

MINUTES OF BOARD OF DIRECTOR MEETING  
VALLEY SANITATION DISTRICT  
December 8, 2021

A meeting of the Board of Directors of the Valley Sanitation District was held on this date at Platte Canyon Water and Sanitation office at 8739 Coal Mine Avenue, Littleton, CO 80123. Present for this meeting were board members:

Connie Kucharski                      Phyllis Gooden                      Chris Dye                      Mary Alice Ledbetter  
Vince Leone

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

\_\_\_1. MINUTES: Mary Alice Ledbetter made a motion to approve the minutes. Connie Kucharski seconded the motion and the motion passed.

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

\_\_\_ 2. APPROVAL OF BILLS:

1. Patricia B. Harris, wages	\$	263.40
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		92.35
6. Colorado Community Media		91.28
7. Collins Cockrel and Cole		81.00
8. CO Special Districts Property & Liability Pool		491.00
9. CO Special Districts Property & Liability Pool		12,592.00
10. City of Englewood		32.48
11. Falcon Environmental Corp		1,179.59
12. Platte Canyon Water & Sanitation District		14,625.92
13. Safe Systems		164.85
14. Utility Notification Center of Colorado		274.56
15. Xcel Energy – Lift Station Utilities		1,094.93
15. Federal Tax Deposit		<u>202.40</u>
	\$	31,462.81

\_\_\_3. RECEIPTS:

Arapahoe County Taxes	\$ 1,640.33
City and County of Denver	<u>669.56</u>
	\$ 2,309.89

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

WELLS FARGO BANK:

Checking account balance: \$4,898.88

\_\_\_5. COLOTRUST:

General Plus Fund

November Deposit - \$ 7,057.08

Income Earned - \$ 15.09

Balance - \$685,730.99

Interest – 0.0266%

Enterprise Plus Fund

November Deposit – \$0.00

Income Earned - \$ .30

Balance - \$12,318.21

Interest – 0.0266%

\_\_\_6. AGENDA ITEMS:

a. VALLEY MAINTENANCE – Scott Hand

(1) November

Hydraulic Main Cleaning: 1,022 feet scheduled; 1,592 feet completed

Television Inspection: 3,931 feet scheduled; 3,951 feet completed

Root Cutting/Treatment: 6,540 feet schedule; 3,931 feet completed

(2) December

Hydraulic Main Cleaning: 4,274 feet scheduled

Root Cutting/Treatment: 9,084 feet schedule

Scott reported:

Ten locates were completed with no additional activity to report.

1. Lift Station: Scott reported that the contractor has been to the lift station. Currently the station is in by-pass and the contractor is looking at the suction pipes and the wet-well. Platte Canyon had to clean the wet-well so there was access to it. The contractor is currently assessing the plumbing since they had a problem with the suction which wasn't holding. The problems are being resolved. Trailer pumps were provided for the by-pass which attach inside the lift station where they can hook up a trash pump and closing the valves shutting the lift station down but still draw the waste water out of the manhole and pump it up into the force main for discharge at Oxford.

## 2. 2022 Budget Resolutions:

MOTION: A motion was made by Vince Leone and seconded by Chris Dye to accept Resolution 2021-12-1, To Adopt a Budget for Valley Sanitation District, Arapahoe and Denver Counties, Colorado for Calendar Year Beginning on January 1, 2022 and ending on December 31, 2022. The board approved the motion.

MOTION: A motion was made by Chris Dye and seconded by Connie Kucharski to accept the Resolution 2021-12-2, To Appropriate Sums of Money in the Amounts and for the purposes as set forth below for the Valley Sanitation District for the 2022 Budget Year. The board approved the motion.

MOTION: A motion was made by Mary Alice Ledbetter and seconded by Connie Kucharski to accept a Resolution 2021-12-3, Levying General Property Taxes for Tax year 2021 to help defray the cost of Government for the Valley Sanitation Sewer Enterprise Fee for the Valley Sanitation District.. The board approved the motion.

MOTION: A motion was made by Vince Leone and seconded by Chris Dye to Approve a Resolution Increasing the Sanitary Sewer Enterprise Fee for the Valley Sanitation District. The board approved the motion.

MOTION: A motion was made by Chris Dye and seconded by Connie Kucharski to accept Resolution 2021-12-5 Ratifying, Approving and Confirming the Rates, Fees, and Charges of the Valley Sanitation District effective January 1, 2022.

## 3. Contracts and Letters of Engagement:

a. Collins, Cockrel and Cole has dissolved into two separate firms. One firm will be working with special districts that are resident managed and another firm with special districts. Jim Collins, Bob Cole, Tim Flynn, and two other attorneys will continue to work with the residential special districts. Letter of Engagement with Tim Flynn and the new firm, Collins-Cole-Flynn-Winn-Ulmer. The new rates are increased \$5.00 from \$405.00 to \$410.00 an hour.

MOTION: Chris Dye made a motion to accept the letter of engagement with Collins-Cole-Flynn-Winn-Ulmer, and Connie Kucharski seconded the motion. The motion passed.

b. Audit Engagement Letter: Cynthia Lane asked that the board to review and sign the Engagement Letter for the 2021 Valley Sanitation audit. After the engagement letter is signed it will be sent to Shilling and Company. The fee is being increased from \$4,800 to \$5,000 and has been included in the 2022 budget.

MOTION: Mary Alice Ledbetter made a motion to approve the Engagement Letter with Shilling and Company for the Valley Sanitation District 2021 audit and Chris Dye seconded the motion. The motion passed.

c. Scott Hand discussed C&L Water Solutions, which is the emergency services company for problems such as water breaks or manholes that fail and is used by Valley Sanitation District. They are a very reliable and quality service when an emergency occurs and Platte Canyon uses them

for all four districts they serve. Platte Canyon has tried other companies where the non-responsiveness is very high. Rates for C&L services have gone up from 8% to 16%. The board discussed the services provided by C&L.

MOTION: Chris Dye made a motion to approve the Engagement Letter with C&L Water Solutions for emergency services. Mary Alice Ledbetter seconded the motion and the motion passed.

d. Professional Services Agreement with RG Associates: An agreement to work on one last capital project for 2022 to relocate and move a sewer main on the Frances Kent property from inside the fence line to outside the fence line. Presently, this particular area has manholes which are about 16 feet deep and that are very dangerous to access and visibility of flow is not possible. There are safety concerns with this pipe. RG does all of the water main projects for Platte Canyon and they specialize in Special Districts and have much lower rates than found with Dewberry and other traditional large companies.. Platte Canyon is recommending them as a sole-source contract since Platte Canyon is very familiar with the quality work they do. The total fee is \$62,000 with \$34,000 of that for environmental services. The costs for the project are in the Valley Sanitation 2022 budget. Sheridan is requiring a traffic control plan and environmental work similar to the force main project. Cynthia is hoping to negotiate with Sheridan for a lower cost than the \$62,000. Platte Canyon is recommending approving the project.

MOTION: Chris Dye made a motion to approve the capital project with RG Associates to relocate the sewer main from the Kent property which will start at the beginning of 2022. Mary Alice Ledbetter seconded and the motion passed.

4. Sheridan Sanitation #1: Scott Hand and his team completed their inspection of Sheridan District #1 and there are some significant issues associated with this district. The entire system was televised, reviewed and a report provided to Sheridan. The report provided by Platte Canyon showed that the cost to upgrade the system will be \$350,000 to bring the system up to Valley Sanitation standards. When the formal response from Sheridan is provided, Cynthia will provide it to the board.

There was no further business and the meeting was adjourned at 6:00 PM. The next meeting will be Wednesday, January 12, 2022, 5:00 pm, at Platte Canyon Water and Sanitation.

Submitted by: Patricia B. Harris  
District Manager  
December 22, 2021

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