

PLATTE CANYON WATER AND SANITATION DISTRICT

BOARD MEETING SUMMARY FOR July 27, 2018 MEETING

A monthly meeting of the Board of Directors of the Platte Canyon Water and Sanitation District convened on Friday, July 27, 2018, at 8:30 a.m. in the District's office located at 8739 West Coal Mine Avenue, Littleton, Colorado 80123.

The Board reviewed and approved the District's financial reports for the month of June, 2018 which included accounts payable, unaudited financial statements, and investment transactions and balance reports. Following a brief discussion, the Board voted unanimously to approve all accounts payable and investment items as presented.

The Board also approved:

- The revision of the Tort Claim Settlement Policy which previously allowed the District manager to settle claims for landscape repair due to water main breaks or sewer main backups up to \$1,000 has been revised to allow the District manager to settle claims for personal property damage in addition to landscape damages up to \$2,500. A release of claims will still need to be signed along with submittal to the insurance company for reimbursement.
- The Inventory Policy which specifies that the District will retain inventory necessary for timely repair of District assets and also references procedures that District staff has established to assign administrative responsibility for conducting and recording inventory operations, including internal financial controls.
- The revision of the Joint Office and Garage Facility Agreement between Platte Canyon Water and Sanitation District and Platte Canyon Water and Sanitation District. Platte Canyon owns the land and office and garage facility and pays all operation, maintenance and repair costs. Currently Platte Canyon pays 30% of the operations, maintenance and repair costs along with \$600.00 per month operating cost. The revised agreement will increase the monthly payment to \$800.00 per month for operating costs, increase the amount that Platte Canyon has to approve for capital cost from \$5,000 to \$7,500, the amount of liability insurance both District's have to obtain increases from \$600,000 to \$1,093,000, and the term of the agreement will extend for another 10 year period, expiring December 2029.

The District's Assistant Manager provided status reports on the following topics:

✚ **Water Main Evaluation Process** Cynthia Lane reported that staff has been working together for the past few months revising the criteria used to evaluate the District's water mains for future replacement. Staff will bring the information to the board during the August board meeting.

✚ **Valley Interceptor Smart Manhole Cover** Cynthia Lane reported that the storm that hit the area on Tuesday caused a lot of water to infiltrate into a manhole on the Valley Interceptor that

we are monitoring with a smart manhole cover. It took about 2 hours for the level to resume normal flow.

 **Website Redesign** Cynthia handed out the wireframe images for both websites. Staff will begin sending over photos and content to Watermark to design and fill in the websites.

The District's operations supervisor presented his June 2018 Operations Report.

The District's construction coordinator updated the Board of Directors on new and ongoing developer projects as well as District capital projects. Information on all of the District's capital projects is available on the District's website www.plattecanyon.org.

The next scheduled meeting of the Platte Canyon Board of Directors is August 24, 2018.