

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
VALLEY MAINTENANCE WATER CORPORATION  
HELD THURSDAY, OCTOBER 23<sup>RD</sup>, 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 October 23<sup>rd</sup>, 2025, at 6:30 pm, via tele/videoconference:

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

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United States: +1 (213) 463-4500

**Access Code / Meeting ID: 236-337-496**

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**Attendance:**

**Directors Attending Virtually**

Bill Burton,	President
Greg Koetter,	Vice President
Sarah Gooding,	Treasurer
Leanord Miller,	Secretary
Nick Schwind,	Secretary

**Directors Absent**

Mike Mallernee,	Secretary
Jay Oliver,	Secretary

**Also in attendance were:**

Amber Hardekopf,	WSDM Managers
Rebecca Harris,	WSDM Managers

**1. Call to Order:**

The meeting was called to order at 6:31 pm by Ms. Hardekopf.

**2. Declaration of Quorum:**

Ms. Hardekopf indicated that a quorum was present. With the excused absence of Mike Mallernee and Jay Oliver.

**3. Approval of Agenda:**

Director Koetter motioned to approve the Agenda as presented; seconded by Director Miller. Motion passed unanimously.

**4. Approval of September 18<sup>th</sup>, 2025 Regular Board Meeting Minutes:**

After review, Director Koetter motioned to approve September 18<sup>th</sup>, 2025 Regular Board Meeting Minutes as amended; seconded by Director Gooding. Motion passed unanimously.

**5. Financial Matters:**

- a. Approve Unaudited Financial Reports through September 2025: Ms. Hardekopf presented the unaudited financials. After discussion, Director Gooding motioned to approve the Unaudited Financial Reports through September 2025 as presented; seconded by Director Koetter. Motion passed unanimously.
- b. Ratify and Approve Payables through October 23<sup>rd</sup>, 2025: Ms. Hardekopf presented the Payables and advised of the addition of invoice number 159660 for Galloway Engineering in the amount of \$4,388.75. After discussion, President Burton motioned to approve the payables, including the invoice for Galloway Engineering; seconded by Director Gooding. Motion passed unanimously.
- c. Review of Billing and Collections: Ms. Hardekopf advised that statements went out on Thursday, the 25<sup>th</sup>. There were 22 reminder letters sent on the 7<sup>th</sup>. There were 16 Warning letters that went out on the 21<sup>st</sup>. Statements will be mailed out the 27<sup>th</sup>.

6. District Manager's Report:

- a. Review Draft Budget for 2026: Ms. Harris reviewed the budget for 2026. There were no edits or changes made at this time.
- b. Update on 2025 Annual Meeting: Ms. Hardekopf advised that the new meeting date for the annual meeting will be set for December 11<sup>th</sup>, 2025, at 6:30 pm at the pavilion in Valley Maintenance.

7. Operations:

- a. Status of Current Capital Projects: Mr. Case was absent, no update was provided.
- b. Spring Valley Dam Committee / Water Augmentation: Director Miller updated the board on the September 29<sup>th</sup> dam inspection. The inspector advised that the pipe under the dam needs to be lined. Mr. Odor is looking into what a price would be to design that. The inspector also advised that the toe drain on the east side needs to be replaced. By the end of next year, there needs to be a video of all the lines. He advised setting up a meeting with Spring Valley to get a plan in getting this project started.
- c. Meter Replacement Update: Director Koetter advised on the two replaced meters and verified that the meters were working accurately prior to billing. Need to adjust the calculations for those meters to read by tens, not hundreds.

11. Adjourn: Ms. Hardekopf adjourned the meeting at 7:57 pm.

- a. Next Regular Meeting scheduled: November 20<sup>th</sup>, 2025 at 6:30 pm.

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 23<sup>RD</sup>, 2025, REGULAR MEETING MINUTES OF THE VALLEY MAINTENANCE WATER CORPORATION.

A handwritten signature in blue ink, appearing to read 'W. Burton'.

William Burton (Nov 28, 2025 09:10:56 MST)

Approved by: President of the Board







# VMC 10-23-2025 Minutes

Final Audit Report

2025-11-28

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