



**REGULAR BOARD MEETING AGENDA AND NOTICE**

**WEDNESDAY, JANUARY 15, 2025 – 5:30 PM**

**Please join my meeting from your computer, tablet, or smartphone.**

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**Access Code: 590-205-827**

<b>Board of Director</b>	<b>Title</b>	<b>Term</b>
Elizabeth Douglass	President	May 2027
Lanny Hoel	Secretary	May 2027
Martin Lempecki	Treasurer	May 2025
Edith Coffman	Assistant Secretary	May 2027
Jennifer Thoe	Assistant Secretary	May 2025

NOTICE IS HEREBY GIVEN that a Meeting of the Board of Directors of ARABIAN ACRES METROPOLITAN DISTRICT, Teller County, Colorado has been scheduled pursuant to emergency rules and regulations for Wednesday, January 15, 2025, at 5:30 p.m. via tele/videoconference for the purpose of addressing those matters in the agenda set forth below.

**AGENDA**

**Management Team**

Lynn Willow, ORC

WSDM – District Managers

**1) ADMINISTRATIVE MATTERS**

- a) Call to Order & Declaration of Quorum
- b) Confirm any Potential Conflicts of Interest
- c) Discussion and Approval of the Agenda
- d) Consider Approval of Meeting Minutes from November 20, 2024, and Town Hall Meeting Minutes from November 20, 2024 (enclosed)

**2) FINANCIAL MATTERS**

- a) Review of Billing and Collection Status
- b) Review and accept December 31, 2024, Unaudited Financial Status (enclosed)
- c) Review Ratify and Approve the Payment of Claims through January 15, 2025(enclosed)

**3) MANAGEMENT MATTERS**

**4) LEGAL MATTERS**

**5) OPERATIONS**

- a) ORC Report
- b) Water Loss Data Report

- 6) **PUBLIC COMMENT** - Comments will be limited to 3 minutes. Please remain respectful of the Board of Directors as well as of your fellow residents.
- 7) **ADJOURNMENT**
  - a) THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR FEBRUARY 19, 2025, AT 5:30 PM





**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING  
ARABIAN ACRES METROPOLITAN DISTRICT**

Wednesday, November 20, 2024, at 5:30 P.M.  
Via Telephone and Video Conference Call

**In attendance were Directors:**

Edith Coffman  
Elizabeth Douglass  
Lanny Hoel  
Martin Lempecki  
Jennifer Thoe

**Also in attendance were:**

Rebecca Harris, WSDM District Managers  
Amber Hardekopf, WSDM District Managers  
Elric Winterer, Resident

**1. ADMINISTRATIVE MATTERS**

- a. Call to Order & Declaration of Quorum: President Douglass called the meeting to order at 5:30 p.m. and confirmed a quorum was present.
- b. Confirm any Potential Conflicts of Interest: The Directors each confirmed no potential conflicts of interest.
- c. Discussion and Approval of the Agenda: After discussion Director Lempecki moved to approve the agenda; seconded by Director Thoe. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from October 16, 2024: After discussion Director Lempecki moved to approve the October 16, 2024, Minutes as written; seconded by Director Thoe. Motion passed with a vote 4 to 1, with Director Coffman against.

**2. FINANCIAL MATTERS**

- a. Review of Billing and Collection Status: Ms. Harris presented the billing and collection status.
- b. Conduct Public Hearing on 2024 Amended and 2025 Budget. Director Lempecki motioned to open Public Hearing at 6:01 pm, seconded by Director Thoe. Motion passed unanimously. Ms. Harris presented the amended budget for 2024 and the 2025 budget. Director Thoe motioned to close the Public Hearing at 6:01 pm, seconded by President Douglass. Motion passed unanimously.
  - a. Review and consider adoption of the 2025 Budget Resolution and Mill Levy Certification. After review, Mr. Lempecki moved to approve the 2025 Budget Resolution, seconded by Director Hoel. Motion passed unanimously.
- c. Review and Accept the October 31, 2024, Unaudited Financial Status: Ms. Harris presented the October 31, 2024, Unaudited Financial status. Ms. Harris highlighted that funds from the checking and the interest from the CD will be used to finance the capital project in the spring of 2025, and the funds in the reserve fund are for the bond payments. Ms. Harris also advised the water service fee item line is lower due to an

adjustment journal entry for the audit in which the service was performed in December 2023 but collected in January 2024. Ms. Harris noted the overall expenses were below what was budgeted. After review, President Douglass moved to accept the October 31, 2024, Unaudited Financial status; seconded by Director Thoe. Motion passed unanimously.

- d. Review and Approve the Payment of Claims: Ms. Harris presented the Payment of Claims. Board discussed the legal fees supporting invoice to get clarity on what is outstanding. After review, President Douglas moved to approve the Payment of Claims as amended; seconded by Director Lempecki. Motion passed unanimously.

**3. MANAGEMENT MATTERS:** There were no management matters to discuss.

#### **4. LEGAL MATTERS**

- a. Review and consider adoption of the Resolution Imposing Fees and Rates: Ms. Harris advised resolution is to decrease the Capital Fee to \$45.00 beginning January 2025. After review, Director Lempecki moved to adopt and approve the Resolution Imposing Fees and Rates, seconded by Director Thoe. Motion passed unanimously.
- b. Review and consider adoption of the 2025 Annual Administrative Resolution: Ms. Harris presented the Resolution. After review, Director Lempecki moved to approve the 2025 Administrative Resolution, seconded by Director Thoe. Motion passed unanimously.
- c. Review and consider adoption of the Resolution Calling the May 6, 2025, Election: Ms. Harris presented the Resolution. After review, Director Coffman moved to approve the resolution, seconded by Director Lempecki. Motion passed unanimously.
- d. Review and consider approval of 2025 WSDM – District Manager engagement letter. Ms. Harris presented the engagement letter, noting no increase to the fee for next year. After review, President Douglas moved to approve the 2025 WSDM Engagement Letter, seconded by Director Lempecki. Motion passed unanimously.
- e. Review and consider approval of 2025 Audit engagement letter: Ms. Harris the two proposals from BiggsKofford and Mr. McMahon. After discussion, Director Coffman moved to accept BiggsKofford and approve their 2025 audit engagement letter, seconded by Director Lempecki. Motion passed unanimously.

#### **5. OPERATIONS**

- a. ORC Report: Mr. Willow presented the ORC report. He also suggested that the board acquire engineer drawings for the design of the Sildona Trail Project, and the materials needed for the bidding process.
- b. Water Loss Data Report: Ms. Harris reported the District's water loss of 16.62%.

**6. PUBLIC COMMENT:** Mr. Winterer stated he does not want to be on the Board. Mr. Winterer expressed the concern about the national administration change affecting social security and Medicare.

**7. ADJOURNMENT:** Director Lempecki moved to adjourn the meeting at 6:15 p.m., seconded by Director Coffman. The motion passed unanimously.

- a. THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR  
DECEMBER 18, 2024, AT 5:30 PM

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 20, 2024, REGULAR  
MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE  
BOARD OF DIRECTORS SIGNING BELOW:

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Edith Coffman

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Elizabeth Douglass

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Lanny Hoel

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Martin Lempecki

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Jennifer Thoe



**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING  
ARABIAN ACRES METROPOLITAN DISTRICT**

Wednesday, November 20, 2024, at 5:30 P.M.

Via Telephone and Video Conference Call

**In attendance were Directors:**

Edith Coffman

Elizabeth Douglass

Lanny Hoel

Martin Lempecki

Jennifer Thoe

**Also in attendance were:**

Rebecca Harris, WSDM District Managers

Amber Hardekopf, WSDM District Managers

Elric Winterer, Resident

- 1. Call to Order:** Ms. Harris called the meeting to order after the Regular Board Meeting at 6:56 p.m.
- 2. Current Public Infrastructure Projects:** Ms. Harris presented the public infrastructure projects and noted that the District plans to upgrade the mainline at Sildona Trail.
- 3. Current Bond Status:** Ms. Harris presented the current bond and debt status and explained there are 4 debts. She highlighted that one of the debts is scheduled to mature on July of 2025.
- 4. Review Current year and Last Month Unaudited Financial Statements:** Ms. Harris presented the current year and last month unaudited financial statements and specified that the capital improvement fees will be lowered.
- 5. Questions:** There were no public comment.
- 6. Adjournment:** Ms. Harris adjourned the meeting at 6:55 p.m.

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 20, 2024, TOWN HALL MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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Edith Coffman

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Elizabeth Douglass

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Lanny Hoel

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Martin Lempecki

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Jennifer Thoe





# Arabian Acres Metropolitan District

## PAYMENT REQUEST

1/15/2025

### GENERAL FUND

Company	Invoice	Date	Amount	Comments
Edith Coffman	011525EC	1/15/2025	\$ 100.00	
Lanny Hoel	011525LH	1/15/2025	\$ 100.00	
Elizabeth Douglas	011525ED	1/15/2025	\$ 100.00	
Jennifer Thoe	011525JT	1/15/2025	\$ 100.00	
Martin Lempecki	011525ML	1/15/2025	\$ 100.00	
Capital One	10825	1/8/2025	\$ 20.54	
Colorado Analytical Laboratories	241220018	12/24/2024	\$ 271.00	
Continental Utility Solutions	INVC-11133	12/23/2024	\$ 2,000.00	
Core Electric Coop	40032202	12/23/2024	\$ 277.74	ACH
Core Electric Coop	40045402	12/23/2024	\$ 96.55	ACH
Core Electric Coop	40299901	12/23/2024	\$ 83.33	ACH
Core Electric Coop	43071702	12/23/2024	\$ 16.70	ACH
Core Electric Coop	43183502	12/23/2024	\$ 345.52	ACH
J.A. Excavation & Septic's LLC	12312024	12/31/2024	\$ 3,350.00	Paid by the 15th
J.A. Excavation & Septic's LLC	12312024-1	12/31/2024	\$ 295.87	Paid by the 15th
K&A Excavating	AAWD12025	1/9/2025	\$ 385.00	
Mailing Services Inc	20003	12/8/2024	\$ 134.87	
Mailing Services Inc	20080	12/28/2024	\$ 148.67	
National Rural Water Association	10125	1/1/2025	\$ 924.10	
UNCC	224120057	12/31/2024	\$ 11.61	
WSDM District Manager	554	12/31/2024	\$ 2,763.19	
<b>TOTAL</b>			<b>\$ 11,624.69</b>	

ECB Checking Before Withdraw	\$ 365,529.30
Payable's	\$ 11,624.69
After Withdraw	<b>\$ 353,904.61</b>



## Arabian Acres Metropolitan District

## Balance Sheet

01/10/25

As of December 31, 2024

Accrual Basis

	Dec 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>ECB Checking</b>	
Capital Improvement Reserve	42,789.84
ECB Checking - Other	320,178.11
<b>Total ECB Checking</b>	362,967.95
2-1000 · COLOTRUST 4001	167,147.35
2-1020 · COLOTRUST Reserve 8002	36,143.91
3-1000 · COLOTRUST-Capital Reserve 8003	268,422.65
Vectra Bank CD	252,030.74
<b>Total Checking/Savings</b>	1,086,712.60
<b>Accounts Receivable</b>	
1-1200 · Accounts Receivable	11,313.15
<b>Total Accounts Receivable</b>	11,313.15
<b>Other Current Assets</b>	
1-1210 · Accounts Receivable County	1,206.66
1-1300 · Property Tax Receivable	159,900.00
<b>Total Other Current Assets</b>	161,106.66
<b>Total Current Assets</b>	1,259,132.41
<b>Fixed Assets</b>	
1-1850 · Construction in Progress	2,515,552.23
<b>Total Fixed Assets</b>	2,515,552.23
<b>Other Assets</b>	
3-1500 · Capital Assets	1,263,742.90
3-1520 · Equipment	702,641.49
3-1540 · Land	101,000.00
3-1560 · Water Rights	172,588.00
3-1590 · Accumulated Depreciation	-662,147.00
<b>Total Other Assets</b>	1,577,825.39
<b>TOTAL ASSETS</b>	<b>5,352,510.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
1-2000 · Accounts Payable	6,407.85
<b>Total Accounts Payable</b>	6,407.85
<b>Other Current Liabilities</b>	
1-2020 · Accrued Interest	7,427.30
2-2200 · Deferred Revenue-Property Taxes	159,900.00
<b>Total Other Current Liabilities</b>	167,327.30
<b>Total Current Liabilities</b>	173,735.15
<b>Long Term Liabilities</b>	
DWRP 1.5 Million Loan	975,282.93
2-2400 · 2007 Bonds Payable	730,000.00
2-2440 · Natural Rural Water	8,213.89
3-4090 · CWCB Meter Loan 400K	154,568.42
<b>Total Long Term Liabilities</b>	1,868,065.24
<b>Total Liabilities</b>	2,041,800.39

Arabian Acres Metropolitan District

**Balance Sheet**

As of December 31, 2024

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	<u>Dec 31, 24</u>
Equity	
30000 · Opening Balance Equity	215,933.51
32000 · Retained Earnings	2,836,378.30
Net Income	258,397.83
	<hr/>
Total Equity	3,310,709.64
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,352,510.03</b>
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## Arabian Acres Metropolitan District Profit & Loss Budget vs. Actual January through December 2024

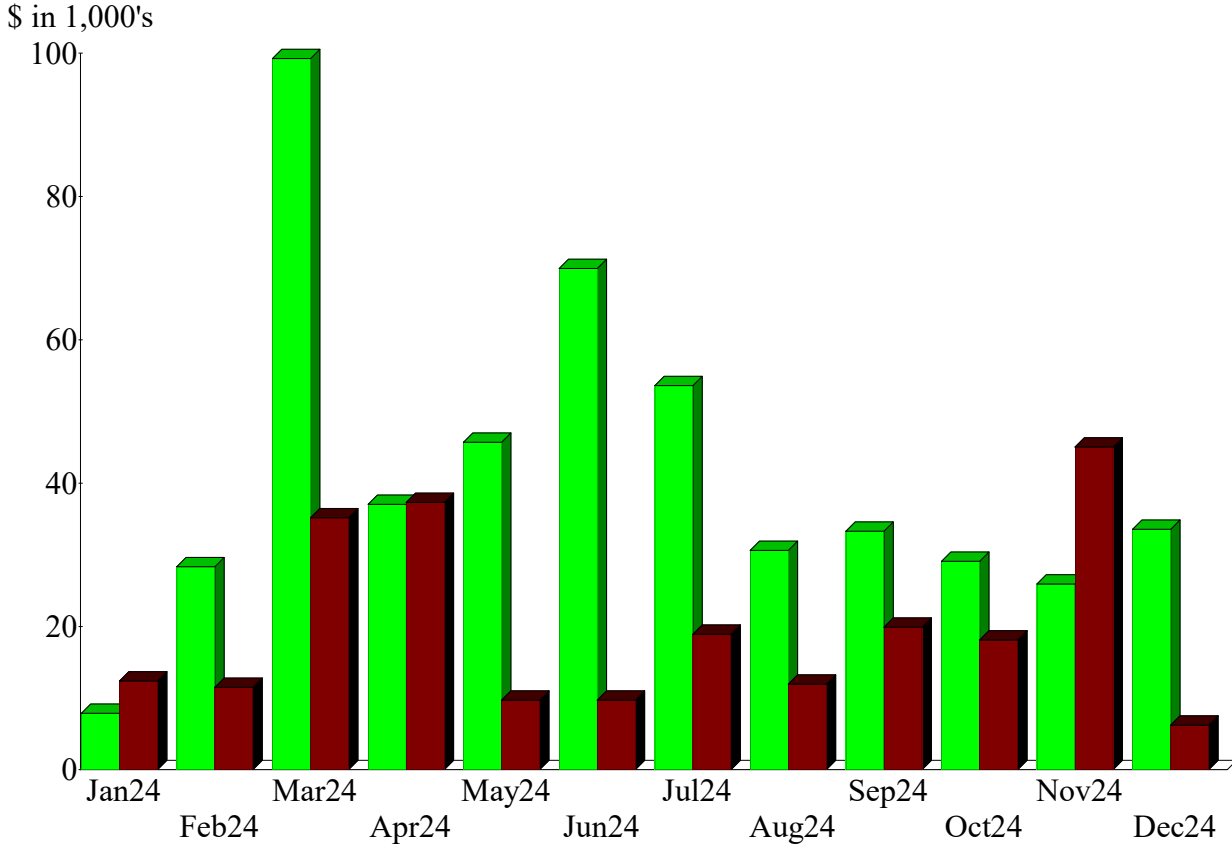
	TOTAL					
	Nov 24	Dec 24	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
2-4425 · Abatement Taxes	-89.46	0.00	-89.46			
1-4000 · Capital Improvement Fees	8,457.16	8,616.60	105,310.93	110,000.00	-4,689.07	95.74%
1-4030 · Late Fee Revenue	495.00	420.00	3,930.00			
1-4050 · Water Service Fee	9,547.42	9,853.64	91,996.43	100,000.00	-8,003.57	92.0%
1-4070 · Water Tap Fees	0.00	0.00	8,000.00	0.00	8,000.00	100.0%
1-4080 · Water Usage	3,923.96	9,077.47	83,603.35	80,000.00	3,603.35	104.5%
1-4090 · Trout Haven Exclusion Deposits	0.00	0.00	-2,414.19			
2-4400 · Property Tax Revenue	0.00	1,444.39	153,349.78	157,184.00	-3,834.22	97.56%
2-4450 · Specific Ownership Tax	1,417.03	2,225.96	15,172.14	11,003.00	4,169.14	137.89%
2-4460 · Restitution	16.77	16.77	201.24			
2-4470 · State Senior/ Veteran Funds	0.00	0.00	5,723.25			
3-4000 · Grant Funds	0.00	0.00	1,160.00			
<b>Total Income</b>	<b>23,767.88</b>	<b>31,654.83</b>	<b>465,943.47</b>	<b>458,187.00</b>	<b>7,756.47</b>	<b>101.69%</b>
<b>Expense</b>						
Abatement Interest	8.05	0.00	8.05			
1-6110 · Audit	0.00	0.00	8,625.00	8,625.00	0.00	100.0%
1-6020 · Bank Service Charges	0.00	0.00	67.00	100.00	-33.00	67.0%
1-6120 · Directors Fees	500.00	0.00	4,700.00	6,000.00	-1,300.00	78.33%
1-6050 · District Management-Operating	2,198.59	2,532.55	47,047.43	56,000.00	-8,952.57	84.01%
1-6060 · Dues Fees and Subscriptions	0.00	0.00	3,556.67	3,000.00	556.67	118.56%
1-6065 · Engineering O&M	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
1-6080 · Insurance Expense-Operating	12,471.00	0.00	12,471.00	14,000.00	-1,529.00	89.08%
1-6130 · Legal						
1-6135 · Trout Haven Exclusions	0.00	0.00	916.47			
1-6130 · Legal - Other	1,083.50	0.00	8,607.25	10,000.00	-1,392.75	86.07%
<b>Total 1-6130 · Legal</b>	<b>1,083.50</b>	<b>0.00</b>	<b>9,523.72</b>	<b>10,000.00</b>	<b>-476.28</b>	<b>95.24%</b>
Locates	0.00	0.00	1,200.00	1,000.00	200.00	120.0%
1-6180 · ORC Fees-Operating	7,291.74	0.00	38,937.12	48,000.00	-9,062.88	81.12%
1-6160 · Other Expense	0.00	0.00	3,000.00			
1-6100 · Postage and Copies-Operating	44.10	335.44	2,687.29	2,000.00	687.29	134.37%
1-6170 · Chemicals and Supplies	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
1-6190 · Repairs and Maintenance	145.56	0.00	17,032.72	40,000.00	-22,967.28	42.58%
1-6210 · Utilities	890.62	831.45	8,612.12	12,000.00	-3,387.88	71.77%
1-6150 · Water Billing	0.00	2,000.00	2,000.00	10,000.00	-8,000.00	20.0%
1-6220 · Water Distribution Purchases	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Water Shares	0.00	0.00	0.00	600.00	-600.00	0.0%
1-6230 · Water Testing	21.00	271.00	1,512.40	4,000.00	-2,487.60	37.81%
1-6030 · Website	0.00	178.74	178.74			
2-6240 · Treasurer Collection Fee	-2.68	46.21	4,605.92	4,716.00	-110.08	97.67%
<b>Total Expense</b>	<b>24,651.48</b>	<b>6,195.39</b>	<b>165,765.18</b>	<b>233,041.00</b>	<b>-67,275.82</b>	<b>71.13%</b>

## Arabian Acres Metropolitan District Profit & Loss Budget vs. Actual January through December 2024

2-4425 · Abatement Taxes	-89.46	0.00	-89.46			
1-4000 · Capital Improvement Fees	8,457.16	8,616.60	105,310.93	110,000.00	-4,689.07	95.74%
<b>Net Ordinary Income</b>	<b>-883.60</b>	<b>25,459.44</b>	<b>300,178.29</b>	<b>225,146.00</b>	<b>75,032.29</b>	<b>133.33%</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
2-7000 · Interest Income	2,157.27	1,921.26	28,336.06			
<b>Total Other Income</b>	<b>2,157.27</b>	<b>1,921.26</b>	<b>28,336.06</b>			
<b>Other Expense</b>						
2-8000 · Bond Interest	20,375.00	0.00	40,750.00	40,750.00	0.00	100.0%
2-8001 · Bond Principal Payment	0.00	0.00	0.00	85,000.00	-85,000.00	0.0%
2-8050 · National Rural Water Interest	0.00	22.79	420.58	367.00	53.58	114.6%
2-8051 · Interest Expense	0.00	0.00	5,007.87	5,008.00	-0.13	100.0%
2-8055 · Interest Expense - CWCD	0.00	0.00	23,688.07	23,688.00	0.07	100.0%
2-8080 · Trustee Fees	0.00	0.00	250.00	500.00	-250.00	50.0%
<b>Total Other Expense</b>	<b>20,375.00</b>	<b>22.79</b>	<b>70,116.52</b>	<b>155,313.00</b>	<b>-85,196.48</b>	<b>45.15%</b>
<b>Net Other Income</b>	<b>-18,217.73</b>	<b>1,898.47</b>	<b>-41,780.46</b>	<b>-155,313.00</b>	<b>113,532.54</b>	<b>26.9%</b>
<b>Net Income</b>	<b>-19,101.33</b>	<b>27,357.91</b>	<b>258,397.83</b>	<b>69,833.00</b>	<b>188,564.83</b>	<b>370.02%</b>

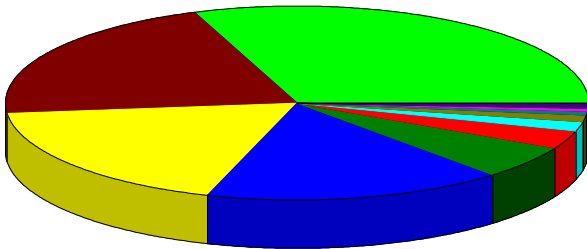
Income and Expense by Month  
January through December 2024

Income  
Expense



Income Summary  
January through December 2024

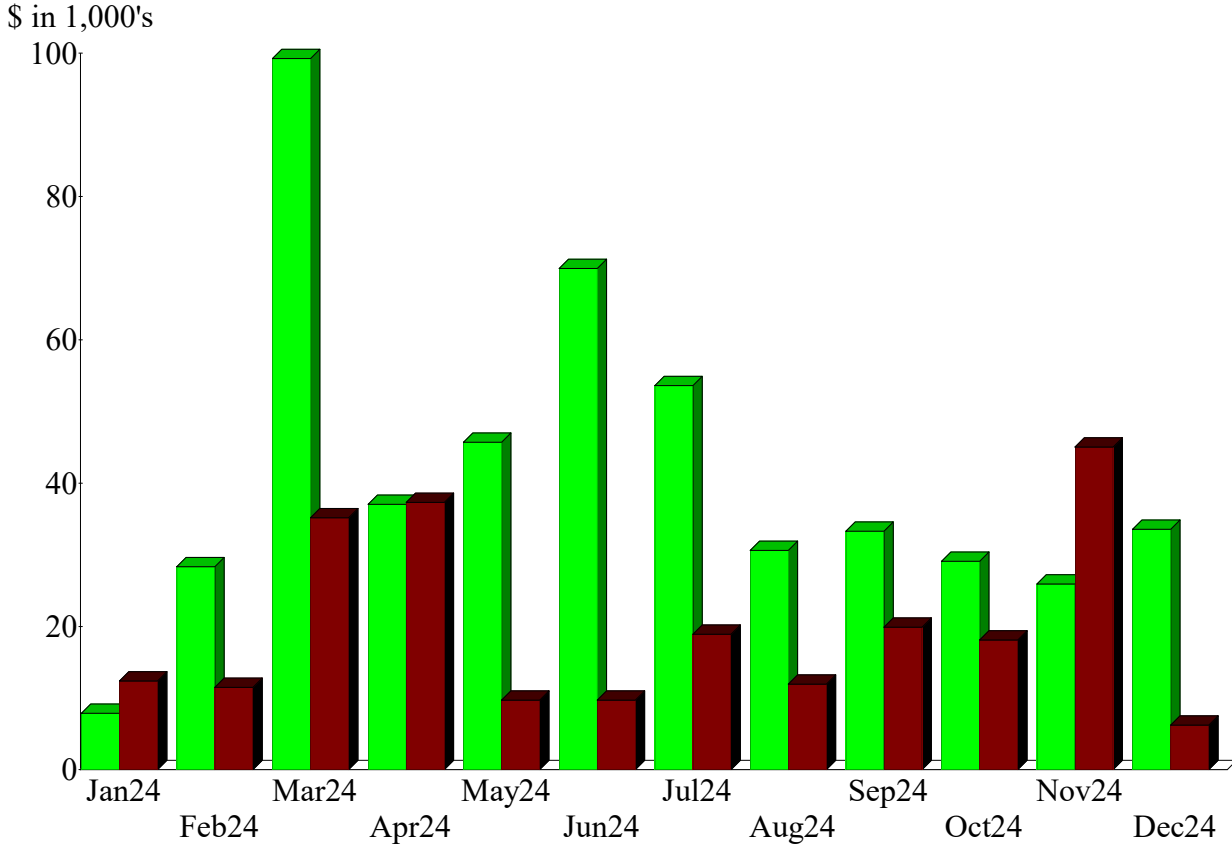
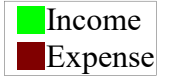
2-4400 · Property Tax Revenue	30.87%
1-4000 · Capital Improvement Fees	21.20
1-4050 · Water Service Fee	18.52
1-4080 · Water Usage	16.83
2-7000 · Interest Income	5.70
2-4450 · Specific Ownership Tax	3.05
1-4070 · Water Tap Fees	1.61
2-4470 · State Senior/ Veteran Funds	1.15
1-4030 · Late Fee Revenue	0.79
1-4090 · Trout Haven Exclusion Depos	\$-2,414.19
Other	0.26
<b>Sub-Total</b>	<b>\$494,279.53</b>



By Account

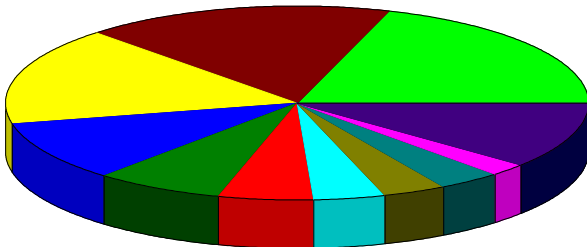


Income and Expense by Month  
January through December 2024



Expense Summary  
January through December 2024

1-6050 · District Management-Operating	19.95%
2-8000 · Bond Interest	17.28
1-6180 · ORC Fees-Operating	16.51
2-8055 · Interest Expense - CWCD	10.04
1-6190 · Repairs and Maintenance	7.22
1-6080 · Insurance Expense-Operating	5.29
1-6130 · Legal	4.04
1-6110 · Audit	3.66
1-6210 · Utilities	3.65
2-8051 · Interest Expense	2.12
Other	10.25
<b>Total</b>	<b>\$235,881.70</b>



By Account



### Control Building Usage

Month	A	B	Sold to Residents	Percentage (Loss)
January	320,850	40,900	317,563	12.21%
February	316,300	43,950	366,960	-1.86%
March	353,450	47,600	367,989	8.24%
April	346,750	52,450	377,004	5.56%
May	459,200	72,750	353,249	33.59%
June	398,850	59,650	400,578	12.63%
July	489,950	89,450	320,162	44.74%
August	505,750	78,100	389,845	33.23%
September	298,770	156,430	422,449	7.19%
October	303,750	102,850	339,028	16.62%
November	297,850	86,200	323,931	15.65%
December	331,900	91,900	387,476	8.57%
<b>YTD TOTAL</b>	<b>4,423,370</b>	<b>922,230</b>	<b>4,366,234</b>	<b>18.32%</b>

