

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

June 20, 2018: 5:30 P.M. at

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

ATTENDEES

Directors present: Calvin McBride, Director
 Ken Springer, Secretary
 Craig Waller, Treasurer
 Jennifer Waller, President
 Betty Williams, Director

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

Members of the Public: See Sign-in Sheet

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: President Winterer called the meeting to order at 5:32 p.m. and a quorum was noted. Secretary Springer made a Motion to accept the Agenda, 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: Director McBride made a Motion to approve the Minutes from May 16, 2018; with Secretary Springer seconding said Motion. The Minutes were unanimously approved and signed.

Board Vision and Questionnaire: The Manager provided several articles from SDA regarding what contributes to an effective Board of Directors, what are the next steps for new board members and the relationship between the Board and Manager.

The Board of Directors will table this discussion until the July meeting.

CIP: The Manager provided an update on the CIP and funding. Ms. Bertrand provided the Board with the "Pre-Application Meeting Agenda" from the May 29, 2018 meeting and discussed the flow chart attached showing the process for applying for funds. The Manager also provided Notes from the meeting and explained the process in more detail. She stated that Jason Downie was preparing an opinion letter on the District being debruced.

OPERATORS REPORT

Mr. Willow presented the ORC Report. He has not yet met with Gavin Brown regarding Reservoir #2. Mr. Willow requested authorization to procure a drain pump for Well #2 to keep water out of the pit. Director Williams made a Motion to authorize the \$2,000 expenditure, with Treasurer Waller seconding said Motion. The expense was unanimously approved.

Mr. Willow again asked about getting a credit card to use for AAMD purchases. The Manager stated she was working with Key Bank to apply for it, but they were not as responsive as she would like. The Board suggested checking with ENT.

MANAGER'S REPORT

Governing vs. Managing: The Manager reiterated that when Board members want to assume managing that it actually added to the Manager's time vs. decreasing it; as she needed to follow up with Board members vs. going to the source for issues.

Ken Rupp letter: The Manager had provided the letter Ken Rupp sent to Water Attorney Gib Marchand dated May 23, 2018. She noted that there was no new information contained in the letter. The Manager asked if the Board wanted to have Mr. Marchand review the decision made by the Board to not release water. The Board stated they did not want to incur additional expense on this issue. The Manager provided a letter she had prepared in response to Mr. Rupp's letter. Director McBride made a Motion to approve and sign the response letter; with Secretary Springer seconding said Motion. It was unanimously approved and signed by President Waller.

Mr. Willow has not found anything as yet that could be used to offset the \$1,207.09 insurance rebate from Colorado Special District Property and Liability Pool.

CIP Engineering Expense: The Manager stated that Mr. Sommers stated he had never seen this much cooperation and assistance regarding obtaining funding from the State agencies. The Manager agreed that the applications and process was moving extremely fast. He requested approval for an additional \$10,000 for further funding and design and engineering. Treasurer Waller made a Motion to authorize an additional \$10,000; with Director Williams seconding said Motion. It was unanimously approved.

Tap Application: The Manager stated she had still not received the Tap Application for 50 Gerka. The Board requested that she contact the owner again.

FINANCIAL REPORT

Claims: Director McBride made a Motion to approve; with Treasurer Waller 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). Treasurer Waller made a Motion to accept the unaudited financials; with Director McBride seconding said Motion. The Financial Reports were unanimously accepted.

NEW BUSINESS

N/A

PUBLIC COMMENT

N/A

ADJOURNMENT

Director McBride made a Motion to adjourn the meeting at 6:53 p.m. with Treasurer Williams seconding said Motion. The meeting was adjourned.

The next Regular meeting is scheduled for **Wednesday, July 18, 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 JUNE 20, 2018 MINUTES OF ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS.

(Signed copy in possession of the District Manager)

Kalvin McBride, Director

Ken Springer, Secretary

Jennifer Waller, President

Craig Waller, Treasurer

Betty Williams, Director

**MINUTES OF THE BOARD OF DIRECTORS PRE-PLANNING MEETING
ARABIAN ACRES METROPOLITAN DISTRICT**

June 25, 2018 2:00 P.M. at

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

ATTENDEES

Directors present: Calvin McBride, Director
 Ken Springer, Secretary
 Craig Waller, Treasurer
 Jennifer Waller, President
 Betty Williams, Treasurer

Others present: Judy Bertrand, MDM (District Manager)
 Paige Whitmore, MDM

Clay Brown, DOLA Regional Manager
Adam Sommers, AquaWorks, Engineer

Members of the Public: See Sign-in Sheet

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: President Waller called the meeting to order at 2:26 p.m. and a quorum was noted.

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.

Capital Improvement Plan and optimal way to reach out to Trout Haven:

President Waller informed the public that this meeting was only to discuss methods to reach out to the community in order to obtain feedback regarding the capital projects identified by Engineer Adam Sommers, AquaWorks. She stated that there may have been a misperception that this meeting was to discuss specific projects and funding.

President Waller requested that Clay Brown discuss his strategy for reaching out to District residents and taxpayers regarding the capital improvements.

Mr. Brown stated that the residents should be informed that no capital plan has been adopted and that Mr. Sommers had prepared a plan showing all repairs and projects. Mr. Sommers made it clear that these projects would not happen in a year or even two and that this was a long term plan for projects. Mr. Brown stated that it was a list of everything that needed to be done.

Mr. Brown discussed the Trout Haven section of Arabian Acres and stated that the Board needed to understand how to provide service to those not currently served. He reiterated that the only approved project was for the smart meters. The Manager said

that the District was applying for \$200,000 in grants and \$200,000 in loans, but if the grant did not come through that the loan would be \$400,000 and would not effect water rates for this project. Mr. Brown said that the District would be able to respond to leaks sooner with these new meters and also increase revenue.

The intent of the meeting was to:

1. Select a date for the Outreach Meeting; preferably on a Saturday.
2. Determine a location for the meeting.
3. Inform the residents that food will be provided.
4. Develop a structure for the meeting.
 - Introduce the CIP and discuss the 3 groups/projects.
 - Provide a financial overview. I.e. what was presented at the Preapplication meeting with CDPHE and other State agencies.
 - Discuss 'what ifs' with those not served.
 - Determine what those not served want and are they willing to pay for extending lines and connecting.
 - Not to tell the residents what was planned, but to obtain input from the areas not served. Basically, listen to what the community wants.

President Waller stated that the infrastructure for project #2 would be performed irrelevant of the extension of the line to Trout Haven section. Mr. Sommers informed the public of the material used in the existing line and that it was in fact sewer line material and not water line material. He mentioned the thickness of the line as being thinner than a penny and that it can be crushed in his hand. It is throughout the Arabian Acres lines.

Mr. Sommers mentioned the advantage of the new smart meters, which will provide needed information on water production vs. water charges. This will help with the water loss.

Mr. Brown discussed explaining the advantages of those not served in connecting to the system. Mr. Brown stated we won't know the actual cost until it is determined how many in the Trout Haven section want service.

There was discussion of requesting the POA to help disseminate information on the Outreach meeting. Secretary Springer stated that snail mail was the best option as many people may not have access to internet.

Director Williams made a Motion to send a letter to all AAMD residents and owners, with Treasurer Waller seconding said Motion. It was unanimously approved, and the Manager will start drafting a letter.

Mr. Brown and Mr. Sommers stated that the content of the letter should include discussion of developing a Capital Improvement Plan, an overview of the 3 projects needed, preparation of a 5-10 year capital plan, and input from the District residents and owners regarding the District water infrastructure needs. President Waller stated simple is best for content.

There was discussion of preparing a survey; however, Mr. Brown stated that until the residents were presented with the capital improvement needed that it would be best to wait. There was a suggestion of providing an Exit Survey after the Outreach meeting.

PUBLIC COMMENT

There was discussion regarding drilling additional wells to provide adequate water to all residents. President Waller stated that an in-depth discussion of wells would be addressed as the projects move forward.

There was discussion regarding homes having existing wells and septic close to one another and the possibility of contamination of water. Mr. Brown requested that the Manager find out from Teller County who had septic permits and what the minimum size of lot was required to build a home.

Several homeowners expressed frustration with the water fees and property taxes.

There was a question regarding whether surveys should be utilized for determining MHI. Mr. Brown stated that DOLA was preparing a business case for AAMD to be designated a disadvantaged community and that a survey would be the last option.

President Waller stated that the public needed to know that there was no plan to apply for \$11M in grants or loans at this time and that this was a plan over many years.

ADJOURNMENT

Director McBride made a Motion to adjourn the meeting at 4:07p.m. with Director Williams seconding said Motion. The meeting was adjourned.

The next Regular meeting is scheduled for **Wednesday, July 18, 2018 at 5:30 p.m. at Woodland Country Lodge, 730 Country Drive, Woodland Park, Colorado, 80863.**

Respectfully submitted,
Judy Bertrand, District Manager: Secretary

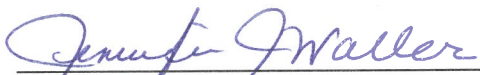
THESE MINUTES APPROVED AS THE OFFICIAL JUNE 25, 2018 MINUTES OF ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS.

(Signed copy in possession of the District Manager)

Kalvin McBride, Director



Ken Springer, Secretary



Jennifer Waller, President



Craig Waller, Treasurer



Betty Williams, Director