

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

April 18, 2018: 5:30 P.M. at

**Woodland Country Lodge, 730 Country Drive, Woodland Park, Colorado, 80863**

**ATTENDEES**

Directors present:      Kalvin McBride, Director  
                                  Jennifer McDowell, Director  
                                  Betty Williams, Treasurer  
                                  Robert "Elric" Winterer, President

Others present:         Judy Bertrand, MDM (District Manager)  
                                  Lynn Willow, AAMD Water ORC

Members of the Public: See Sign-in Sheet

**ADMINISTRATIVE  
MATTERS**

Attendance and Agenda: President Winterer called the meeting to order at 5:30 p.m. and a quorum was noted. Note: Director McBride arrived at 6:02 p.m.

The Manager noted that Mr. Clay Brown would not be in attendance at this meeting. Treasurer Williams made a Motion to accept the Agenda; with Director McDowell seconding said Motion. The Agenda was unanimously approved.

Disclosure of Conflicts of Interest: The Board had previously been informed of the Colorado Revised Statutes to disclose potential conflicts of interest to the Board of Directors and Secretary of State. There were no conflicts.

Minutes: The Board was provided with the Minutes from March 21, 2018. Director McDowell made a Motion to approve, with Treasurer Williams seconding said Motion. The Minutes were unanimously approved.

CIP Letter, Resolution & Policies: The Manager presented the *Capital Improvement Plan Letter Report* dated April 17, 2018 from Engineer Adam Sommers, AquaWorks; along with the Opinion of Cost. She noted that both Clay Brown and Adam Sommers believed that the #1 priority should be installing the smart meters.

The Manager mentioned the Water Loss peaked at 52% in 2007-2008. The ORC stated that part of the issue was due to the age of the meters. He offered to provide a list of the Sensus meters installed that are compatible with the smart meters and also the age of meters if possible.

With regards to drilling 3 new drinking water wells, the ORC stated that Well #5 is abandoned and that if it is approved to drill additional wells he would abandoned Well #3, due to health issues. He stated Well #3 is in a wash and he would recommend filling in with concrete and redrilling 20 feet away. President Winterer stated if the wells go dry on exiting wells that the District cannot redrill. It was mentioned that Well #5 was

not drilled in the location recommended by JDS Hydro and Black Mountain Pump due to a previous Board being concerned about a threat to sue by a property owner.

The Manager reported that although the total cost for all improvements was approximately \$11 million, that this was if all projects were completed within a year and that costs would increase if postponed and constructed over a 10-year period.

The Manager stated that the District needed to apply for grants for smart meters. Treasurer Williams made a Motion to allow Adam Sommers and Judy Bertrand to apply for grants and funding. Director McDowell seconded said Motion and it was unanimously approved.

The Manager stated that Mr. Brown suggested getting input from Trout Haven in order to determine if they did want to connect to AAMD. Director McDowell stated that AAMD needed to reach out to Trout Haven residents. President Winterer stated that the Board had tried to in the past with no success. Treasurer Williams said we had done everything we could. Ms. Bertrand stated that the problem was obtaining contact information for Trout Haven residents. The Manager had reached out to the President of Trout Haven POA and had not gotten a list of residents and contact information. The listing obtained by Adam Sommers provided the list of owners of property, but no mailing addresses. And most of those are vacant lots.

The Manager provided the *Resolution Adopting a Capital Improvement Budget Policy* based on the *Capital Improvement Plan Letter Report* dated April 17, 2018. Treasurer Williams made a Motion to adopt the Resolution; with Director McDowell seconding. The Resolution was unanimously approved and signed by President Winterer.

The Manager stated she would like to send out the PowerPoint presentation given by Clay Brown, DOLA via an email blast to all customers. The Board agreed.

Fire Prevention and Well Road: President Winterer stated that the District had an arsonist and that AAMD needs another exit. He mentioned connecting to Solid Rock Camp to the west of AAMD. President Winterer did acknowledge that this was a POA responsibility but stated he had an estimate of \$15,000. President Winterer stated that the POA may be looking at grants but requested that the Board give authorization to spend funds for this purpose. The Manager reminded the Board that fire prevention was not in the AAMD Service Plan.

Director McBride stated he would not make a Motion at this time, but acknowledged the Board is now aware of the situation. Director McDowell said she would welcome the POA to come and discuss. Treasurer Williams stated that if it was done it should be a combined effort and she wanted more information.

## **OPERATORS REPORT**

Mr. Willow presented the ORC Report and stated it was time to begin prairie dog extermination. He stated that he would like to schedule it for May 14<sup>th</sup>. Director

McDowell made a Motion to authorize the expenditure; with Treasurer Williams seconding said Motion. It was unanimously approved.

The Manager asked how much GWUDI testing would cost and Mr. Willow stated \$1,200 each.

## MANAGER'S REPORT

Policies: The Manager presented the *Debt Policy* for review. Director McBride made a Motion to approve; with Treasurer Williams seconding. The *Debt Policy* was unanimously approved and signed.

The Manager presented the *Capital Improvement Budget Policy*. Director McDowell made a Motion to approve; with Director McBride seconding. The *Capital Improvement Budget Policy* was unanimously approved and signed.

The Manager presented the *Reserve Policy*. Director McDowell made a Motion to approve; with Director McBride seconding. The *Reserve Policy* was unanimously approved and signed.

Park State Bank closure: The Manager asked President Winterer if he had a chance to close the account. He stated he had been on jury duty.

Shut off and 48-hour notices: The Manager stated AmCoBi was sending out 20 shut off notices and had 4 – 48 hour notices to be posted. She stated that 16% of customers have outstanding balances.

AquaWorks additional expenses for grant & funding: The Manager stated that AquaWorks had only \$2,000 left in authorized expenditures and that he would need between \$5,000-\$10,000 to finish work associated with funding. Director McDowell made a Motion to authorize the additional expenditure up to \$10,000; with Director McBride seconding said Motion. It was unanimously approved, and the Manager will inform Adam Sommers.

## FINANCIAL REPORT

Claims: Director McDowell made a Motion to approve; with Director McBride seconding. The claims were unanimously approved.

Financial Reports: The Board reviewed the Balance Sheet (Statement of Net Position) and the Income Statement (Statement of Revenue, Expenses and Net Position). Director McBride made a Motion to accept the unaudited financials; with Treasurer Williams seconding said Motion. The Financial Reports were unanimously accepted.

Debt & ColoTrust Spreadsheet: The Board was presented with the remaining amount of debt payments for the year; along with the detail behind the funds available in ColoTrust.

**NEW BUSINESS**

N/A

**PUBLIC COMMENT**

N/A

**ADJOURNMENT**

Director McBride made a Motion to adjourn the meeting at 7:10 p.m. with Treasurer Williams seconding said Motion. The meeting was adjourned.

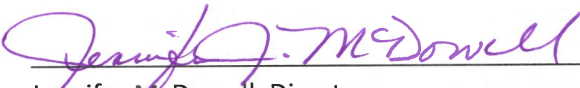
The next Regular meeting is scheduled for **Wednesday, May 16, 2018 at 5:30 p.m. at Woodland Country Lodge, 730 Country Drive, Woodland Park, Colorado, 80863.**


Respectfully submitted,  
Judy Bertrand, District Manager: Secretary

**THESE MINUTES APPROVED AS THE OFFICIAL APRIL 18, 2018 MINUTES OF ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS.**

(Signed copy in possession of the District Manager)

  
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Calvin McBride, Director

  
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Jennifer McDowell, Director

  
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Betty Williams, Treasurer

  
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Robert (Elric) Winterer, President