

REGULAR BOARD MEETING AGENDA AND NOTICE

WEDNESDAY, FEBRUARY 19, 2025 – 5:30 PM

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

<https://video.cloudoffice.avaya.com/join/590205827>

You can also dial in using your phone.

United States: +1 (213) 463-4500

Access Code: 590-205-827

Board of Director	Title	Term
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, February 19, 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 January 15, 2025 (enclosed)

2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status
- b) Review and accept January 31, 2025, Unaudited Financial Status (enclosed)
- c) Review and Approve the Payment of Claims through February 19, 2025(enclosed)

3) MANAGEMENT MATTERS

4) LEGAL MATTERS

5) OPERATIONS

- a) ORC Report
- b) Review and consider acceptance for Sildona Trail Water Line Project (under separate cover)
- c) 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 MRCH 19, 2025, AT 5:30 PM



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

Wednesday, January 15, 2025, at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

Edith Coffman

Elizabeth Douglass

Lanny Hoel: joined at 5:38 p.m.

Martin Lempecki

Jennifer Thoe

Also in attendance were:

Rebecca Harris, WSDM District Managers

Amber Hardekopf, WSDM District Managers

Lynn Willow, ORC

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: Director Coffman added item 5c regarding the engineer drawings to the Agenda. After discussion, Director Coffman moved to approve the agenda as amended; seconded by Director Thoe. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from November 20, 2024: Board discussed correcting the opening and closure times of the 2025 Budget hearing the Town Hall Meetings. After discussion, Director Lempecki moved to approve the Regular Board Meeting and Town Hall Meeting Minutes from November 20, 2024, as amended; seconded by Director Douglass. Motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review of Billing and Collection Status: Ms. Hardekopf presented the billing and collection status and shut offs.
- b. Review and Accept the December 31, 2024, Unaudited Financial Status: Ms. Harris presented the December 31, 2024, Unaudited Financial status. After review, Director Lempecki moved to accept the December 31, 2024, Unaudited Financial status as amended; seconded by Director Hoel. Motion passed unanimously.
- c. Review, Ratify, and Approve the Payment of Claims through January 15, 2025: Ms. Harris presented the Payment of Claims and advised of the addition of an invoice from K&A Excavating for \$385.00. After review, Director Coffman moved to approve the Payment of Claims through January 15, 2025 as amended; seconded by Director Lempecki. Motion passed unanimously.

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

4. **LEGAL MATTERS:** There were no legal matters.

5. **OPERATIONS**

- a. ORC Report: Mr. Willow presented the ORC report.
- b. Water Loss Data Report: Ms. Harris presented the water loss data report.
- c. Engineering Drawings: Mr. Willow recommended John Schwab from JPS Engineering to facilitate the drawings for the mainline project. After discussion, Director Coffman motioned to approve Mr. Willow contacting John Schwab for a proposal for the engineering drawings, and approve President Douglass to sign the proposal with a cap expenditure of \$3000.00; motion was seconded by President Douglas. Motion passed unanimously.

6. **PUBLIC COMMENT:** Ms. Harris reported that there were two Board seats up for nomination and stated she would provide updates to the Board about the election.

7. **ADJOURNMENT:** President Douglass moved to adjourn the meeting at 6:17 p.m., seconded by Director Lempecki. The motion passed unanimously.

- a. THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR FEBRUARY 19, 2025, AT 5:30 PM

Respectfully Submitted,
WSDM District Managers

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:

Edith Coffman

Elizabeth Douglass

Lanny Hoel

Martin Lempecki

Jennifer Thoe



Arabian Acres Metropolitan District

Balance Sheet

02/13/25

As of January 31, 2025

Accrual Basis

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
ECB Checking	
Capital Improvement Reserve	42,789.84
ECB Checking - Other	333,795.11
Total ECB Checking	376,584.95
2-1000 · COLOTRUST 4001	168,962.99
2-1020 · COLOTRUST Reserve 8002	36,282.85
3-1000 · COLOTRUST-Capital Reserve 8003	269,454.37
Vectra Bank CD	252,030.74
Total Checking/Savings	1,103,315.90
Accounts Receivable	
1-1200 · Accounts Receivable	11,313.15
Total Accounts Receivable	11,313.15
Other Current Assets	
1-1300 · Property Tax Receivable	159,900.00
Total Other Current Assets	159,900.00
Total Current Assets	1,274,529.05
Fixed Assets	
1-1850 · Construction in Progress	2,515,552.23
Total Fixed Assets	2,515,552.23
Other Assets	
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
Total Other Assets	1,577,825.39
TOTAL ASSETS	<u>5,367,906.67</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1-2000 · Accounts Payable	11,799.80
Total Accounts Payable	11,799.80
Other Current Liabilities	
1-2020 · Accrued Interest	7,427.30
2-2200 · Deferred Revenue-Property Taxes	159,900.00
Total Other Current Liabilities	167,327.30
Total Current Liabilities	179,127.10
Long Term Liabilities	
DWRP 1.5 Million Loan	975,282.93
2-2400 · 2007 Bonds Payable	730,000.00
2-2440 · Natural Rural Water	7,310.32
3-4090 · CWCB Meter Loan 400K	154,568.42
Total Long Term Liabilities	1,867,161.67
Total Liabilities	2,046,288.77

Arabian Acres Metropolitan District

Balance Sheet

As of January 31, 2025

	<u>Jan 31, 25</u>
Equity	
30000 · Opening Balance Equity	215,933.51
32000 · Retained Earnings	3,094,528.48
Net Income	11,155.91
	<hr/>
Total Equity	3,321,617.90
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TOTAL LIABILITIES & EQUITY	5,367,906.67
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Arabian Acres Metropolitan District Profit & Loss Budget vs. Actual January 2025

General Fund

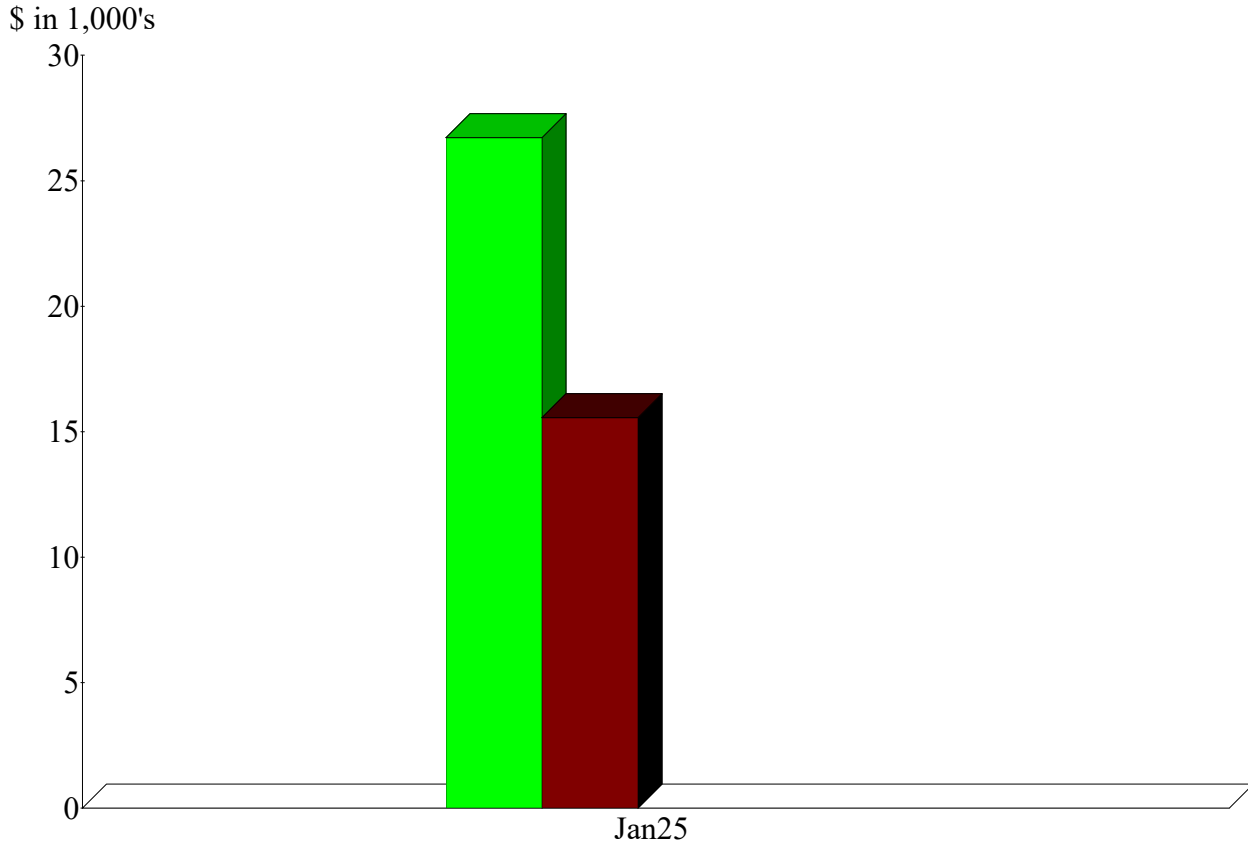
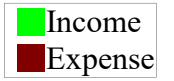
	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1-4000 · Capital Improvement Fees	8,670.13	77,463.00	-68,792.87	11.19%
1-4030 · Late Fee Revenue	360.00			
1-4050 · Water Service Fee	9,722.03	103,284.00	-93,561.97	9.41%
1-4080 · Water Usage	6,189.53	80,000.00	-73,810.47	7.74%
Total Income	<u>24,941.69</u>	<u>260,747.00</u>	<u>-235,805.31</u>	<u>9.57%</u>
Gross Profit	24,941.69	260,747.00	-235,805.31	9.57%
Expense				
1-6045 · Contingency	0.00	50,000.00	-50,000.00	0.0%
1-6066 · Engineering	0.00	1,000.00	-1,000.00	0.0%
1-6110 · Audit	0.00	9,056.00	-9,056.00	0.0%
1-6020 · Bank Service Charges	0.00	100.00	-100.00	0.0%
1-6120 · Directors Fees	500.00	6,000.00	-5,500.00	8.33%
1-6051 · District Managment Fee	2,784.75	66,000.00	-63,215.25	4.22%
1-6060 · Dues Fees and Subscriptions	2,310.00	3,100.00	-790.00	74.52%
1-6070 · Election Expense	243.51	10,000.00	-9,756.49	2.44%
1-6080 · Insurance Expense-Operating	0.00	14,840.00	-14,840.00	0.0%
1-6130 · Legal	137.50	10,000.00	-9,862.50	1.38%
Locates	0.00	1,000.00	-1,000.00	0.0%
1-6090 · Office Supplies	296.00			
1-6180 · ORC Fees-Operating	7,291.74	48,000.00	-40,708.26	15.19%
1-6100 · Postage and Copies-Operating	70.91	2,000.00	-1,929.09	3.55%
1-6170 · Chemicals and Supplies	0.00	2,000.00	-2,000.00	0.0%
1-6190 · Repairs and Maintenance	385.00	40,000.00	-39,615.00	0.96%
1-6210 · Utilities	1,167.48	10,000.00	-8,832.52	11.68%
1-6150 · Water Billing	0.00	3,000.00	-3,000.00	0.0%
1-6220 · Water Distribution Purchases	0.00	10,000.00	-10,000.00	0.0%
Water Shares	0.00	700.00	-700.00	0.0%
1-6230 · Water Testing	358.00	2,000.00	-1,642.00	17.9%
Total Expense	<u>15,544.89</u>	<u>288,796.00</u>	<u>-273,251.11</u>	<u>5.38%</u>
Net Ordinary Income	<u>9,396.80</u>	<u>-28,049.00</u>	<u>37,445.80</u>	<u>-33.5%</u>
Net Income	<u><u>9,396.80</u></u>	<u><u>-28,049.00</u></u>	<u><u>37,445.80</u></u>	<u><u>-33.5%</u></u>

**Arabian Acres Metropolitan District
Profit & Loss Budget vs. Actual
January 2025**

Debt Service Fund

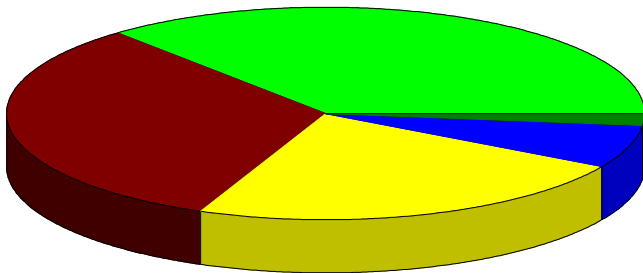
	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1-4095 · Transfer in From General Fund	0.00	77,463.00	-77,463.00	0.0%
2-4400 · Property Tax Revenue	0.00	159,900.00	-159,900.00	0.0%
2-4450 · Specific Ownership Tax	0.00	11,193.00	-11,193.00	0.0%
Total Income	<u>0.00</u>	<u>248,556.00</u>	<u>-248,556.00</u>	<u>0.0%</u>
Gross Profit	0.00	248,556.00	-248,556.00	0.0%
Expense				
1-6045 · Contingency	0.00	5,000.00	-5,000.00	0.0%
2-6240 · Treasurer Collection Fee	0.00	4,797.00	-4,797.00	0.0%
Total Expense	<u>0.00</u>	<u>9,797.00</u>	<u>-9,797.00</u>	<u>0.0%</u>
Net Ordinary Income	0.00	238,759.00	-238,759.00	0.0%
Other Income/Expense				
Other Income				
2-7000 · Interest Income	1,779.64	5,000.00	-3,220.36	35.59%
Total Other Income	<u>1,779.64</u>	<u>5,000.00</u>	<u>-3,220.36</u>	<u>35.59%</u>
Other Expense				
CO Water Resources/Power Princ.	0.00	35,216.00	-35,216.00	0.0%
CO Water Resource/Power Int.	0.00	4,832.00	-4,832.00	0.0%
2-8056 · National Rural Water Principal	0.00	8,214.00	-8,214.00	0.0%
2-8000 · Bond Interest	0.00	36,500.00	-36,500.00	0.0%
2-8001 · Bond Principal Payment	0.00	85,000.00	-85,000.00	0.0%
2-8050 · National Rural Water Interest	20.53	103.00	-82.47	19.93%
2-8055 · Interest Expense - CWCD	0.00	23,688.00	-23,688.00	0.0%
2-8080 · Trustee Fees	0.00	500.00	-500.00	0.0%
Total Other Expense	<u>20.53</u>	<u>194,053.00</u>	<u>-194,032.47</u>	<u>0.01%</u>
Net Other Income	<u>1,759.11</u>	<u>-189,053.00</u>	<u>190,812.11</u>	<u>-0.93%</u>
Net Income	<u><u>1,759.11</u></u>	<u><u>49,706.00</u></u>	<u><u>-47,946.89</u></u>	<u><u>3.54%</u></u>

Income and Expense by Month
January 2025

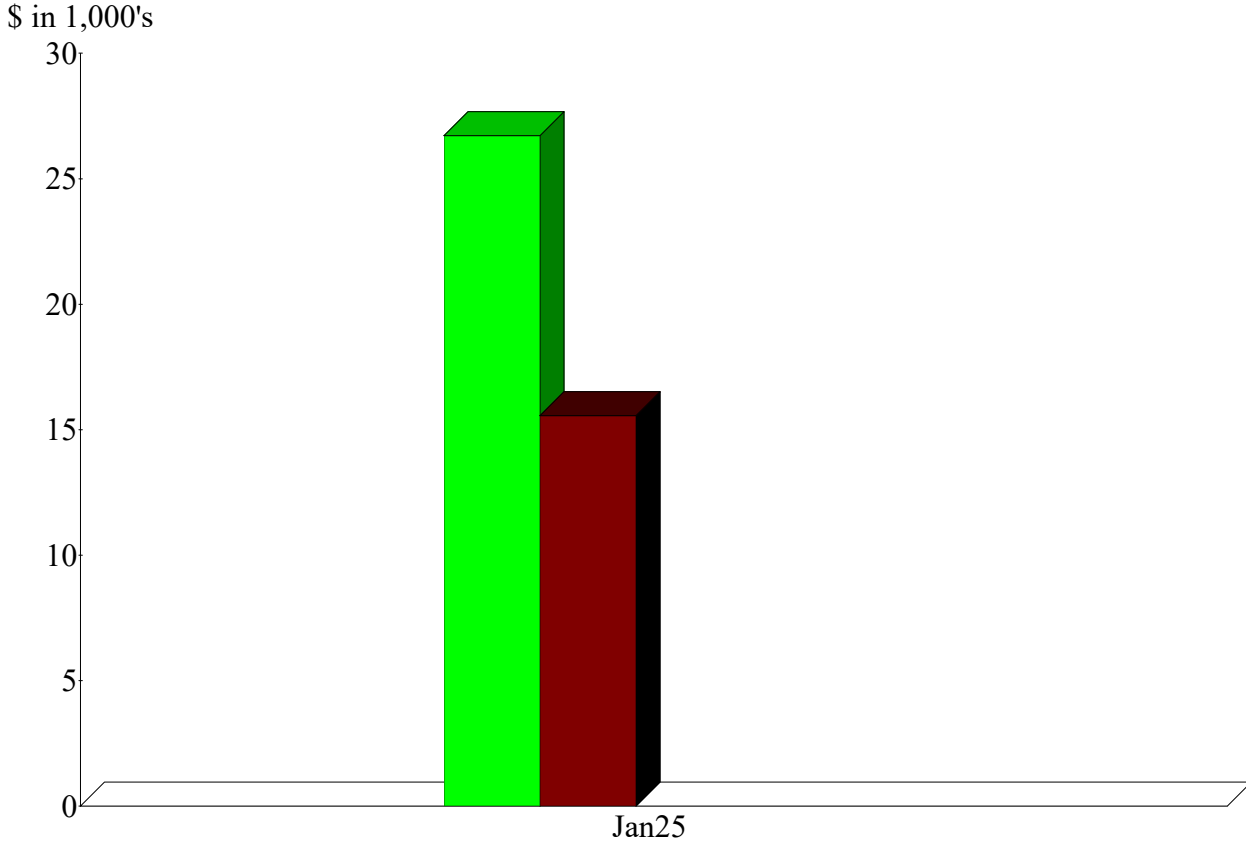


Income Summary
January 2025

1-4050 · Water Service Fee	36.38%
1-4000 · Capital Improvement Fees	32.45
1-4080 · Water Usage	23.16
2-7000 · Interest Income	6.66
1-4030 · Late Fee Revenue	1.35
Total	\$26,721.33

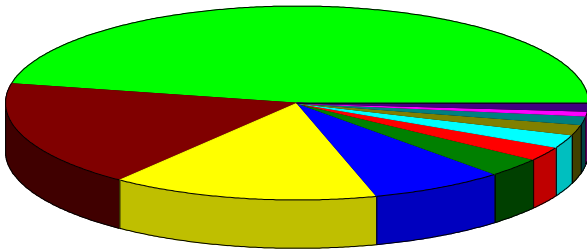


Income and Expense by Month
January 2025



Expense Summary
January 2025

1-6180 · ORC Fees-Operating	46.85%
1-6050 · District Management-Operating	17.89
1-6060 · Dues Fees and Subscriptions	14.84
1-6210 · Utilities	7.50
1-6120 · Directors Fees	3.21
1-6190 · Repairs and Maintenance	2.47
1-6230 · Water Testing	2.30
1-6090 · Office Supplies	1.90
1-6070 · Election Expense	1.56
1-6130 · Legal	0.88
Other	0.59
Total	\$15,565.42





Arabian Acres Metropolitan District

PAYMENT REQUEST

2/19/2025

GENERAL FUND

Company	Invoice	Date	Amount	Comments
Edith Coffman	021925EC	2/19/2025	\$ 100.00	
Elizabeth Douglas	021925ED	2/19/2025	\$ 100.00	
Jennifer Thoe	021925JT	2/19/2025	\$ 100.00	
Martin Lempecki	021925ML	2/19/2025	\$ 100.00	
Beverly Hills Mutual Water Company	12425	1/24/2025	\$ 300.00	
CDPHE	FGD20240609	8/12/2024	\$ 113.00	
Colorado Analytical Laboratories	250122023	1/24/2025	\$ 335.00	
Core Electric Coop	40032202	1/23/2025	\$ 318.53	ACH
Core Electric Coop	40045402	1/23/2025	\$ 102.26	ACH
Core Electric Coop	40299901	1/23/2025	\$ 91.19	ACH
Core Electric Coop	43071702	1/23/2025	\$ 16.70	ACH
Core Electric Coop	43183502	1/23/2025	\$ 413.80	ACH
El Paso County Public Health	EHS202124201	12/31/2024	\$ 21.00	
El Paso County Public Health	EHS202124613	1/31/2025	\$ 23.00	
Gran Farnum Printing	1117-25-A	1/28/2025	\$ 296.00	
High Tide Technologies	INV2025051	1/10/2025	\$ 2,310.00	
J.A. Excavation & Septic's LLC	1312025	1/31/2025	\$ 3,350.00	Paid by the 15th
J.A. Excavation & Septic's LLC	1312025-1	1/31/2025	\$ 295.87	Paid by the 15th
National Rural Water Association	20125	2/1/2025	\$ 924.10	
Susemihl, McDermott & Downie	36798	12/31/2024	\$ 113.65	
Susemihl, McDermott & Downie	36918	1/31/2025	\$ 137.50	
UNCC	225010062	1/31/2025	\$ 225.00	
WSDM District Manager	608	1/31/2025	\$ 3,078.63	
TOTAL			\$ 12,865.23	

Director _____

\$ 12,865.23

ECB Checking Before Withdraw	\$	380,390.01
Payable's	\$	12,865.23
After Withdraw	\$	367,524.78