



**MINUTES OF REGULAR BOARD MEETING
VALLEY MAINTENANCE CORP NO. 1 & NO. 2
HELD FEBRUARY 20TH, 2025 AT 6:30 PM**

The Board meeting of the Valley Maintenance Corp No. 1 and No. 2 was held on Thursday February 20th, 2025 at 6:30 P.M, Virtually.

Attendance

In attendance were the Directors:

Bill Burton
Travis Trani
Jay Oliver
Nick Schwind (Absent)
Leonard Miller
Mike Mallernee
Greg Koetter

Also in attendance were:

Kenny Case, ORC
Amber Hardekopf, WSDM
Rebecca Harris, WSDM

1. ADMINISTRATIVE MATTERS

- a. Call to Order & Declaration of Quorum: Ms. Hardekopf called the meeting to order at 6:33 p.m. and confirmed that a quorum was present.
- b. Discussion and Approval of the Agenda: Director Oliver motioned to approve the Agenda as presented. Seconded by Director Burton. The motion passed unanimously.
- c. Consider Approval of Meeting Minutes from January 16th, 2025: Director Koetter motioned to approve the January 16th, 2024 meeting minutes. Seconded by Director Oliver. The motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review and accept January 2025 Unaudited Financial Status: Ms. Hardekopf presented the January 2025 unaudited financials. Director Trani moved to approve the January 2025 unaudited financials as presented. Seconded by Director Burton. The motion passed unanimously.
- b. Review and accept Payables through the period ending February 20th, 2025: Ms. Hardekopf presented the payables and advised of the addition of the 8 Core Electric invoices to equal \$164.14. After review, Director Miller moved to accept the amended Payables through the period ending February 20th, 2025. Seconded by Director Oliver. The motion passed unanimously.
- c. Review of Billing and Collections Status: Ms. Hardekopf provided an update and advised the bills went out on time with no issue and that all collection letters and notices are getting posted and sent on time.

3. MANAGEMENT MATTERS

- a. Water Leak Adjustment Policy: Ms. Hardekopf presented a rough draft explaining a set procedure for adjusting high-usage bills. Ms. Hardekopf will get the document sent out to the board to get approved at the next board meeting.
- b. Document Retention: Once documents have been sorted through, ORC assistance may be needed to determine what water documents need to be kept. The board has tabled this discussion for once the weather warms up.

4. OPERATIONS

- a. Current Capital Project Update: Ms. Hardekopf will get the Projects list updated and sent out to the board to discuss further at the March meeting.
- b. Meter Replacement Update: Mr. Case took some exterior registers to see if they will work to replace the meters on Omer, but he is not certain if they will work. Mr. Case is working on getting replacement meters; the older meters are harder to find. He is currently waiting for a call back from a contact in Dever to see if they have the meters we need available. Director Trani asked if the well meters have been replaced or not yet, Mr. Case indicated he did not yet have a chance to get those replaced.
- c. Water Monitoring Update: Rachel is still doing the reporting. Once the flume is installed and the lake unfreezes, we will take over the monitoring for that. Mr. Case believes that will be at the end of March or into early May.
- d. Flume Installation Update: Kelly will start bringing the equipment to the site tomorrow to start the work. Mr. Case advised that Kelly's invoice can vary depending on the material he may need to bring in to stabilize the flume and ensure it will be working properly. Mr. Case did reach out to the homeowner, who this work will impact, and left him a voicemail to advise of the work to be done.
- e. Contract Discussion: Director Miller would like to review our contracts for contractors to ensure that all liabilities are covered. The board discussed making a general contract to cover big projects for any contractor doing the work.

ADJOURNMENT

- a. The next regularly scheduled board meeting is set for Thursday, March 20th, 2025 at 6:30 pm. The meeting was adjourned at 7:23 p.m.

Respectfully Submitted,
WSDM – District Managers



William Burton (Mar 18, 2025 18:03 MDT)

By: Recording Secretary

VMC 2-20-2025 Minutes

Final Audit Report

2025-03-19

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