

MINUTES OF BOARD OF DIRECTORS MEETING
VALLEY SANITATION DISTRICT
April 16, 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, 8739 W. Coal Mine Avenue, Littleton, CO.

Phyllis Gooden Vince Leone Connie Kucharski

Mary Alice Ledbetter and Chris Dye were absent. In addition to the board Cynthia Lane and Armando Quintana 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.

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

1. Patricia B. Harris – Wages	266.40
2. Phyllis Gooden – Director Fee	92.35
4. Mary Alice Ledbetter – Director Fee	92.35
5. Connie Kucharski – Director Fee	92.35
6. Vincent Leone, Director Fee	92.35
7. Chris Dye – Director Fee	92.35
8. Colorado Community Media-cancellation of election	56.84
9. Comcast Business-Lift Station Utilities	160.80
10. Colorado Department of Revenue - State Withholding	69.00
11. City of Englewood – Lift Station Utilities	20.52
12. Platte Canyon Water & Sanitation District	19,544.46
13. Utility Notification Center of Colorado	329.79
14. Xcel Energy – Pump Station Utilities	871.06
15. Federal Tax Deposit	217.70
16. Browns Hill Engineering	<u>1,473.00</u>
	\$ 23,471.32

3. RECEIPTS:

Arapahoe County Taxes	\$ 29,806.54
City and County of Denver	<u>3,285.58</u>
	\$ 33,092.12

4. FINANCIAL ACCOUNTING OF DISTRICT:

WELLS FARGO BANK:

Checking account balance: \$ 8,274.32

__5. COLOTRUST:

General Plus Fund

March Deposit – \$ 109,575.72

Income Earned - \$ 4,379.40

Balance - \$ 1,189,882.05

Interest – 4.4005%

Enterprise Plus Fund

March Deposit - \$ 0.00

Income Earned - \$ 773.26

Balance - \$ 207,309.00

Interest – 4.4005%

__6. AGENDA ITEMS:

a. VALLEY MAINTENANCE

(1) March

Hydraulic Main Cleaning: 6,347 feet scheduled; 6,347 feet completed

TV Inspections: 4,496 feet scheduled; 4,496 feet completed

Lift Station: 4 visits scheduled; 5 visits completed

(2) April

Hydraulic Main Cleaning: 923 feet scheduled

There were ten locates provided and two sewer tap inspections completed at 3353 W. Hialieah Avenue and 4431 W. Wagon Wheel Drive. There was one additional lift station visit for a low flow alarm that was cleared and tested.

__7. Financial Report: Cynthia went over the budget revenue and expenditures. Currently, Valley Sanitation is under-spending which will continue to be low until the fall when spending will increase. Phyllis asked about what has happened with the purchase of the Kent property. Cynthia said it would be 12-18 month for the sale to close when they have a buyer. A potential buyer would be doing due diligence on the property prior to purchase of the property and Platte Canyon is not aware if this is happening right now.

__8. Remedial Maintenance: Cynthia expanded on the on the maintenance plan from the March meeting. The board received a proposed remedial maintenance plan for 2025-2029. For 2025, the plan to move forward is for the two manhole issues at an estimated cost of \$28,116.00. The Platte River crossing is the planned project for 2026 at an estimated cost of \$39,985. In 2027, the re-installation of the uneven/rolling pipe on Keenland Court is the projected plan at a cost of \$163,966. Seven smaller projects are planned for 2028 at an estimated cost of \$42,000. Finally, the 2029 projected work on 95' of concrete pipe on S. Irving Street is budgeted for \$35,000.

Phyllis asked if some of the budgeted work and costs for 2027 could be budgeted in 2026 so that the planned costs are lower in 2027. Cynthia said that is what Vanessa does when she does financial planning creating a smooth rate projection.

MOTION: Connie Kucharski made a motion to approve and move forward with the 2025 remedial work recommended by Platte Canyon Water and Sanitation. Vince Leone seconded the motion and the motion passed.

__9. Need for New Board Members: Vince Leone said he is still working with a friend who is considering joining the board. He will be talking to her again. If she is interested in being on the board, Phyllis asked Vince to find out if she is comfortable with spread sheets and financials. Cynthia said after May and we need more board candidates Valley Sanitation could put out an online call where a request for resumes and followed by an invitation for interviews with the board using standardized questions. Phyllis would like Chris to be involved in further conversation in May about adding new board members.

__10. The next meeting will be a farewell meeting for Mary Alice Ledbetter at the Lakehouse Restaurant.

__11. Pat Harris will be absent the 3rd Wednesday in June and asked for a rescheduling of the meeting. It was decided to have the June meeting on the 4th Wednesday, June 25, 2025.

There was no further business, and the meeting was adjourned at 5:00 PM. The next meeting will be Wednesday, May 21, 2025, at 4:00 pm, at the Lakehouse Restaurant at 8026 W. Bowles Avenue, Littleton, CO.

Submitted by: Patricia B. Harris
District Manager
April 21, 2025