



## REGULAR BOARD MEETING AGENDA AND NOTICE

WEDNESDAY, September 18, 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

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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, September 18, 2024, 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 August 21, 2024, (enclosed)

#### 2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status
- b) Review and accept August 31, 2024, Unaudited Financial Status (enclosed)
- c) Review and Approve the Payment of Claims (enclosed)

#### 3) MANAGEMENT MATTERS

- a) Discuss 481 Trout Haven Tap

#### 4) OPERATIONS

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

5) **PUBLIC COMMENT** - Comments will be limited to 3 minutes. Please remain respectful of the Board of Directors as well as of your fellow residents.

#### 6) ADJOURNMENT

- a) THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR OCTOBER 16, 2024, AT 5:30 PM





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

August 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 Thoe

**Also in attendance were:**

Rebecca Harris, WSDM District Managers

Amber Hardekopf, WSDM District Managers

Jason Downie, Susemihl, McDermot, and Downie, PC

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: Ms. Harris provided an update on the easement at 198 Kenwood. The offer was accepted, the survey was done, and legal counsel is working to finalize the documents and payment. Director Lempecki moved to approve the Agenda as presented; seconded by Director Coffman. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from July 17, 2024: After review, President Douglass moved to approve the July 17, 2024 Minutes as written; seconded by Director Lempecki. Motion passed unanimously.

**2. FINANCIAL MATTERS**

- a. Review of Billing and Collection Status: Ms. Harris presented the billing and collection status.
- b. Review and Accept the July 31, 2024 Unaudited Financial Status: Ms. Harris presented the July 31, 2024 Unaudited Financial status. She noted the increase in water usage that will be discussed further in the ORC Report. After review, Director Lempecki moved to accept the July 31, 2024 Unaudited Financial status; seconded by Director Thoe. Motion passed unanimously.
- c. Review and Approve the Payment of Claims: Ms. Harris presented the Payment of Claims. Ms. Harris explained the \$916.47 past due invoice from legal counsel is for work regarding easement negotiations and she will forward the supporting documents to the Board for review and consideration at the next meeting. The Board discussed they will pay the most recent legal counsel invoice for \$577 with the Payment of

Claims. After review, President Douglass moved to approve the Payment of Claims in the amount of \$821.24; seconded by Director Lempecki. Motion passed unanimously.

- d. Review and consider acceptance of ORC Contract price increase: Mr. Willow presented the ORC Contract price increase of 5%, or \$173 monthly. After review, Director Coffman moved to accept the ORC Contract price increase of 5% monthly; seconded by Director Lempecki. Motion passed unanimously.

- 3. **MANAGEMENT MATTERS:** Ms. Harris and the Board discussed getting bids and installing signs at the entrance of the community to advise customers to winterize their lines this winter. After review, Director Coffman moved to authorize the order of 2' x 3' signs not to exceed \$200; seconded by Director Lempecki. Motion passed unanimously.

**4. OPERATIONS**

- a. ORC Report: Mr. Willow presented the ORC Report. The Board discussed having Mr. Willow schedule the diagnosis and testing of the two meters at the control building due to issues with the readings and data. After discussion, Director Lempecki moved to authorize Mr. Willow to schedule the diagnosis and testing for the two control building meters in the amount of \$300 for each meter; seconded by Director Thoe. Motion passed unanimously.
- b. Water Loss Data Report: Ms. Harris noted the data for the water loss report seems wrong and the diagnosis and testing that will be scheduled should help address the issue.

- 5. **PUBLIC COMMENT:** The meeting was opened for public comment.

- 6. **ADJOURNMENT:** Director Lempecki moved to adjourn the meeting at 6:30 p.m.; seconded by Director Coffman. Motion passed unanimously.

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 21, 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



## Arabian Acres Metropolitan District

## Balance Sheet

09/11/24

As of August 31, 2024

Accrual Basis

	Aug 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	316,066.46
<b>Total ECB Checking</b>	358,856.30
2-1000 · COLOTRUST 4001	260,595.73
2-1020 · COLOTRUST Reserve 8002	35,550.88
3-1000 · COLOTRUST-Capital Reserve 8003	264,018.71
Vectra Bank CD	250,100.00
<b>Total Checking/Savings</b>	1,169,121.62
<b>Accounts Receivable</b>	
1-1200 · Accounts Receivable	11,313.15
<b>Total Accounts Receivable</b>	11,313.15
<b>Other Current Assets</b>	
1-1300 · Property Tax Receivable	8,349.05
<b>Total Other Current Assets</b>	8,349.05
<b>Total Current Assets</b>	1,188,783.82
<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>5,282,161.44</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
1-2000 · Accounts Payable	10,566.32
<b>Total Accounts Payable</b>	10,566.32
<b>Other Current Liabilities</b>	
1-2020 · Accrued Interest	7,427.30
2-2200 · Deferred Revenue-Property Taxes	8,349.05
<b>Total Other Current Liabilities</b>	15,776.35
<b>Total Current Liabilities</b>	26,342.67
<b>Long Term Liabilities</b>	
DWRP 1.5 Million Loan	992,825.22
2-2400 · 2007 Bonds Payable	815,000.00
2-2440 · Natural Rural Water	11,805.67
3-4090 · CWCB Meter Loan 400K	154,568.42
<b>Total Long Term Liabilities</b>	1,974,199.31
<b>Total Liabilities</b>	2,000,541.98

Arabian Acres Metropolitan District

**Balance Sheet**

As of August 31, 2024

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	<u>Aug 31, 24</u>
Equity	
30000 · Opening Balance Equity	215,933.51
32000 · Retained Earnings	2,836,378.30
Net Income	229,307.65
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Total Equity	3,281,619.46
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,282,161.44</b>
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# Arabian Acres Metropolitan District

## Profit & Loss Budget vs. Actual

### January through August 2024

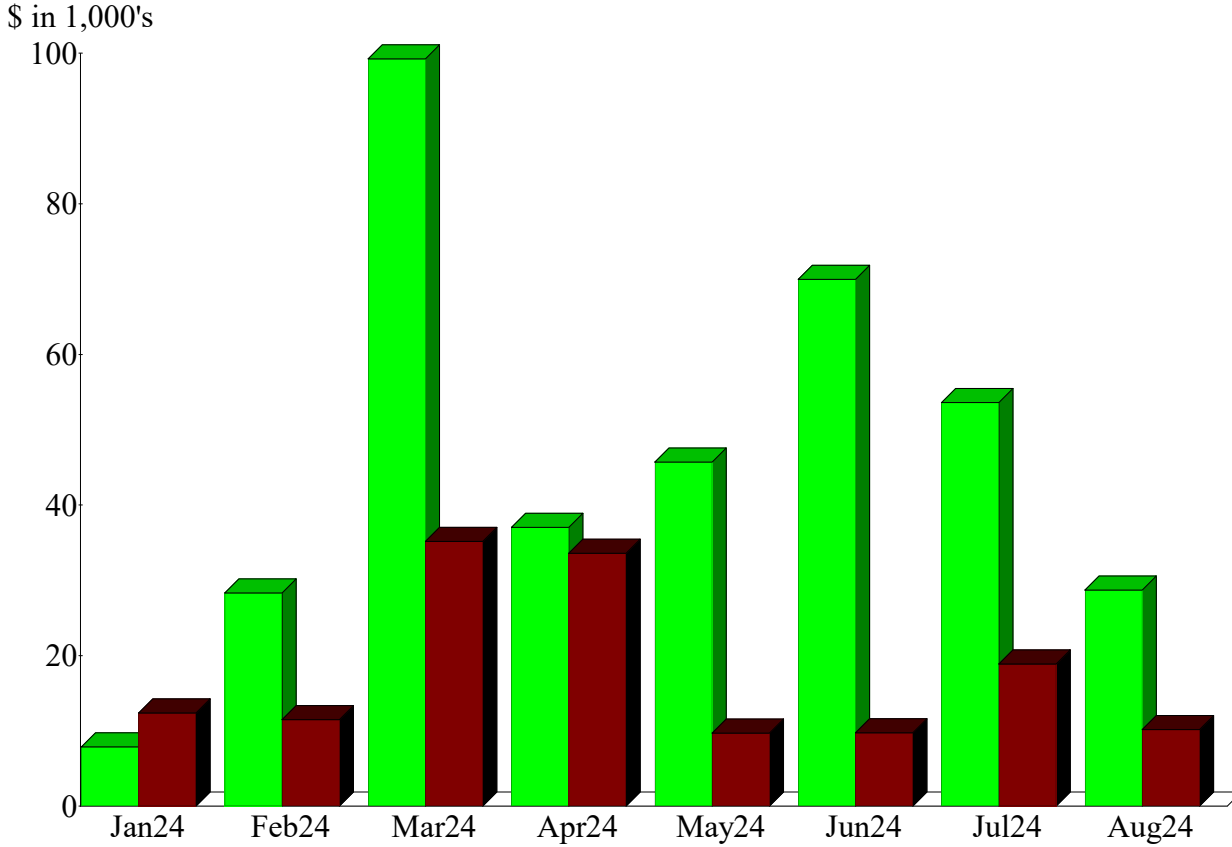
	TOTAL					
	Jul 24	Aug 24	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
1-4000 · Capital Improvement Fees	8,623.47	7,664.94	71,598.86	110,000.00	-38,401.14	65.09%
1-4030 · Late Fee Revenue	296.32	328.39	2,376.43			
1-4050 · Water Service Fee	9,857.77	8,785.63	53,956.93	100,000.00	-46,043.07	53.96%
1-4070 · Water Tap Fees	8,000.00	0.00	8,000.00	0.00	8,000.00	100.0%
1-4080 · Water Usage	9,361.95	5,066.19	53,340.29	80,000.00	-26,659.71	66.68%
1-4090 · Trout Haven Exclusion Deposits	0.00	0.00	-2,414.19			
2-4400 · Property Tax Revenue	13,651.40	2,918.49	150,089.72	157,184.00	-7,094.28	95.49%
2-4450 · Specific Ownership Tax	1,255.32	1,308.06	8,998.19	11,003.00	-2,004.81	81.78%
2-4460 · Restitution	16.77	16.77	134.16			
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>	51,063.00	26,088.47	352,963.64	458,187.00	-105,223.36	77.04%
<b>Gross Profit</b>	51,063.00	26,088.47	352,963.64	458,187.00	-105,223.36	77.04%
<b>Expense</b>						
1-6110 · Audit	8,625.00	0.00	8,625.00	8,625.00	0.00	100.0%
1-6020 · Bank Service Charges	0.00	0.00	27.00	100.00	-73.00	27.0%
1-6120 · Directors Fees	400.00	500.00	3,300.00	6,000.00	-2,700.00	55.0%
1-6050 · District Management-Operating	3,762.50	4,673.35	34,772.51	56,000.00	-21,227.49	62.09%
1-6060 · Dues Fees and Subscriptions	0.00	122.05	3,003.67	3,000.00	3.67	100.12%
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						
1-6135 · Trout Haven Exclusions	0.00	0.00	916.47			
1-6130 · Legal - Other	577.50	0.00	1,256.75	10,000.00	-8,743.25	12.57%
<b>Total 1-6130 · Legal</b>	577.50	0.00	2,173.22	10,000.00	-7,826.78	21.73%
<b>Locates</b>	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
1-6180 · ORC Fees-Operating	3,472.87	3,645.87	27,999.51	48,000.00	-20,000.49	58.33%
1-6100 · Postage and Copies-Operating	382.13	247.39	1,648.88	2,000.00	-351.12	82.44%
1-6170 · Chemicals and Supplies	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
1-6190 · Repairs and Maintenance	557.94	121.82	1,435.05	40,000.00	-38,564.95	3.59%
1-6210 · Utilities	652.32	729.95	5,759.56	12,000.00	-6,240.44	48.0%
1-6150 · Water Billing	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6220 · Water Distribution Purchases	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
<b>Water Shares</b>	0.00	0.00	0.00	600.00	-600.00	0.0%
1-6230 · Water Testing	21.00	0.00	762.40	4,000.00	-3,237.60	19.06%
2-6240 · Treasurer Collection Fee	410.95	89.80	4,505.80	4,716.00	-210.20	95.54%
<b>Total Expense</b>	18,862.21	10,130.23	94,012.60	233,041.00	-139,028.40	40.34%
<b>Net Ordinary Income</b>	32,200.79	15,958.24	258,951.04	225,146.00	33,805.04	115.02%

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

	TOTAL					
	Jul 24	Aug 24	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
<b>Other Income/Expense</b>						
<b>Other Income</b>						
2-7000 · Interest Income	2,538.01	2,604.34	17,511.45			
<b>Total Other Income</b>	2,538.01	2,604.34	17,511.45			
<b>Other Expense</b>						
2-8000 · Bond Interest	0.00	0.00	20,375.00	40,750.00	-20,375.00	50.0%
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	33.97	31.75	315.96	367.00	-51.04	86.09%
2-8051 · Interest Expense	0.00	0.00	2,525.81	5,008.00	-2,482.19	50.44%
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>	33.97	31.75	47,154.84	155,313.00	-108,158.16	30.36%
<b>Net Other Income</b>	2,504.04	2,572.59	-29,643.39	-155,313.00	125,669.61	19.09%
<b>Net Income</b>	<b>34,704.83</b>	<b>18,530.83</b>	<b>229,307.65</b>	<b>69,833.00</b>	<b>159,474.65</b>	<b>328.37%</b>

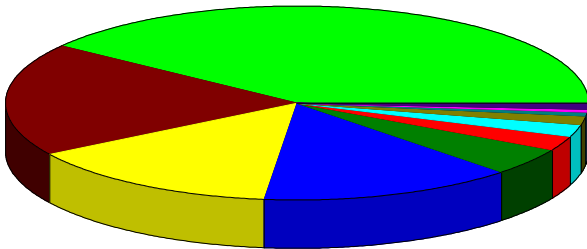
## Income and Expense by Month January through August 2024

■ Income  
■ Expense



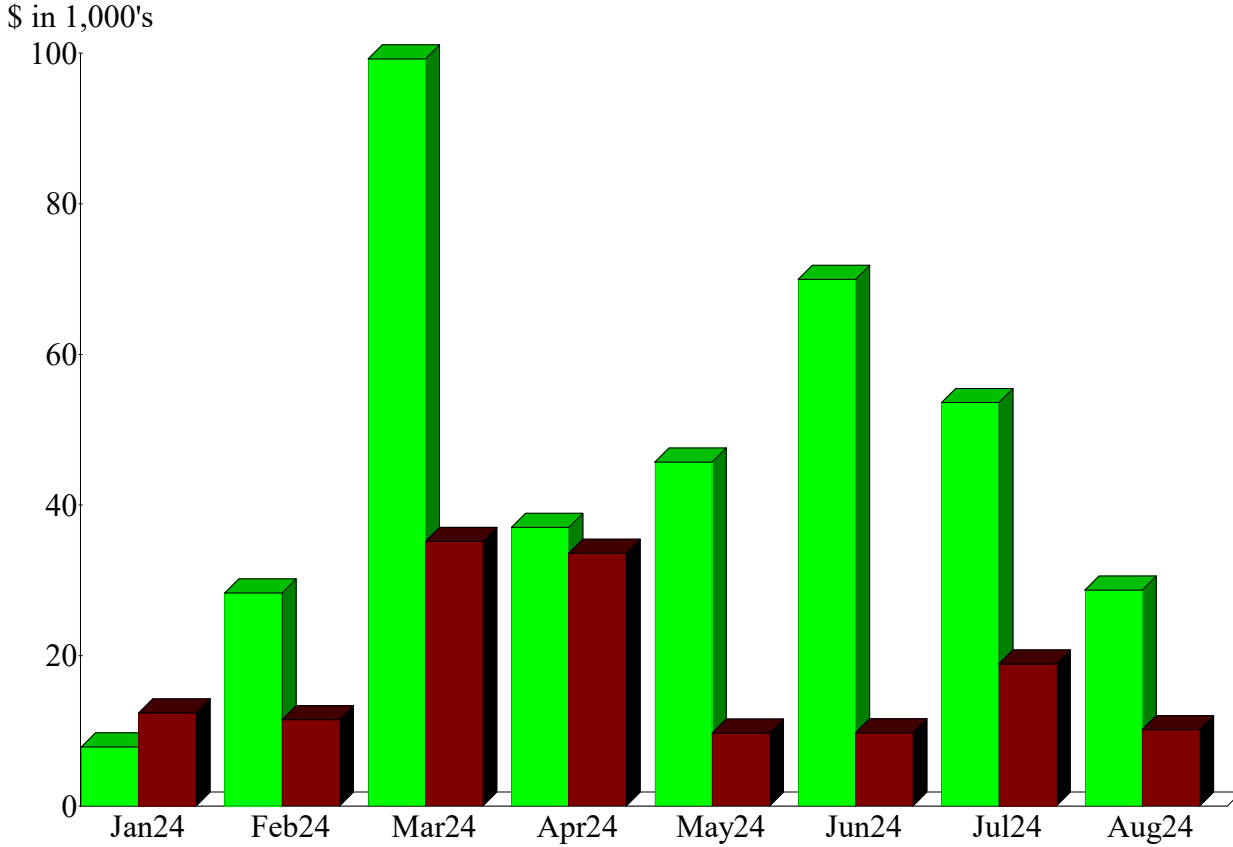
### Income Summary January through August 2024

■	2-4400 · Property Tax Revenue	40.25%
■	1-4000 · Capital Improvement Fees	19.20
■	1-4050 · Water Service Fee	14.47
■	1-4080 · Water Usage	14.30
■	2-7000 · Interest Income	4.70
■	2-4450 · Specific Ownership Tax	2.41
■	1-4070 · Water Tap Fees	2.15
■	2-4470 · State Senior/ Veteran Funds	1.53
■	1-4090 · Trout Haven Exclusion Depos	\$-2,414.19
■	1-4030 · Late Fee Revenue	0.64
■	Other	0.35
Sub-Total		\$370,475.09



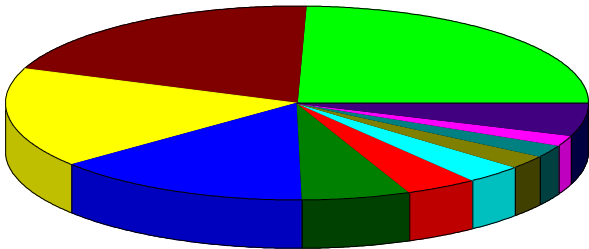
By Account

Income and Expense by Month  
January through August 2024



Expense Summary  
January through August 2024

1-6050 · District Management-Operating	24.63%
1-6180 · ORC Fees-Operating	19.83
2-8055 · Interest Expense - CWCD	16.78
2-8000 · Bond Interest	14.43
1-6110 · Audit	6.11
1-6210 · Utilities	4.08
2-6240 · Treasurer Collection Fee	3.19
1-6120 · Directors Fees	2.34
1-6060 · Dues Fees and Subscriptions	2.13
2-8051 · Interest Expense	1.79
Other	4.68
<b>Total</b>	<b>\$141,167.44</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				#DIV/0!
October				#DIV/0!
November				#DIV/0!
December				#DIV/0!

