

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

January 18, 2017: 6:00 P.M. at

Denny's, 100 Morning Sun Drive, Woodland Park, CO

ATTENDEES

Directors present: Kalvin McBride, Director
 Rebecca Seaman, Secretary
 Betty Williams, Treasurer
 Elric Winterer, President

Others present: Judy Bertrand, Metropolitan District Management
 Paige Whitmore, Metropolitan District Management
 Lynn Willow, AAMD Water ORC

Members of the Public: See attached list

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: President Winterer called the meeting to order at 6:00 p.m. and a quorum was noted.

Secretary Seaman made a Motion to accept the Agenda, with the modification to moving the Grant Application discussion under the Manager's Report; with Director McBride 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 November and December 2016. Treasurer Williams made a Motion to approve both; with Director McBride seconding said Motion. The Minutes of November and December 2016 were unanimously approved.

Grants: The Manager requested authorization to be the contact and representative for grants. Secretary Seaman made a Motion to authorize Judy Bertrand to be the contact & representative with agencies providing grants; with Director McBride seconding said Motion. The Motion was unanimously approved.

OPERATORS REPORT

Mr. Willow presented the Operators reports for December and January. The ORC said that he is obtaining prices for a water tank circulator as there was overflow last week due to ice. President Winterer asked about Building B issues. The ORC stated that there were sediment issues. The December 2016 ORC report showed that Mr. Willow needed to order 2 truckloads of water as Well #2 went off line.

The ORC provided the Manager with his Certificate of Insurance for 2017.

Secretary Seaman asked the ORC how many meters are in poor locations. Mr. Willow said that normally meters are on the sides of houses and none in crawl spaces.

There was discussion of issues with manually reading meters and Mr. Willow stated that the main problem with the last read is that he sent the Accountant previous readings instead of current readings. The Manager asked about the possibility of Adam Fielder reading the meters and Mr. Willow stated that the District would have to compensate him for doing so. Mr. Willow said it takes between 21-23 hours to read meters.

The Manager asked Mr. Willow if it would be more beneficial to have an electronic meter reading system vs. the water storage tank. Mr. Willow replied that the tank was his priority for the District. The ORC said he was meeting with a company on January 19th to provide a bid for the 100,000-gallon storage tank. He noted the current tank was only 30,000 gallons. Mr. Willow also stated that the State is backing off on having all wells metered and if required to do so, the District has 18 months to comply.

The DOLA grant was discussed and Mr. Willow stated we would need an Engineer to assist with the application. He stated he will contact JDS Hydro to ask about assistance.

MANAGER'S REPORT

The Manager stated that the President of the POA had signed the Agreement to use AAMD property.

The Manager requested retroactive approval to establish a Capital Reserve Fund at ColoTrust and transfer \$50,000 from Key Bank to the new Capital Reserve Fund. Secretary Seaman made a Motion to authorize establishing the new bank fund and transfer \$50,000 into the fund; with Treasurer Williams seconding said Motion. The Motion was unanimously approved.

The Manager provided the confirmation of the bond payment made to Zion's Bank on December 1, 2016.

The Manager requested retroactive approval for the \$10,000 transfer on January 13, 2017 from Key Bank to Park State to cover the payment of bills. Secretary Seaman made a Motion to approve the transfer; with Director McBride seconding said Motion. The transfer was unanimously approved.

The Manager presented the AAMD Cash Flow chart showing the flow of Cash between accounts.

The Manager stated that John Cutler & Associates had tentatively scheduled the 2016 Audit for May 29, 2017. She requested authorization to sign the Engagement letter when received. Director McBride made a Motion to authorize the Manager to sign for the audit; with Treasurer Williams seconding said Motion. John Cutler and Associates was unanimously approved to perform the 2016 Audit.

The Manager stated that the ORC's Contract expired and that he is now on month-to-month.

The Manager presented Capital and Debt policies for Board review; along with a listing of capital projects for their review. She committed to sending the Board the document in Excel so that they can prioritize prior to the next Board meeting.

The Manager stated that the DOLA grant application was due on April 1st and not on February 1st. Ms. Bertrand provided a very rough draft of the grant application for DOLA and stated that they could use help from Clay Brown, Regional Manager at DOLA.

Secretary Seaman stated that Clay Brown would need a letter from the President requesting his attendance at the February 15th board meeting. The Manager committed to prepare that.

The Manager presented the Annual Administrative Resolution for the Board. Secretary Seaman made a Motion to approve and sign the Resolution; with Treasurer Williams seconding said Motion. The Annual Administrative Resolution was unanimously approved and signed.

FINANCIAL MATTERS

Claims: The Manager presented the claims and Director McBride made a Motion to approve; with Secretary Seaman seconding. The claims were unanimously approved.

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

The Manager requested approval to transfer \$10,000 from Key Bank to the General Bond fund to begin funding for the bond payment. Treasurer Williams made a Motion to authorize the transfer; with Director McBride seconding said Motion. It was unanimously approved.

NEW BUSINESS

The Board discussed moving the starting time for Board meetings from 6:00 p.m. to 5:30 p.m. Secretary Seaman made a Motion to change the start time of the Board meetings from 6:00 to 5:30 p.m. Director McBride seconded said Motion and it was unanimously approved.

PUBLIC COMMENT

Members of the public asked about capital reserves and fees for 2017. They were informed the bond is now fully funded and the supplemental fee is lowered to \$75 a month with the Tier 1 rate going from 0-5,000 gallons to 0-7,000 gallons.

ADJOURNMENT

Director McBride made a Motion to adjourn the meeting at 7:33 p.m. with Treasurer Williams seconding. The meeting was adjourned.

The next Regular meeting is scheduled for February 15, 2017 at 5:30 p.m. at Denny's; 100 Morning Sun Drive, Woodland Park, Colorado.

Respectfully submitted,
Judy Bertrand, District Manager: Secretary

THESE MINUTES APPROVED AS THE OFFICIAL JANUARY 18, 2017 MINUTES OF ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS.

(Signed copy in possession of the District Manager)

Kalvin McBride, Director

Rebecca Seaman, Secretary

Betty Williams, Treasurer

Robert (Elric) Winterer, President