



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

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

Attendance

In attendance were the Directors:

Bill Burton
Travis Trani
Jay Oliver
Nick Schwind
Leonard Miller (Absent)
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 moved to approve the Agenda as presented. Seconded by Director Trani. The motion passed unanimously.
- c. Consider Approval of Meeting Minutes from February 20th, 2025: Director Oliver moved to approve the February 20th, 2025 meeting minutes. Seconded by Director Trani. The motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review and accept February 2025 Unaudited Financial Status: Ms. Hardekopf presented the February 2025 unaudited financials. Director Oliver moved to approve the February 2025 unaudited financials as presented. Seconded by Director Schwind. The motion passed unanimously.
- b. Review and accept Payables through the period ending March 20th, 2025: Ms. Hardekopf presented the payables and advised of the addition of invoice number 90934 for \$570.00 to pay to John Thompson, meter reader. After review, Director Oliver moved to accept the amended Payables through the period ending March 20th, 2025. Seconded by Director Trani. The motion passed unanimously.
- c. Review of Billing and Collections Status: Ms. Hardekopf provided an update and advised that three shut-off notices were posted on February 28th, 2025, and payments were received from all three. On March 7th, 16 reminder letters were sent out, and three warning letters were sent on March 20th.

3. **MANAGEMENT MATTERS**

- a. Water Leak Adjustment Policy: The board is going to discuss approval for this policy at the next meeting.
- b. Proposal to Engage Engineer: Ms. Hardekopf informed the board that the proposal was sent to six different engineering firms, and we have heard back from five. The deadline for the engineers to submit their bids to our office is April 17th, 2025, for the board to discuss at that board meeting.

4. **OPERATIONS**

- a. Current Capital Project Update: Director Burton stated that we should take and record pictures of big projects that the corporation has done to have as a backup in case anything were to happen. All pictures will be saved on Dropbox and on a drive so we have them in two places. Mr. Case informed the board that the meters that Director Trani purchased to replace the digital meters were very similar, and we should be able to accurately read those meters by taping the middle of the meter with something metal to get the read. Mr. Case also indicated he would be keeping an eye on the nitrate levels and would keep the board informed of any changes.

5. **NEW BUSINESS**

- a. Review and Discussion on Valley Maintenance Contract Handling: This topic was tabled for next month's meeting as Director Miller was going to take the lead on it.
- b. Discuss Augmentation Letter for April Billing: Director Trani mentioned that the VMC board is on the Agenda for the SVPORC Board Meeting on April 1st via Zoom. We want to ask that the SVPORC put the letter on their website, and we will also have the letter on our website.

ADJOURNMENT: Director Oliver moved to adjourn the meeting at 7:35 p.m., seconded by Director Trani. The motion passed unanimously

- a. The next regularly scheduled board meeting is set for Thursday, April 17th, 2025, at 6:30 pm.

Respectfully Submitted,
WSDM – District Managers



William Burton (Apr 2, 2025 08:34 MDT)

By: Recording Secretary

VMC 3-20-2025 Minutes

Final Audit Report

2025-04-02

Created:	2025-04-02
By:	Amber Hardekopf (amber.h@wsdistricts.co)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkabxxhcLSpexq_euwJNKxa7NtC4BaouN

"VMC 3-20-2025 Minutes" History

-  Document created by Amber Hardekopf (amber.h@wsdistricts.co)
2025-04-02 - 1:58:38 PM GMT
-  Document emailed to William Burton (wiburton1@gmail.com) for signature
2025-04-02 - 1:58:41 PM GMT
-  Email viewed by William Burton (wiburton1@gmail.com)
2025-04-02 - 2:33:15 PM GMT
-  Document e-signed by William Burton (wiburton1@gmail.com)
Signature Date: 2025-04-02 - 2:34:06 PM GMT - Time Source: server
-  Agreement completed.
2025-04-02 - 2:34:06 PM GMT