

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
VALLEY MAINTENANCE WATER CORPORATION
HELD THURSDAY, SEPTEMBER 18TH, 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 September 18th, 2025, 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
Leanord Miller,	Secretary
Jay Oliver,	Secretary

Directors Absent

Mike Mallernee,	Secretary
Nick Schwind,	Secretary

Also in attendance were:

Amber Hardekopf,	WSDM Managers
Rebecca Harris,	WSDM Managers
Kenny Case,	Water Operator
Sarah Gooding,	Vacant Treasurer Position

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 Vacancy:

Director Miller moved to approve Sarah Gooding to fill the vacant Treasurer role giving her signatory authority on all Valley Maintenance Corporation bank accounts; seconded by Director Oliver. Motion passed unanimously.

5. Approval of August 21st, 2025 Regular Board Meeting Minutes:

After review, Director Oliver moved to approve August 21st, 2025 Regular Board Meeting Minutes as amended; seconded by President Burton. Motion passed unanimously.

6. Financial Matters:

- a. Approve Unaudited Financial Reports through August 2025: Ms. Hardekopf presented the unaudited financials. After discussion, Director Oliver moved to approve the Unaudited Financial Reports through August 2025 as presented; seconded by Director Koetter. Motion passed unanimously.
- b. Ratify and Approve Payables through September 21st, 2025: Ms. Hardekopf presented the Payables for the period. After discussion, Director Oliver motioned to approve the payables as presented; seconded by President Burton. Motion passed unanimously.
- c. Review of Billing and Collections: Ms. Hardekopf advised that statements went out on Thursday, the 25th. There were 7 reminder letters sent on the 11th with warning letters going out on the 22nd.

7. District Manager's Report:

- a. Ms. Hardekopf advised the board that there will a draft budget presented at the next meeting for them to review for 2026. Ms. Hardekopf also brought up the notice to the community that needs to be mailed out for the annual meeting notice, and that there are three board members whose terms expire this year. They will either get reappointed or a new resident will fill that position at the annual meeting.

8. Operations:

- a. Status of Current Capital Projects: Mr. Case indicated that once the check is mailed for the two and a half meters, then he will get those over to Greg.
- b. Spring Valley Dam Committee / Water Augmentation: Kenny has been in touch with the engineers who are recommending to keep releasing water and to bring it down as far as possible. We still owe water even after releasing a foot of water, and it plays into the water rights, which stretch all the way to Greely. He was informed that we should not have stored water at all for the summer and should have maintained releasing 1.38 feet the entire summer. Once October 1st hits, Kenny can shut the valve and we won't have to release during the "frozen season". Also, Director Miller is in touch with Mr. Odor and is trying to get a meeting set up next week to go over some questions and set up a timeline for this work getting planned on the dam.
- c. Meter Replacement Update: Director Koetter has installed a couple of meters and indicated that he has run into a few problems. The meters getting installed are reading by the tenth of a gallon, instead of hundreds. The new meters also have different wiring than the older meters. Director Koetter advised that he will purchase ten more meters to replace ten more meters.

11. Adjourn: Ms. Hardekopf adjourned the meeting at 7:26 pm.

- a. Next Regular Meeting scheduled: October 23rd, 2025 at 6:30 pm.

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 18TH, 2025, REGULAR MEETING MINUTES OF THE VALLEY MAINTENANCE WATER CORPORATION.

W B

William Burton (Oct 31, 2025 09:21:26 MDT)

Approved by: President of the Board

VMC 9-18-2025 Minutes

Final Audit Report

2025-10-31

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