

MINUTES OF BOARD OF DIRECTOR MEETING  
 VALLEY SANITATION DISTRICT  
 April 17, 2024

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.

Phyllis Gooden      Connie Kucharski      Vince Leone      Chris Dye  
 Mary Alice Ledbetter

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

1. MINUTES: Connie Kucharski made a motion to approve the minutes and Vince Leone seconded the motion. The motion passed.

1. Patricia B. Harris, wages	\$266.40
2. Phyllis Gooden, Director Fee	92.35
3. Mary Alice Ledbetter	92.35
4. Connie Kucharski, Director Fee	92.35
5. Vincent Leone, Director Fee	92.35
6. Chris Dye, Director Fee	92.35
7. Alarm Detection Systems - Lift Station Utilities	203.19
8. Browns Hill Engineering & Controls – Lift Station Maint.	3,679.00
9. C&L Water Solutions, Inc – Lift Station Utilities	1,660.00
10. Comcast Business – Lift Station Utilities-Jan/Feb	98.75
11. City of Englewood – Lift Station Utilities	19.22
12. Platte Canyon Water & Sanitation District	41,691.46
13. Sylvester’s Maint. and Mechanical – Lift Station Maint.	232.50
14. Utility Notification Center of Colorado	129.00
15. Xcel Energy-Lift Station Utilities	1,410.93
16. State of Colorado – Withholding	69.00
17. Federal Tax Deposit	<u>217.70</u>
	\$ 50,138.90

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

3. RECEIPTS:

Arapahoe County Taxes	\$ 62,188.36
City and County of Denver	<u>21,837.18</u>
	\$ 84,025.54

4. FINANCIAL ACCOUNTING OF DISTRICT:

WELLS FARGO BANK:

Checking account balance: \$ 3,637.22

5. COLOTRUST:

<u>General Plus Fund</u>	<u>Enterprise Plus Fund</u>
February Deposit - \$ 10,707.19	February Deposit - \$ 0.00
Income Earned - \$ 4,371.14	Income Earned - \$ 588.59
Balance - \$ 963,744.53	Balance - \$ 134,987.13
Interest - 5.5162%	Interest - 5.5162%

6. AGENDA ITEMS:

a. VALLEY MAINTENANCE

(1) March

No work scheduled for March.

Lift Station Visits: 4 scheduled

Lift Station Visits: 4 scheduled; 7 completed

(2) April

No work scheduled for April

Lift Station Visits: 4 scheduled

There were nine locates completed. There were three sewer tap inspections at 4361 W. Bellewood Drive, 5033 S. Newton Street, and 5336 S. Morning Glory Lane.

7. Lift Station Update: Scott reported that they are making a list of operational issues regarding the lift station. The list will be sent to Falcon Supply and Environmental which is the representative for Smith and Lovelace, lift station manufacturer, which will bring in the other vendors. Phyllis asked about the Falcon Supply and Environmental and where they are located. Scott said they are out of Longmont. Chris asked about bill on air conditioning maintenance. Scott said the air conditioning unit attached to the side of the control panel was originally designed to cool the control panel. The room gets so hot because of its location even with the ventilation improvements but it runs constantly due to the heat. Platte Canyon will be asking for a quote on a proposal to condition the entire pump room instead of just the control panel.

9. Financial Report: Cynthia explained the report status in regard to the insurance issues with the lift station. Cynthia is working the property insurance issues at the lift station. The claim had been determined to be valid and will be payed in full after the deductible. The total cost is \$35,146 and the reimbursement to Valley Sanitation will be \$29,214. No other invoices are expected but Platte Canyon is keeping the claim open in case there are other claims.

Cynthia addressed the financials and said that as we go through the year there will an overrun in the maintenance and repair that will be offset in the revenue line item after insurance reimbursement.

10. Audit: Cynthia reported that the audit was clean. No management issues, flags, and no specific items that the auditor called out as problematic. Cynthia wanted to flag that the 2022-2023 sewer surcharge that Englewood charges and collects on behalf of Valley Sanitation which has doubled. Phyllis asked about a line item for construction in progress for \$44,000. Cynthia said she will ask Vanessa about the amount. Chris had a question about the depreciation on capital assets on the cover page. Depreciation of capital assets, sewer lines, is the most significant part of the districts financial statements. Generally, the focus is on cash on hand with depreciation being a standardized process and the auditor is in agreement with that process.

MOTION: Chris Dye made a motion to accept the 2023 Shilling and Shilling audit. Connie Kucharski seconded the motion and the motion passed.

14. Bonsai Flats: Chris asked about the property development. Cynthia said once they receive approval from the state on the lift station design, Platte Canyon will connect them to the system. Cynthia reported on the Sheridan inclusion into Valley Sanitation and she is leaving this up to Tim Flynn and anticipates a conversation on this topic within the next year.

There was no further business and the meeting was adjourned at 6:00 PM. The next meeting will be Wednesday, May 22, 2024, at 5:00 pm, at the Platte Canyon Water and Sanitation, 8739 W. Bowles Avenue, Littleton, CO.

Submitted by: Patricia B. Harris  
District Manager  
April 20, 2024

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