



**REGULAR BOARD MEETING AGENDA
VALLEY MAINTENANCE CORPORATION
THURSDAY, MAY 15TH, 2025 – 6:30 PM**

Please join the meeting from your computer, tablet, or smartphone.

<https://video.cloudoffice.avaya.com/join/236337496>

You can also dial in using your phone.

United States: +1 (213) 463-4500

Access Code / Meeting ID: 236-337-496

Board of Director	Title	Term
Bill Burton	President	2023 – 2025
Greg Koetter	Vice President	2023 - 2025
Travis Trani	Treasurer	2023 - 2025
Jay Oliver	Secretary	2024 – 2026
Nick Schwind	Secretary	2023 – 2025
Leonard Miller	Secretary	2024 – 2026
Mike Mallernee	Secretary	2024 - 2026

Management Team

Kenny Case, ORC

WSDM LLC, District Managers

1) ADMINISTRATIVE MATTERS

- a) Call to Order & Declaration of Quorum
- b) Discussion and Approval of the Agenda
- c) Consider Approval of Meeting Minutes from April 17th, 2025 (enclosed)

2) FINANCIAL MATTERS

- a) Review and accept April 2025 Unaudited Financial Status (enclosed)
- b) Review and accept Payables through the period ending May 15th, 2025 (enclosed)
- c) Review of Billing and Collections Status
- d) Discuss status of the 2025 Budget Preparation

3) MANAGEMENT MATTERS

- a) Discuss and consider acceptance of Request for Proposal to Engage Project Engineer

4) OPERATIONS

- a) Status of Current Capital Projects
- b) Status on CCR Report
- c) Status of Muni Cartridge filter violation

5) ADJOURNMENT

- a) The next regularly scheduled Board Meeting is scheduled for Thursday, June 19, 2025, at 6:30 pm.



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
VALLEY MAINTENANCE WATER CORPORATION
HELD APRIL 17TH, 2025
AT 6:30 PM**

Pursuant to posted notice, the special meetings of the Board of Directors of the Valley Maintenance Water Corporation was held on April 17th, at 6:30 pm, via tele/videoconference:

<https://video.cloudoffice.avaya.com/join/236337496>

You can also dial in using your phone.

United States: +1 (213) 463-4500

Access Code / Meeting ID: 236-337-496

Attendance:

Directors Attending Virtually

Bill Burton,	President
Greg Koetter,	Vice President
Jay Oliver,	Secretary
Nick Schwind	Secretary
Mike Mallernee	Secretary
Leonard Miller	Secretary

Directors Absent

Travis Trani,	Treasurer
---------------	-----------

Also in attendance were:

Amber Hardekopf,	WSDM Managers
Rebecca Harris,	WSDM Managers
Kenny Case	ORC
Makenzie Chesak	Kimley-Horn Engineering

1. Call to Order:

The meeting was called to order at 6:33 pm by Ms. Hardekopf.

2. Declaration of Quorum:

Ms. Hardekopf indicated that a quorum was present.

3. Approval of Agenda:

Director Oliver moved to approve the Agenda as presented; seconded by Director Miller. Motion passed unanimously.

4. Approval of March 20th, 2025 Regular Board Meeting Minutes:

After review, Director Oliver moved to approve March 20th, 2025 Regular Board Meeting Minutes as amended; seconded by President Burton. Motion passed unanimously.

5. Financial Matters:

- a. Approve Unaudited Financial Reports through March 2025: Ms. Hardekopf presented the unaudited financials. After discussion, Director Oliver moved to approve the Unaudited Financial Reports through March 2025 as presented; seconded by Director Miller. Motion passed unanimously.
- b. Ratify and Approve Payables through April 17th, 2025: Ms. Hardekopf presented the Payables for the period. After discussion, Director Oliver motioned to approve the payables as presented; seconded by Director Koetter. Motion passed unanimously.
- c. Review of Billing and Collections: Ms. Hardekopf advised that 14 reminder letters, six warning letters, and one shut-off notice were posted.
- d. Discuss 2025 Budget Preparation: Ms. Hardekopf advised she is currently working on a budget for the year and will have it ready for the next board meeting.

6. District Manager's Report:

The Board approved the Water Leak Adjustment Policy; Director Oliver moved to approve the Water Leak Adjustment Policy; seconded by Director Koetter. Motion passed unanimously.

Ms. Hardekopf advised we received three proposals for the to Engage a project engineer. Ms. Chesak with Kimley-horn Engineering presented their proposal. After discussion The board agreed to set a meeting in the next few weeks to discuss these proposals further and send out any questions we may have to the engineers.

7. Operations Report:

Mr. Case reported on current capital projects. The flume is now completed. The flush hydrant has been replaced on Pinewood. The same company that worked on the flume is working on getting the cap off at Ridge Rd, and then will move to the curb stop at 79 Pike View.

8. New Business Matters:

- a. Valley Maintenance Contract Handling: Ms. Hardekopf will email out a copy of the contract template from director Miller to the rest of the board to review.
- b. Spring Valley Dam Committee: President Burton advised that he thinks we will have to send a response to the committee in advising of the previous status of the spreadsheet and how the board will correctly handle it to stay in compliance moving forward.
- c. Agreements with Colorado Water Commission and Commissioner: Mr. Burton advised that the Commissioner will be there for the first release of the Dam. President Burton also advised of inviting the Spring Valley Dam Committee, so if they have questions, the commissioner will be there to help answer those questions.

11. Adjourn: Ms. Hardekopf adjourned the meeting at 8:02 pm.

- a. Next Regular Meeting scheduled: May 15th, 2025 at 6:30 pm.

Submitted by: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 17TH, 2025, REGULAR MEETING MINUTES OF THE VALLEY MAINTENANCE WATER CORPORATION.

Approved by: President of the Board



Statement of Financial Position

Valley Maintenance Corporation

As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
103.4 PPCU #7606	68,650.26
103.5 PPCU #7605	68,820.83
103.8 PPCU #7800	7.58
103.9 PPCU #7604	64,988.01
104 Cash in Bank Vectra Bank	56,719.63
105 Eastern Colorado Bank -6141	51,654.17
107.1 Ent Credit Union Savings	316.35
108.1 Academy Bank - CD 6256	50,007.02
108.2 Academy Bank - CD 2722	53,801.41
108.3 Academy Bank - CD 4475	75,189.89
Total for Bank Accounts	\$490,155.15
Accounts Receivable	
Other Current Assets	
Total for Current Assets	\$490,155.15
Fixed Assets	
150 Building	4,700.00
151 Land	15,643.00
152 Wells	55,929.63
153 Equipment	116,675.63
154 Improvements	208,110.36
160 Accumulated Depreciation	-49,631.93
Total for Fixed Assets	\$351,426.69
Other Assets	
Total for Assets	\$841,581.84
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	3,677.84
Total for Accounts Payable	\$3,677.84
Credit Cards	
Other Current Liabilities	
Total for Current Liabilities	\$3,677.84
Long-term Liabilities	
Total for Liabilities	\$3,677.84
Equity	
302 Fund Balance - Unrestricted	813,424.55
Net Income	24,479.45
Total for Equity	\$837,904.00
Total for Liabilities and Equity	\$841,581.84

Statement of Activity by Month

Valley Maintenance Corporation

January-March, 2025

DISTRIBUTION ACCOUNT	JANUARY 2025	FEBRUARY 2025	MARCH 2025	TOTAL
Income				
402 Water Use Fees	19,250.00	17,730.21	18,378.73	55,358.94
Total for Income	19,250.00	17,730.21	18,378.73	\$55,358.94
Cost of Goods Sold				
Gross Profit	19,250.00	17,730.21	18,378.73	\$55,358.94
Expenses				
612 Bank Charges	65.73	66.29	53.06	185.08
626 District Management	3,400.25	2,495.60		5,895.85
642.03 Business Insurance		3,328.00		3,328.00
661 ORC Fees	990.00	1,050.00	570.00	2,610.00
664 Postage/Shipping	248.70	253.27		501.97
668 Repairs/Maintenance	8,564.44	1,539.39	142.50	10,246.33
685 Payroll Tax Expense	25.48			25.48
686 Property Tax		42.90	3.10	46.00
693 Testing	7,087.00	5,092.00		12,179.00
696 Utilities	390.40	7.04	1.50	398.94
Total for Expenses	20,772.00	13,874.49	770.16	\$35,416.65
Net Operating Income	-1,522.00	3,855.72	17,608.57	\$19,942.29
Other Income				
701 Interest Income	1,757.04	2,003.63	776.49	4,537.16
Total for Other Income	1,757.04	2,003.63	776.49	\$4,537.16
Other Expenses				
Net Other Income	1,757.04	2,003.63	776.49	\$4,537.16
Net Income	235.04	5,859.35	18,385.06	\$24,479.45



Valley Maintenance Corporation

PAYMENT REQUEST

5/15/2025

General Account

Company	Invoice	Date	Amount	Comments
Case Water Treatment	40125	4/1/2025	\$ 6,142.00	
Core Electric Cooperative	43012911	4/23/2025	\$ 25.30	
Core Electric Cooperative	43013610	4/23/2025	\$ 18.70	
Core Electric Cooperative	43018910	4/23/2025	\$ 99.52	
Core Electric Cooperative	43087210	4/23/2025	\$ 59.81	
Core Electric Cooperative	43186610	4/23/2025	\$ 176.05	
Core Electric Cooperative	43359700	4/23/2025	\$ 153.82	
Core Electric Cooperative	43430500	4/23/2025	\$ 17.25	
Core Electric Cooperative	43438400	4/23/2025	\$ 42.49	
HUB International Insurance Services	4098502	4/25/2025	\$ 2,972.47	Already Paid
John Thompson	90938	5/8/2025	\$ 930.00	
Kullman Water Engineering, LLC	543	5/1/2025	\$ 190.00	
Mailing Services INC	1/14/1956	4/29/2025	\$ 206.10	
Utility Notification Center of Colorado	225041547	4/30/2025	\$ 3.10	
WSDM District Managers	780	4/30/2025	\$ 4,942.82	
TOTAL			\$ 15,979.43	

Valley Maintenance Corp