

MINUTES OF BOARD OF DIRECTORS MEETING
VALLEY SANITATION DISTRICT
November 19, 2025

A meeting of the Board of Directors of the Valley Sanitation District was held on this date at the Platte Canyon Water and Sanitation District

Phyllis Gooden Connie Kucharski Chris Dye Katy Smith Ian Gallogly

In addition to the board Cynthia Lane and Armando Quintana of Platte Canyon Water and Sanitation were in attendance.

___1. MINUTES: Katy Smith made a motion to approve the minutes and Connie Kucharski seconded the motion. The motion passed.

___2. APPROVAL OF BILLS: Connie Kucharski made a motion and it was seconded by Katy Smith to pay the bills. The motion passed.

___3. APPROVAL OF BILLS:

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|---|--------------|
| 1. Patricia B. Harris – Wages | 266.40 |
| 2. Phyllis Gooden – Director Fee | 92.35 |
| 3. Connie Kucharski – Director Fee | 92.35 |
| 4. Chris Dye - Director Fee | 92.35 |
| 5. Kathryn Smith – Director Fee | 92.35 |
| 6. Ian Gallogly – Director Fee | 92.35 |
| 7. Advanced Engineering and Environment Services – Lift Stn | 1,340.00 |
| 8. Colorado Community Media – Budget Notice | 34.54 |
| 9. Comcast Business-Lift Station Utilities | 160.80 |
| 10. City of Englewood – Lift Station Utilities | 20.52 |
| 11. Platte Canyon Water & Sanitation District | 51,001.05 |
| 12. Spencer Fane LLP – Legal Fees | 2,756.00 |
| 13. Utility Notification Center of Colorado | 164.12 |
| 14. Xcel Energy – Pump Station Utilities | 1,205.07 |
| 15. Federal Tax Deposit | 217.70 |
| | <hr/> |
| | \$ 57,627.95 |

___4. RECEIPTS:

| | |
|---------------------------|--------------|
| Arapahoe County Tax | \$ 1,287.52 |
| City and County of Denver | <hr/> 367.86 |
| | \$ 1,655.38 |

___5. FINANCIAL ACCOUNTING OF DISTRICT:

WELLS FARGO BANK: Checking account balance: \$ 2,768.03

__6. COLOTRUST:

General Plus Fund

October Deposit – \$17,043.58

Income Earned - \$4,797.16

Balance - \$1,326,278.79

Interest – 4.2445%

Enterprise Plus Fund

October Deposit - \$ 0.00

Income Earned - \$742.86

Balance - \$145,776.29

Interest – 4.2445%

__7. AGENDA ITEMS:

a. VALLEY MAINTENANCE

(1) October

Hydraulic Main Cleaning: 5,887 feet scheduled; 5,887 feet completed

TV Inspections: 8,384 feet scheduled; 8,384 feet completed

Root Cutting/Treatment: 8,198 feet scheduled; 11,391 feet completed

Lift Station: 5 visits scheduled; 12 visits completed

(2) Hydraulic Main Cleaning: 5,887 feet scheduled

TV Inspections: 8,384 feet scheduled

Root Cutting/Treatment: 8,198 feet scheduled

Lift Station: 4 visits schedule

There were seven locates completed. Armando reported that they did an annual heater maintenance at the lift station. Platte Canyon had to visit the lift station reset the low flow alarm once, reset the low fog alarms three times and replaced the transducer and calibrated settings. Phyllis asked if other districts have problems with lift stations. Cynthia compared Brookhaven serving 300 homes and Valley serving 3,000 homes. The types of failure that the Valley lift station has are common.

__9. Financial Statement: Cynthia reported there is nothing significant in terms of variances from previous months. The revenue are as expected for this time of year. At year end when Vanessa publishes the December financials is when the full service fee will be econciled when she receives funds from Englewood in January. Operating expenses have been under spent by \$50,000 for this year. Everything with lift station improvements has been completed as expected.

__10. 2026 Budget Resolutions:

MOTION: A motion was made by Ian Gallogly and seconded by Katy Smith to accept Resolution 2025-11-1, To Adopt a Budget for Valley Sanitation District, Arapahoe and Denver Counties, Colorado for Calendar Year Beginning on January 1, 2026 and ending on December 31, 2026. The board approved the motion.

MOTION: A motion was made by Katy Smith and seconded by Chris Dye to accept Resolution 2025-11-2, A Resolution to Appropriate Sums of Money in the Amounts and for the Purposes as set forth in the Valley Sanitation District for the 2026 Budget Year. The board approved the motion.

MOTION: A motion was made by Katy Smith and seconded by Chris Dye to accept Resolution 2025-11-3, for Levying General Property Taxes for Tax year 2025 to help defray the cost of Government for the Valley Sanitation District the 2026 Budget Year. The board approved the motion.

MOTION: A motion was made by Katy Smith and seconded by Ian Gallogly to accept Resolution 2025-11-4, A Resolution Increasing the Enterprise Sewer Surcharge Fee for the Valley Sanitation District. The board approved the motion.

MOTION: A motion was made by Katy Smith and seconded by Connie Kucharski to accept Resolution 2025-11-5, A Resolution Ratifying, Approving, and Confirming the Rates, Fees, and Charges of the Valley Sanitation District effective January 1, 2026.

__11. 2025 Audit: Platte Canyon received the audit engagement letter and Cynthia explained details pertinent to the 2025 audit and requested approval of the engagement letter with Shilling and Shilling. Platte Canyon would recommend using Shilling and Shilling. The fee is \$5,800 for the audit.

MOTION: Katy Smith 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.

__12. Flying Saucer: The rezoning of the property has been approved by City of Sheridan. There has been no additional information from the developer.

__13. Sheridan #1: Two or three weeks ago Cynthia received a new email from Tim Flynn. He had reached out to City of Englewood regarding the Sheridan #1 inclusion which would require terminating the Sheridan #1 connector agreement with Englewood and wrapping them with Valley Sanitation connector's agreement. He sent a draft called Amendment to the Connector's Agreement to Tom George who did a cursory review and then sent the Agreements for Cynthia and Vanessa's review. Tim Flynn would like to complete this by May 15, 2026 so that Valley Sanitation can benefit from increased revenue in the next tax collection. There will be two public meetings coming and it would be requested to have a board member from each district is present to answer questions.

__14 Action Items: No action items for December other than Tim Flynn's legal engagement letter which will be on the December agenda. Armando will be doing a presentation on TV inspections and what the root cut/treatment process looks like.

There was no further business, and the meeting was adjourned at 5:00 PM. The next meeting will be Wednesday, December 17, 2025, at 4:00 pm, at Platte Canyon Water and Sanitation, 8739 Coal Mine Ave, Littleton, CO.

Submitted by: Patricia B. Harris
District Manager
November 28, 2025