



**REGULAR BOARD MEETING AGENDA**  
**VALLEY MAINTENANCE CORPORATION**  
**THURSDAY, NOVEMBER 20<sup>th</sup>, 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

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<b>Board of Director</b>	<b>Title</b>	<b>Term</b>
Bill Burton	President	2023 – 2025
Greg Koetter	Vice President	2023 - 2025
Sarah Gooding	Treasurer	2025 – 2027
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 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 October 23<sup>rd</sup>, 2025 (enclosed)

**2) FINANCIAL MATTERS**

- a) Review and accept October 2025 Unaudited Financial Status (enclosed)
- b) Review and accept Payables through the period ending November 20<sup>th</sup>, 2025 (enclosed)
  - Discuss putting the credit card on Autopay
- c) Review of Billing and Collections Status

**3) MANAGEMENT MATTERS**

- a) Update on 2025 Annual Meeting

**4) OPERATIONS**

- a) Status of Current Capital Projects
- b) Water Augmentation Update / Burgess Lake Water Level

**5) NEW BUSINESS**

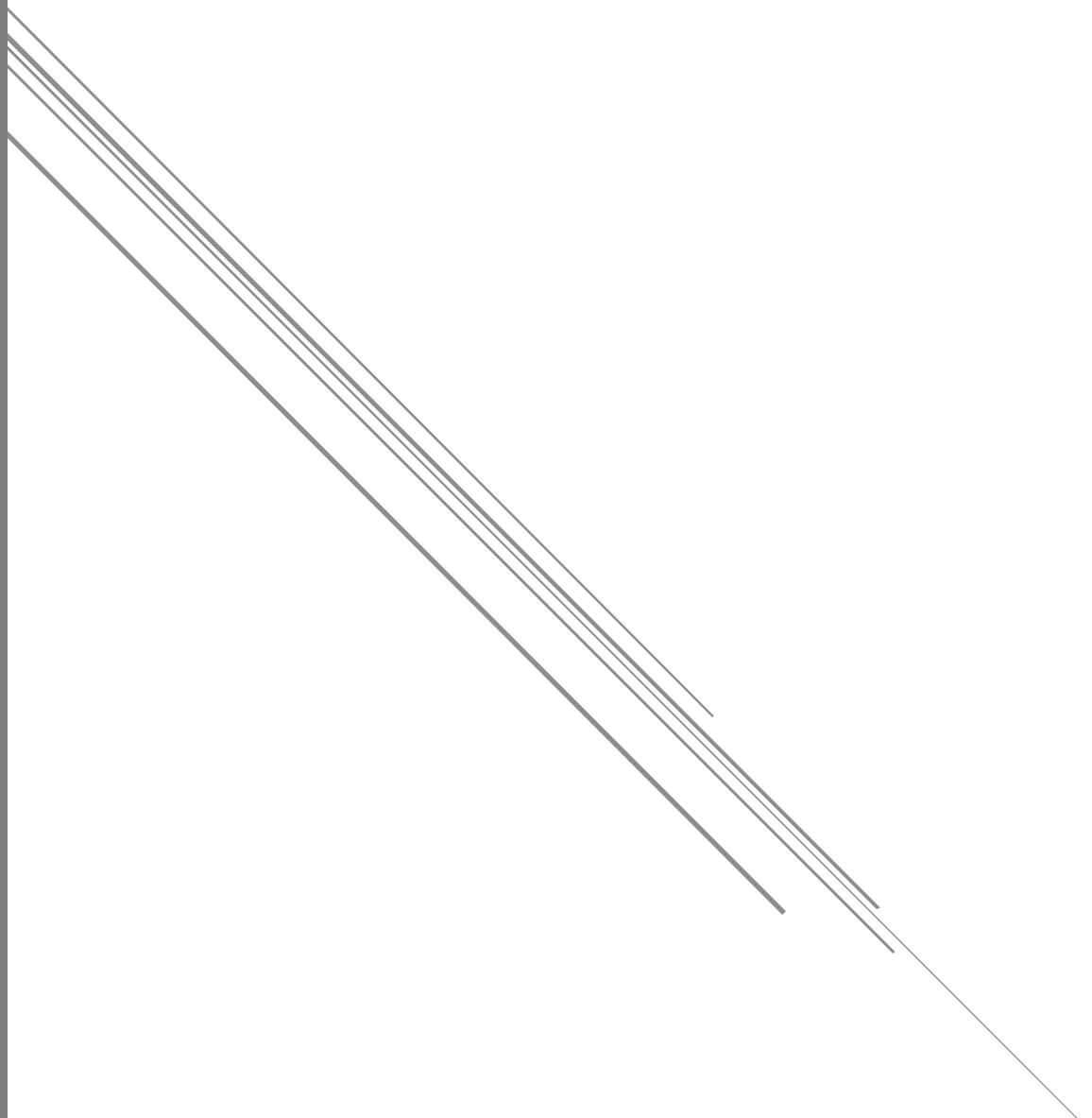
- a) Compliance Advisory / Contacts Population Inventory
- b) Discuss Social Media Coordination

**6) ADJOURNMENT**

- a) The next regularly scheduled Board Meeting and Annual Meeting is scheduled for Thursday, December 11<sup>th</sup>, 2025, at 6:30 pm.

# W5DM MANAGERS

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**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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**Attendance:**

**Directors Attending Virtually**

Bill Burton,	President
Greg Koetter,	Vice President
Sarah Gooding,	Treasurer
Leonard 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.

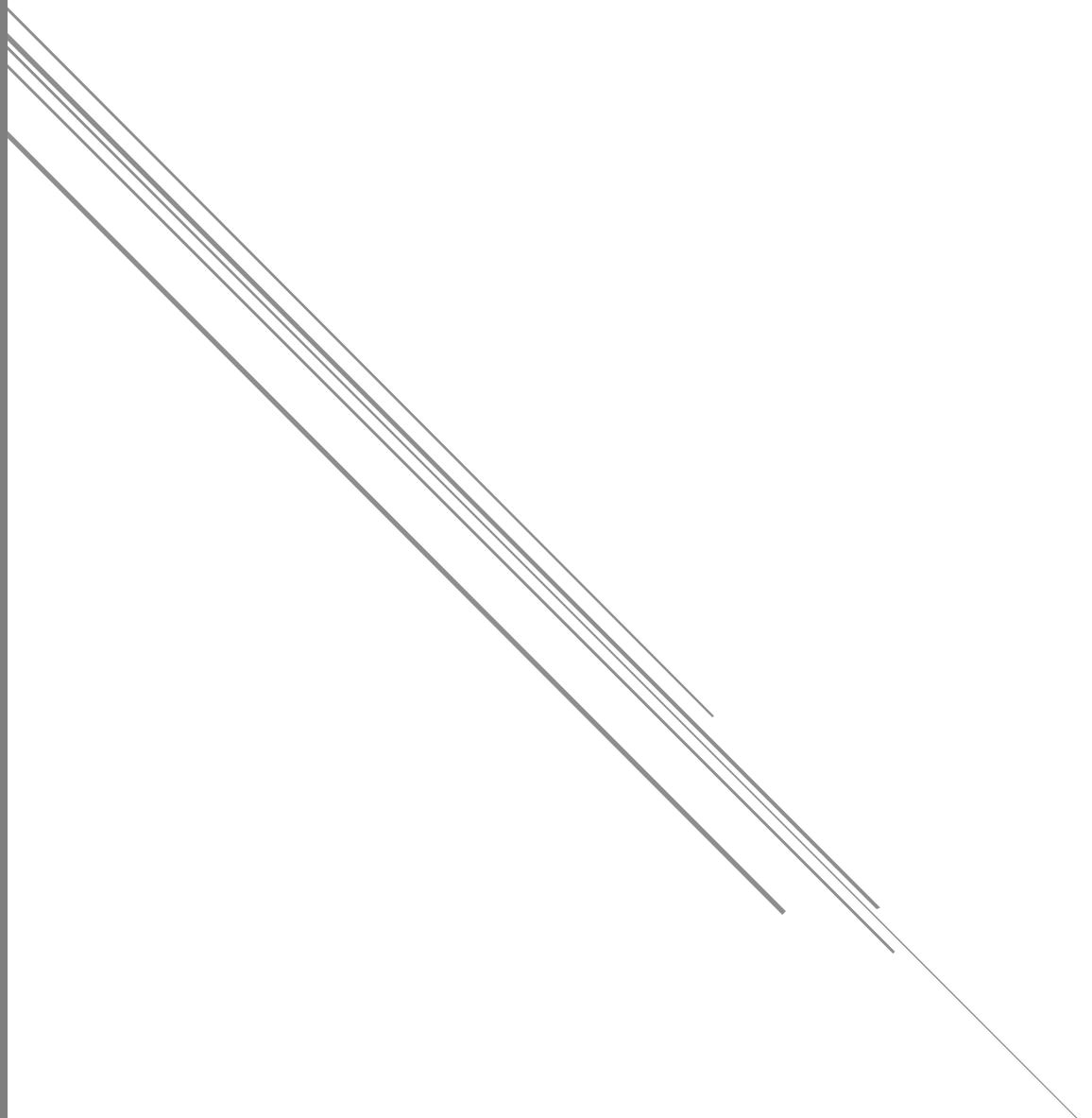
THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 23<sup>RD</sup>, 2025, REGULAR MEETING MINUTES OF THE VALLEY MAINTENANCE WATER CORPORATION.

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Approved by: President of the Board

# W5DM MANAGERS

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# Statement of Financial Position

## Valley Maintenance Corporation

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
103.4 PPCU #7606	70,326.56
103.5 PPCU #7605	70,422.31
103.8 PPCU #7800	7.58
103.9 PPCU #7604	66,759.79
104 Cash in Bank Vectra Bank	94,083.39
105 Eastern Colorado Bank -6141	30,134.08
107.1 Ent Credit Union Savings	316.42
108.1 Academy Bank - CD 6256	51,101.28
108.2 Academy Bank - CD 2722	55,157.16
108.3 Academy Bank - CD 4475	77,564.17
<b>Total for Bank Accounts</b>	<b>\$515,872.74</b>
Other Current Assets	
<b>Total for Current Assets</b>	<b>\$515,872.74</b>
<b>Fixed Assets</b>	
150 Building	4,700.00
151 Land	15,643.00
152 Wells	55,929.63
153 Equipment	116,675.63
154 Improvements	215,054.11
160 Accumulated Depreciation	-72,578.83
<b>Total for Fixed Assets</b>	<b>\$335,423.54</b>
<b>Total for Assets</b>	<b>\$851,296.28</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable (A/P)	15,874.52
<b>Total for Accounts Payable</b>	<b>\$15,874.52</b>
Other Current Liabilities	
<b>Total for Current Liabilities</b>	<b>\$15,874.52</b>
<b>Total for Liabilities</b>	<b>\$15,874.52</b>
<b>Equity</b>	
302 Fund Balance - Unrestricted	813,822.85
Net Income	21,598.91
<b>Total for Equity</b>	<b>\$835,421.76</b>
<b>Total for Liabilities and Equity</b>	<b>\$851,296.28</b>

# Statement of Activity

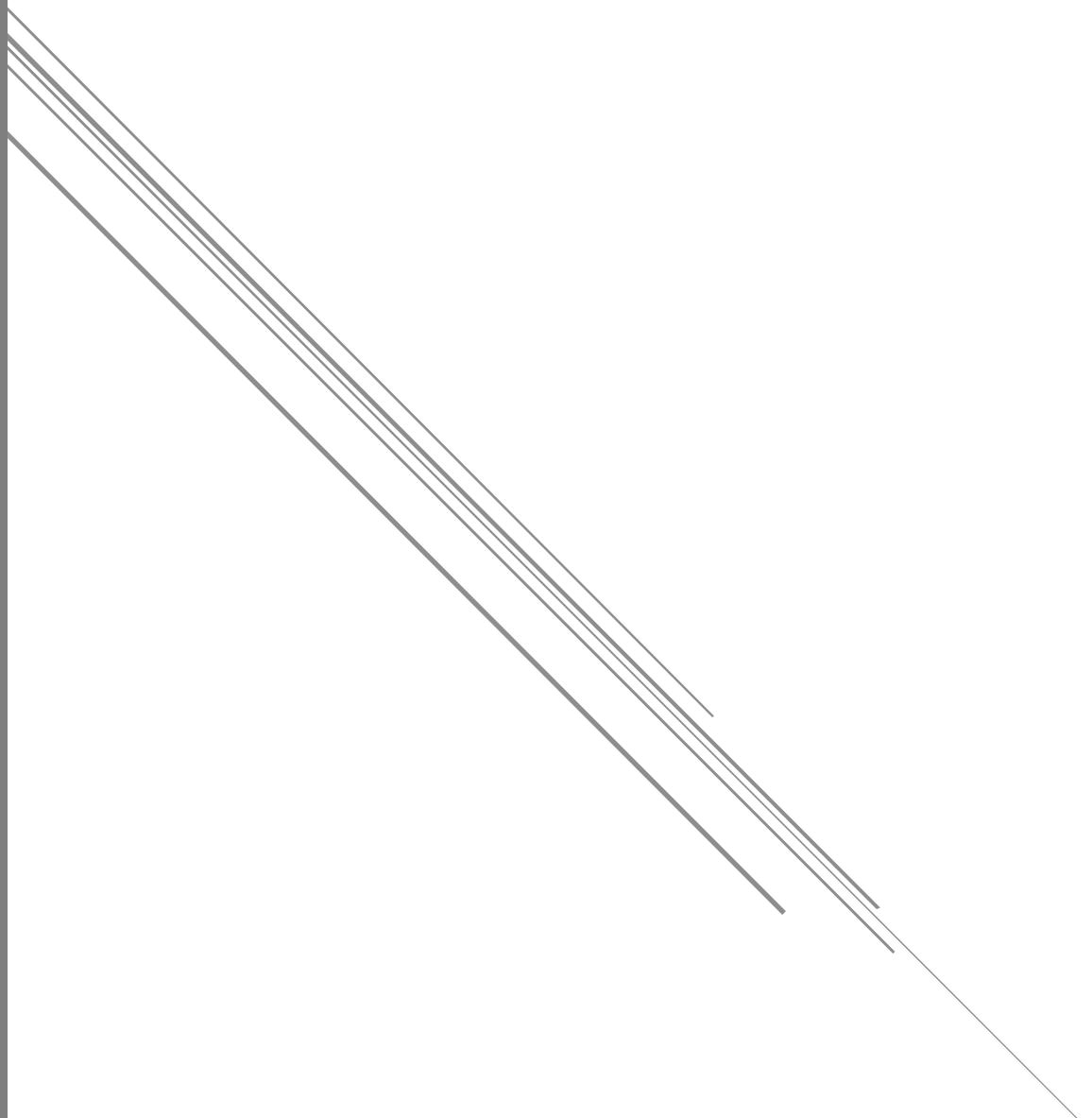
## Valley Maintenance Corporation

January-October, 2025

DISTRIBUTION ACCOUNT	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	JULY 2025	AUGUST 2025	SEPTEMBER 2025	OCTOBER 2025	TOTAL
Income											
402 Water Use Fees	19,250.00	17,730.21	18,378.73	16,842.50	18,490.00	17,975.00	19,041.42	17,945.05	20,122.50	16,098.84	181,874.25
405 Miscellaneous income						85.00					85.00
<b>Total for Income</b>	<b>19,250.00</b>	<b>17,730.21</b>	<b>18,378.73</b>	<b>16,842.50</b>	<b>18,490.00</b>	<b>18,060.00</b>	<b>19,041.42</b>	<b>17,945.05</b>	<b>20,122.50</b>	<b>16,098.84</b>	<b>\$181,959.25</b>
<b>Gross Profit</b>	<b>19,250.00</b>	<b>17,730.21</b>	<b>18,378.73</b>	<b>16,842.50</b>	<b>18,490.00</b>	<b>18,060.00</b>	<b>19,041.42</b>	<b>17,945.05</b>	<b>20,122.50</b>	<b>16,098.84</b>	<b>\$181,959.25</b>
Expenses											
612 Bank Charges	65.73	66.29	53.06	67.55	197.99	67.85	74.30	82.77	72.07	275.25	1,022.86
626 District Management	3,400.25	2,495.60	3,512.10	4,869.50	4,461.45	4,946.15	4,420.30	4,057.20	4,278.80	4,813.00	41,254.35
629 Dues/Subscriptions							77.30	77.30	77.30	77.30	231.90
635 Depreciation	2,294.69	2,294.69	2,294.69	2,294.69	2,294.69	2,294.69	2,294.69	2,294.69	2,294.69	2,294.69	22,946.90
642.03 Business Insurance		3,328.00		2,898.47							6,226.47
652 Legal & Professional Fees			600.00								600.00
654 Licenses/Fees							198.00				198.00
661 ORC Fees	990.00	1,050.00	1,500.00		930.00	930.00	930.00	930.00	930.00	930.00	9,120.00
664 Postage/Shipping	248.70	253.27	8.38	655.07	148.34	260.78	1,191.24	431.12	13.94	746.22	3,957.06
668 Repairs/Maintenance	8,564.44	1,539.39	5,422.50	1,105.66	393.69	855.00	7,027.50	630.00	1,937.27	1,668.96	29,144.41
685 Payroll Tax Expense	25.48										25.48
686 Property Tax		42.90	3.10					41.63			87.63
693 Testing	7,087.00	5,092.00	5,092.00	6,142.00	5,092.00	5,092.00	5,092.00	5,092.00	5,092.00	5,092.00	53,965.00
696 Utilities	390.40	7.04	3.05	1,684.43	534.83	1,131.35	810.19	610.44	210.55	616.08	5,998.36
<b>Total for Expenses</b>	<b>23,066.69</b>	<b>16,169.18</b>	<b>17,888.88</b>	<b>20,317.37</b>	<b>14,052.99</b>	<b>15,577.82</b>	<b>22,038.22</b>	<b>14,247.15</b>	<b>14,906.62</b>	<b>16,513.50</b>	<b>\$174,778.42</b>
<b>Net Operating Income</b>	<b>-3,816.69</b>	<b>1,561.03</b>	<b>489.85</b>	<b>-3,474.87</b>	<b>4,437.01</b>	<b>2,482.18</b>	<b>-2,996.80</b>	<b>3,697.90</b>	<b>5,215.88</b>	<b>-414.66</b>	<b>\$7,180.83</b>
Other Income											
701 Interest Income	1,757.04	2,003.63	776.49	1,690.63	739.00	700.26	1,437.83	3,178.71	707.71	1,426.78	14,418.08
<b>Total for Other Income</b>	<b>1,757.04</b>	<b>2,003.63</b>	<b>776.49</b>	<b>1,690.63</b>	<b>739.00</b>	<b>700.26</b>	<b>1,437.83</b>	<b>3,178.71</b>	<b>707.71</b>	<b>1,426.78</b>	<b>\$14,418.08</b>
<b>Net Other Income</b>	<b>1,757.04</b>	<b>2,003.63</b>	<b>776.49</b>	<b>1,690.63</b>	<b>739.00</b>	<b>700.26</b>	<b>1,437.83</b>	<b>3,178.71</b>	<b>707.71</b>	<b>1,426.78</b>	<b>\$14,418.08</b>
<b>Net Income</b>	<b>-2,059.65</b>	<b>3,564.66</b>	<b>1,266.34</b>	<b>-1,784.24</b>	<b>5,176.01</b>	<b>3,182.44</b>	<b>-1,558.97</b>	<b>6,876.61</b>	<b>5,923.59</b>	<b>1,012.12</b>	<b>\$21,598.91</b>

# W5DM MANAGERS

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# Valley Maintenance Corporation

## Payment Request

11/20/2025

General Fund Account				
Company	Invoice	Date	Amount	Comments
Altitude Plumbing Ltd	4098	11/1/2025	\$ 335.00	
Case Water Treatment	100125	10/1/2025	\$ 6,352.00	
Core Electric Cooperative	43012911	10/23/2025	\$ 33.73	Autopay
Core Electric Cooperative	43013610	10/23/2025	\$ 22.57	Autopay
Core Electric Cooperative	43018910	10/23/2025	\$ 105.32	Autopay
Core Electric Cooperative	43087210	10/23/2025	\$ 31.00	Autopay
Core Electric Cooperative	43186610	10/23/2025	\$ 208.97	Autopay
Core Electric Cooperative	43359700	10/23/2025	\$ 142.08	Autopay
Core Electric Cooperative	43430500	10/23/2025	\$ 20.00	Autopay
Core Electric Cooperative	43438400	10/23/2025	\$ 52.41	Autopay
Dan Gooding, A Handy Man	1	9/8/2025	\$ 60.00	
John Thompson	90943	11/13/2025	\$ 1,020.00	
Kullman Water Engineering, LLC	598	11/1/2025	\$ 665.00	
Mailing Services Inc	20953	10/10/2025	\$ 239.69	
Mailing Services Inc	20974	10/17/2025	\$ 239.69	
Mailing Services Inc	21013	10/31/2025	\$ 235.84	
Vectra Bank Visa Card	111725	11/17/2025	\$ 4,862.70	Paid Full Balance - Awaiting Approval for Autopay Setup
WSDM Managers	1105	10/31/2025	\$ 4,844.00	
<b>Total:</b>			<b>\$ 19,470.00</b>	

Valley Maintenance Corp