

MOTION: Chris Dye made a motion to approve the On-Call Emergency Services provided by C&L for 2023. Vince Leone seconded the motion and the motion passed.

\_\_14. Professional Engineering Services:

MOTION: Vince Leone made a motion for accept the Agreement for General Professional Engineering Services with RG & Associates. The motion was seconded by Chris Dye and the motion passed.

There was no further business and the meeting was adjourned at 6:00 PM. The next meeting will be Wednesday, January 11, 2023, at 5:00 pm, at the Lake House, 8026 W. Bowles Avenue, Littleton, CO.

Submitted by: Patricia B. Harris  
District Manager  
December 19, 2022

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