

MINUTES OF BOARD OF DIRECTORS MEETING
VALLEY SANITATION DISTRICT

December 11, 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. Coal Mine Avenue, Littleton, CO.

Phyllis Gooden Connie Kucharski Vince Leone Mary Alice Ledbetter
Chris Dye

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
3. Connie Kucharski, Director Fee	92.35
4. Mary Alice Ledbetter – Director Fee	92.95
5. Vincent Leone, Director Fee	92.35
6. Chris Dye – Director Fee	92.35
7. Alarm Detection Systems, Inc-Lift Station Utilities	593.04
8. Colorado Community Media-Advertising and publication	51.12
9. Colorado Department of Revenue-CO State w/holding	69.00
10. CO Special Districts Property & Liability Pool-Renewal	17,936.00
11. CO State Treasury-SB22-238 payback	2,338.87
12. City of Englewood - Lift Station Utilities	19.36
13. Platte Canyon Water & Sanitation District	18,362.78
14. Utility Notification Center of Colorado	61.92
15. Xcel Energy – Pump Station Utilities	1,057.19
16. Comcast Business-Lift Station Utilities	113.75
17. Federal Tax Deposit	217.70
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	\$ 41,548.88

a. Chris Dye asked about the Colorado State Treasury payback. Cynthia explained that the over payment to Valley Sanitation was because Valley had collected the amount twice and had to issue a check back the treasury for the refund.

b. Phyllis asked Armando about the number of visits scheduled and completed at the lift station. He explained that the number scheduled is based on the number of Wednesdays in a month. The extra visits completed are due to unscheduled visits to check on or repair the lift station.

3. RECEIPTS:

Arapahoe County Taxes	\$ 1,544.66
City and County of Denver	<u>485.45</u>
	\$ 2,030.11

4. FINANCIAL ACCOUNTING OF DISTRICT:

WELLS FARGO BANK:

Checking account balance: \$ 3,528.90

5. COLOTRUST:

<u>General Plus Fund</u>	<u>Enterprise Plus Fund</u>
November Deposit – \$24,862.14	November Deposit - \$0.00
Income Earned - \$ 4,240.16	Income Earned - \$467.46
Balance - \$ 1,046,968.13	Balance - \$ 117,411.57
Interest – 4.8677%	Interest – 4.8677%

6. AGENDA ITEMS:

a. VALLEY MAINTENANCE

(1) November

Hydraulic Main Cleaning: 4,919 feet scheduled; 5,517 feet completed

TV Inspections: 8,137 feet scheduled; 8,137 feet completed

Root Cutting: 0 feet scheduled; 3,113 feet completed

Lift Station: 4 visits scheduled; 6 visits completed

(2) December

Hydraulic Main Cleaning: 18,261 feet scheduled

TV Inspections: 16,780 feet scheduled

Root Cutting: 3,881 feet scheduled

Lift Station: 4 visits scheduled

There were two tap inspections completed at 5285 S. Perry Court and 3889 W. Arrowhead Road. There were four locates completed.

7. Financial Statement: Cynthia pointed out we collected \$537,000 revenue this year with one month left for the projection \$705,000. The year end number will show the January Englewood payment which is backdated to December and will equal out the revenue to be close to the \$705,000 that Vanessa projected for 2024. Maintenance and Repair – Operating Expenses - \$162,000 to date with \$193,000 in the budget which will be enough to cover expenses.

__ 8. 2024 Budget Resolutions:

MOTION: A motion was made by Chris Dye and seconded by Connie Kucharski to accept Resolution 2024-1-1, To Adopt a Budget for Valley Sanitation District, Arapahoe and Denver Counties, Colorado for Calendar Year Beginning on January 1, 2025 and ending on December 31, 2025. The board approved the motion.

MOTION: A motion was made by Chris Dye and seconded by Vince Leone to accept Resolution 2024-1-2, Appropriate Sums of Money in the Amounts and for the purposes as set forth in the Valley Sanitation District for the 2025 Budget Year. The board approved the motion.

MOTION: A motion was made by Chris Dye and seconded by Vince Leone to accept Resolution 2024-1-3, for Levying General Property Taxes for Tax year 2025. The board approved the motion.

__ 9. Legal Services - Letter of Engagement: The board discussed the engagement letter with Thomas George, SpencerFane, as special counsel legal services at \$520 an hour for 2025. The fees for this service will not exceed \$10,000.

MOTION: Chris Dye made a motion to approve the engagement letter with Thomas George, SpencerFane, as special counsel legal services. Vince Leone seconded the motion. The motion passed.

__ 10. Agreement for Emergency and Non-Emergency Maintenance: The board discussed the agreement with C&L and their new parent company, Insituform. The agreement remains the same except for a change in hourly rates. Phyllis asked several questions for clarification of the agreement and Cynthia and Armando explained.

MOTION: Chris Dye made a motion to approve the Agreement for Emergency and Non-Emergency Maintenance Services. Connie Kucharski seconded the motion and the motion passed.

__ 11. Cynthia reported that two Platte Canyon employees were working on Keenland Court and they discovered a manhole that has a base is in terrible shape. Moving through the manhole to the main on Aqueduct Avenue the line to the main is like a roller coaster. It might require a capital project that had not been previously planned. Platte Canyon will bring information on this to the January meeting.

There was no further business and the meeting was adjourned at 6:00 PM. The next meeting will be Wednesday, January 15, 2025, at 5:00 pm, at the Lakehouse Restaurant, 8026 W. Bowles Avenue, Littleton CO 80123.

Submitted by: Patricia B. Harris
District Manager
December 16, 2024