



REGULAR BOARD MEETING AGENDA AND NOTICE

WEDNESDAY, March 20, 2024 – 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 Shepard	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, March 20, 2024, at 5:30 p.m. via tele/videoconference for the purpose of addressing those matters in the agenda set forth below.

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 February 21, 2024, (enclosed)

2) FINANCIAL MATTERS

- a) Review and consider approval of Leak Adjustment for 453 Donzi Trail (under separate cover)
- b) Review of Billing and Collection Status
- c) Review and accept February 29, 2024, Unaudited Financial Status (enclosed)
- d) Review and Approve the Payment of Claims (enclosed)
- e) Review and Discuss Financial Analysis of funds in Operating (under separate cover)

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 APRIL 17, 2024, AT 5:30 PM





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

February 21, 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 Shepard

Also in attendance were:

Rebecca Harris, WSDM District Managers

Kevin Walker, WSDM District Managers

Rylee DeLong, WSDM District Managers

Lynn Willow, ORC

Bryan Johnson, Resident

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 there were no potential conflicts of interest.
- c. Discussion and Approval of the Agenda: Director Hoel joined the meeting. Director Shepard moved to approve the Agenda as presented; seconded by Director Hoel. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from November 15, 2023 and January 17, 2024: Ms. Harris and the Board briefly discussed the exclusions and Ms. Harris noted she is still waiting for confirmation back from the County. The Board reviewed the November 15, 2023 and January 17, 2024 Meeting Minutes. After review, President Douglass moved to approve the November 15, 2023 and January 17, 2023 Meeting Minutes as presented; seconded by Director Lempecki. Motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review of Billing and Collection Status: Ms. Harris provided a review of the current billing and collection status.
- b. Review and accept the January 31, 2024 Unaudited Financial Status: President Douglass requested an updated fee analysis. Ms. Harris will provide an analysis to see if the capital improvement fee could be lowered. After review, Director Lempecki moved to approve the January 31, 2024 Unaudited Financial Status; seconded by Director Shepard. Motion passed unanimously.

- c. Discuss repayment of Exclusions from 2023: Ms. Harris discussed the three repayments for petitions of exclusions from 2023. The funds collected were more than enough to cover the expenses, so the overpayment is being refunded back to the petitioners.
- d. Review and Approve the Payment of Claims: Ms. Harris presented the payment of claims. Ms. Harris explained the error with the billing and mailing services and noted that WSDM will split the difference in the cost. After review, Director Lempecki moved to approve the Payment of Claims with the amendment to the mailing services amount; seconded by Director Shepard. Motion passed unanimously.

3. MANAGEMENT MATTERS

- a. Discuss Pond Maintenance Matters: Ms. Harris discussed the pond maintenance matters and confirmed that the District owns the water rights to the pond and the POA is responsible for maintenance according to the easement and the 2003 Agreement between the District and the POA. Ms. Harris confirmed that the POA would also be responsible for maintaining the entire parcel. Mr. Winterer discussed the poor condition of the road by the pond. Director Hoel will bring this issue up at the next POA meeting.
- b. Discuss Exclusion Concerns: Ms. Harris reported she is working on getting written confirmation from Teller County regarding the property owner who has two parcels one of which was excluded. She noted that she will work with legal counsel regarding the property taxes for 2025.

4. LEGAL MATTERS

- a. Discuss Lot 16, Block 1 Tax Lien: Ms. Harris discussed the tax lien for the vacant lot located at Lot 16 Block 1. District legal counsel is working with the owner's attorney to resolve the issue of the main line that goes through the property without an easement.

5. OPERATIONS

- a. ORC Report: Mr. Willow presented the Operator's Report. Mr. Willow discussed needed upgrades to the hood on the storage building. The Board discussed that there have not been any frozen lines recently and the temporary precautions taken have worked thus far.
- b. Water Loss Data Report: Ms. Harris presented the Water Loss Data Report. Water loss for January 2024 was 12.2% which is within the normal range.

6. PUBLIC COMMENT: The meeting was opened for public comment.

7. ADJOURNMENT: Director Lempecki moved to adjourn the meeting at 7:06 p.m.; seconded by Director Shepard. Motion passed unanimously.

- a. THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR MARCH 20, AT 5:30 PM

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 21, 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 Shepard



Arabian Acres Metropolitan District
Balance Sheet
As of February 29, 2024

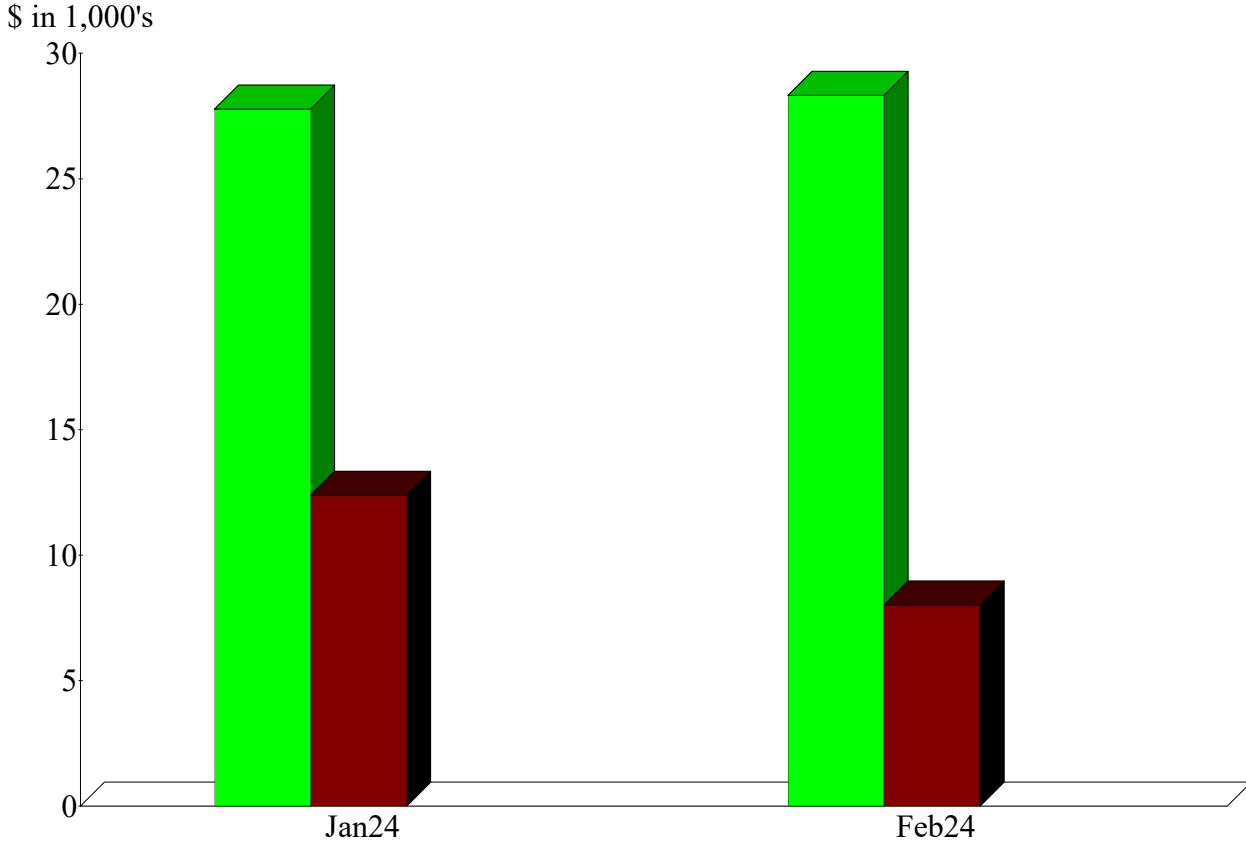
	<u>Feb 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
ECB Checking	568,779.86
2-1000 · COLOTRUST 4001	116,671.52
2-1020 · COLOTRUST Reserve 8002	34,595.45
3-1000 · COLOTRUST-Capital Reserve 8003	<u>256,923.30</u>
Total Checking/Savings	976,970.13
Accounts Receivable	
1-1200 · Accounts Receivable	<u>11,313.15</u>
Total Accounts Receivable	11,313.15
Other Current Assets	
1-1300 · Property Tax Receivable	<u>158,977.00</u>
Total Other Current Assets	<u>158,977.00</u>
Total Current Assets	1,147,260.28
Fixed Assets	
1-1850 · Construction in Progress	<u>2,515,552.23</u>
Total Fixed Assets	2,515,552.23
Other Assets	
3-1500 · Capital Assets	1,263,742.90
3-1520 · Equipment	702,724.49
3-1540 · Land	101,000.00
3-1560 · Water Rights	172,588.00
3-1590 · Accumulated Depreciation	<u>-613,015.00</u>
Total Other Assets	<u>1,627,040.39</u>
TOTAL ASSETS	<u><u>5,289,852.90</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1-2000 · Accounts Payable	<u>9,005.43</u>
Total Accounts Payable	9,005.43
Other Current Liabilities	
1-2020 · Accrued Interest	7,427.30
2-2200 · Deferred Revenue-Property Taxes	<u>158,977.00</u>
Total Other Current Liabilities	<u>166,404.30</u>
Total Current Liabilities	175,409.73
Long Term Liabilities	
DWRP 1.5 Million Loan	1,010,323.76
2-2400 · 2007 Bonds Payable	815,000.00
2-2440 · Natural Rural Water	16,191.89
3-4090 · CWCB Meter Loan 400K	<u>154,568.42</u>
Total Long Term Liabilities	<u>1,996,084.07</u>
Total Liabilities	2,171,493.80
Equity	
30000 · Opening Balance Equity	215,933.51
32000 · Retained Earnings	2,866,723.16
Net Income	<u>35,702.43</u>
Total Equity	<u>3,118,359.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,289,852.90</u></u>

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

	TOTAL					
	Jan 24	Feb 24	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
1-4000 · Capital Improvement Fees	10,049.70	9,534.24	19,583.94	110,000.00	-90,416.06	17.8%
1-4030 · Late Fee Revenue	409.05	180.20	589.25			
1-4050 · Water Service Fee	9,571.85	8,999.25	18,571.10			
1-4070 · Water Tap Fees	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
1-4080 · Water Usage	5,859.65	8,392.23	14,251.88	80,000.00	-65,748.12	17.82%
1-4090 · Trout Haven Exclusion Deposits	0.00	-2,414.19	-2,414.19			
2-4400 · Property Tax Revenue	0.00	538.23	538.23	157,184.00	-156,645.77	0.34%
2-4450 · Specific Ownership Tax	0.00	1,324.19	1,324.19	11,003.00	-9,678.81	12.04%
2-4460 · Restitution	16.77	16.77	33.54			
Total Income	25,907.02	26,570.92	52,477.94	458,187.00	-405,709.06	11.45%
Expense						
1-6110 · Audit	0.00	0.00	0.00	8,625.00	-8,625.00	0.0%
1-6020 · Bank Service Charges	0.00	0.00	0.00	100.00	-100.00	0.0%
1-6120 · Directors Fees	400.00	500.00	900.00	6,000.00	-5,100.00	15.0%
1-6050 · District Management-Operating	5,179.16	5,252.50	10,431.66	56,000.00	-45,568.34	18.63%
1-6060 · Dues Fees and Subscriptions	2,310.00	571.62	2,881.62	3,000.00	-118.38	96.05%
1-6065 · Engineering O&M	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
1-6080 · Insurance Expense-Operating	0.00	0.00	0.00	14,000.00	-14,000.00	0.0%
1-6130 · Legal	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Locates	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
1-6180 · ORC Fees-Operating	3,472.87	0.00	3,472.87	48,000.00	-44,527.13	7.24%
1-6100 · Postage and Copies-Operating	133.20	133.20	266.40	2,000.00	-1,733.60	13.32%
1-6170 · Chemicals and Supplies	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
1-6190 · Repairs and Maintenance	17.06	639.69	656.75	40,000.00	-39,343.25	1.64%
1-6210 · Utilities	811.85	828.77	1,640.62	12,000.00	-10,359.38	13.67%
1-6150 · Water Billing	0.00	4.50	4.50	10,000.00	-9,995.50	0.05%
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	21.00	42.00	4,000.00	-3,958.00	1.05%
2-6240 · Treasurer Collection Fee	0.00	16.15	16.15	4,716.00	-4,699.85	0.34%
63500 · Bond Principal Payment	0.00	0.00	0.00	85,000.00	-85,000.00	0.0%
Total Expense	12,345.14	7,967.43	20,312.57	318,041.00	-297,728.43	6.39%
Net Ordinary Income	13,561.88	18,603.49	32,165.37	140,146.00	-107,980.63	22.95%
Other Income/Expense						
Other Income						
2-7000 · Interest Income	1,867.69	1,752.80	3,620.49			
Total Other Income	1,867.69	1,752.80	3,620.49			
Other Expense						
2-8000 · Bond Interest	0.00	0.00	0.00	40,750.00	-40,750.00	0.0%
2-8050 · National Rural Water Interest	42.82	40.61	83.43	367.00	-283.57	22.73%
2-8080 · Trustee Fees	0.00	0.00	0.00	500.00	-500.00	0.0%
Total Other Expense	42.82	40.61	83.43	41,617.00	-41,533.57	0.2%
Net Other Income	1,824.87	1,712.19	3,537.06	-41,617.00	45,154.06	-8.5%
Net Income	15,386.75	20,315.68	35,702.43	98,529.00	-62,826.57	36.24%

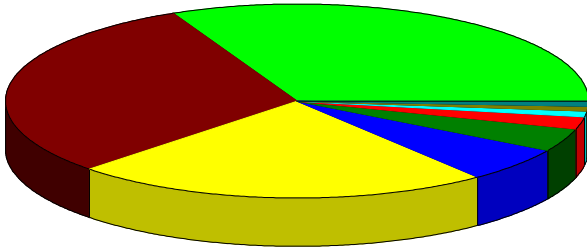
Income and Expense by Month
January through February 2024

Income
Expense



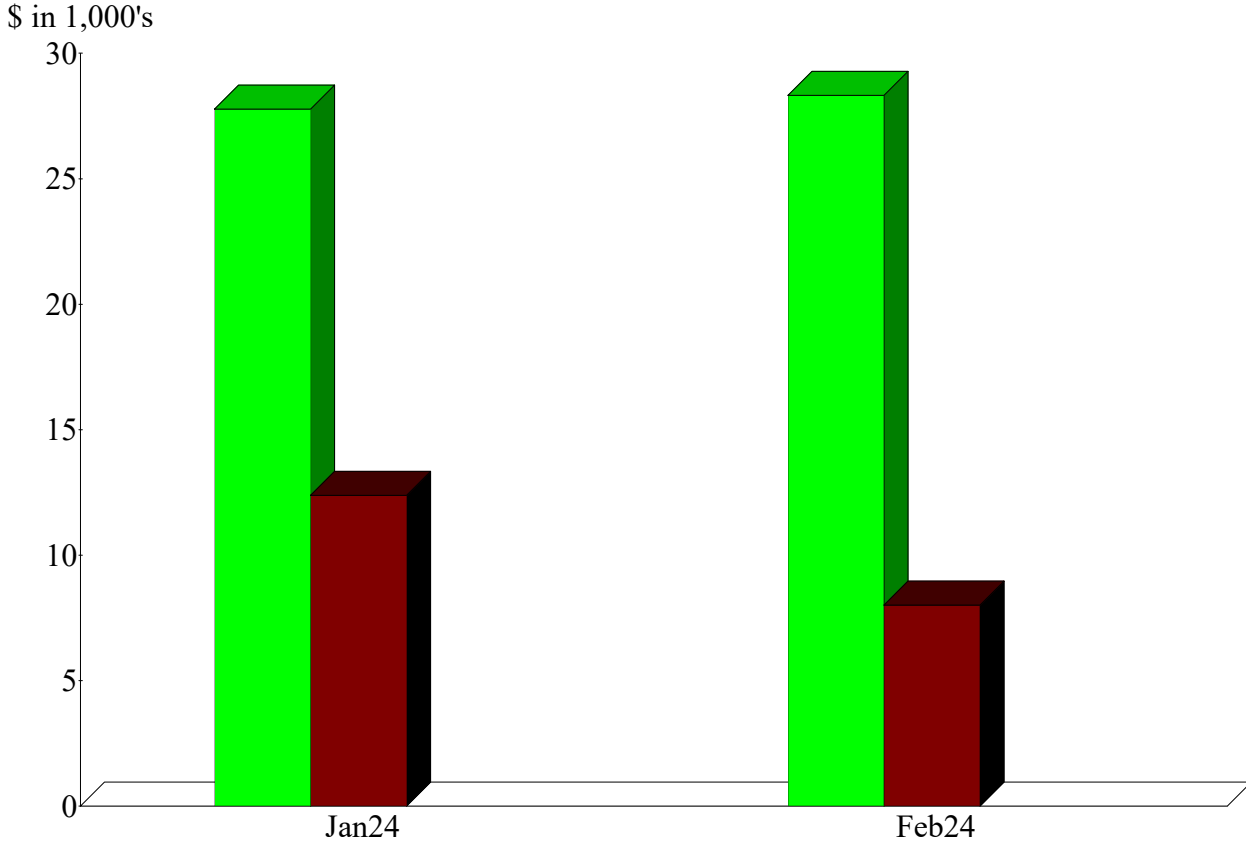
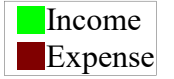
Income Summary
January through February 2024

1-4000 · Capital Improvement Fees	33.47%
1-4050 · Water Service Fee	31.74
1-4080 · Water Usage	24.36
2-7000 · Interest Income	6.19
1-4090 · Trout Haven Exclusion Depos	\$-2,414.19
2-4450 · Specific Ownership Tax	2.26
1-4030 · Late Fee Revenue	1.01
2-4400 · Property Tax Revenue	0.92
2-4460 · Restitution	0.06
Sub-Total	\$56,098.43



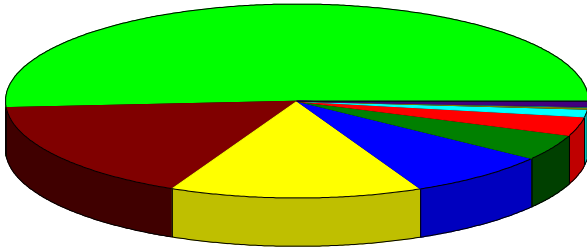
By Account

Income and Expense by Month
January through February 2024



Expense Summary
January through February 2024

1-6050 · District Management-Operating	51.15%
1-6180 · ORC Fees-Operating	17.03
1-6060 · Dues Fees and Subscriptions	14.13
1-6210 · Utilities	8.04
1-6120 · Directors Fees	4.41
1-6190 · Repairs and Maintenance	3.22
1-6100 · Postage and Copies-Operating	1.31
2-8050 · National Rural Water Interest	0.41
1-6230 · Water Testing	0.21
2-6240 · Treasurer Collection Fee	0.08
1-6150 · Water Billing	0.02
Total	\$20,396.00



By Account



Arabian Acres Metropolitan District

PAYMENT REQUEST

3/13/2024

GENERAL FUND

Company	Invoice	Date	Amount	Comments
Edith Coffman	032024EC	3/20/2024	\$ 100.00	
Lanny Hoel	032024LH	3/20/2024	\$ 100.00	
Elizabeth Douglas	032024ED	3/20/2024	\$ 100.00	
Jennifer Shepard	032024JS	3/20/2024	\$ 100.00	
Martin Lempecki	032024ML	3/20/2024	\$ 100.00	
Colorado Analytical Laboratories	240222099	3/6/2024	\$ 165.00	
Continental Utility Solutions	U34749	12/11/2023	\$ 2,000.00	
Continental Utility Solutions	R19303	2/21/2024	\$ 4.50	
Core Electric Coop	40032202	2/26/2024	\$ 232.41	ACH
Core Electric Coop	40045402	2/26/2024	\$ 128.56	ACH
Core Electric Coop	40299901	2/26/2024	\$ 115.48	ACH
Core Electric Coop	43071702	2/26/2024	\$ 13.50	ACH
Core Electric Coop	43183502	2/26/2024	\$ 324.63	ACH
El Paso County Public Health	EHS202117610	2/29/2024	\$ 21.00	
J.A. Excavation & Septic's LLC	30124	3/13/2024	\$ 372.87	Paid by the 15th
J.A. Excavation & Septic's LLC	030424-1	3/13/2024	\$ 3,100.00	Paid by the 15th
UNCC	224020050	2/29/2024	\$ 14.19	
WSDM District Manager	7884	2/29/2024	\$ 5,376.75	
TOTAL			\$ 12,368.89	

Director _____

\$ 12,368.89

ECB Checking Before Withdraw	\$ 565,616.55
Payable's	\$ 12,368.89
After Withdraw	\$ 553,247.66



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				#DIV/0!
April				#DIV/0!
May				#DIV/0!
June				#DIV/0!
July				#DIV/0!
August				#DIV/0!
September				#DIV/0!
October				#DIV/0!
November				#DIV/0!
December				#DIV/0!

