

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

June 29, 2016: 6:00 P.M. at

Denny's: 100 Morning Sun Drive, Woodland Park, Colorado

**ATTENDEES**

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

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

Members of the Public: See attached list

**ADMINISTRATIVE  
MATTERS**

Attendance and Agenda: Secretary Seaman called the meeting to order at 6:02 p.m. and a quorum was noted. The District Manager arrived at 6:08 p.m. due to traffic and was not present when the Agenda and Minutes were approved. There was discussion as to whether President Winterer should be allowed to participate if he called in. President Winterer did call in to the Board meeting.

Secretary Seaman made a Motion to excuse President Winterer; with Treasurer Williams seconding said Motion. President Winterer was unanimously excused.

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. Secretary Seaman requested the Board members to disclose any conflicts of interest. There were no conflicts.

Minutes: Director McBride made a Motion to approve the May 2016 Board meeting Minutes; with Treasurer Williams seconding said Motion. The Minutes were unanimously approved.

**OPERATORS REPORT**

SCADA System: Secretary Seaman asked Mr. Willow about the general alarms and said that they need to be labeled. She stated that Building A had been in alarm state since 2010. Mr. Willow stated that he receives notices of (1) low pressure; (2) low tank; (3) communication & (4) power outages. Mr. Willow stated that he had purchased a battery for back up, but if there was no electricity that the wells wouldn't work anyway.

Secretary Seaman made a Motion for Mr. Willow to add all members to the weekly report and alarm system. Treasurer Williams seconded said Motion and the Board unanimously approved.

Mr. Willow stated that Browns Hill Engineering would be out the next day to investigate the problems with the SCADA. He also stated that the wells can turn on 19 times a day. But, he stressed that a change in pressure does not affect the tank leveler.

Secretary Seaman stated she understands the problems with the water system, but believes that the Board needs better communication on problems. However, Mr. Willow stated that only 3 homes were affected by the pressure problems.

The Manager and Mr. Willow stated that customers should be calling him, as the ORC, if there are problems. But Secretary Seaman stated that Mr. Willow needed to be more proactive.

Bryan Johnson from PK Enterprises stated that the Board should not have sent an email blast to all homeowners blaming Lost Dutchman for the pressure problems. Mr. Johnson requested that a retraction be sent out to the homeowners. The Manager will prepare an email retracting the statement for the Secretary to email.

Mr. Willow stated he considered ordering water over the weekend (when the pressure problems occurred) but did not have approval from the Board or Manager.

Secretary Seaman stated that Mission should make a site visit. Mr. Willow stated that Five Star Communication used to manage the Mission system; but they are no longer in business. Browns Hill Engineering has now assumed those responsibilities. Browns Hill currently has an open ticket for a month to repair the tank leveler; pressure transducer and electrical pulsation.

Secretary Seaman stated that she would like Browns Hill to get rid of general inputs. Mr. Willow stated that the system had general inputs to allow room for upgrades in the future. Secretary Seaman also wanted the ability to turn wells on and off online and receive the weekly reports and to have Adam Fiedler down as the second contact.

Adam Fielder stated that he believes the SCADA Manual is online. The Manager asked if Mr. Fielder would check to see if his assistance with the water operations was covered by his own insurance. Mr. Willow stated he would also check with his general & liability insurance company to see if Mr. Fielder could be covered under his policy.

The Manager stated that Mr. Willow had replaced the Nelson meter; which was initially installed in 1973. She asked if the Board would approve that expense due to the age of the meter. Secretary Seaman made a Motion to not charge the customer for this meter replacement; with Treasurer Williams seconding said Motion. It was unanimously approved.

ORC Report: Mr. Willow ordered 4 trucks of water and the Manager stated she would revise the ORC report to remove any reference of Trout Haven.

There was discussion of 111 Sildona Trail and potential vandalism of the meter pit.

Mr. Willow stated that the pits have been ordered for metering Wells #2 and 8; and he has talked with 3 excavators.

Craig Baker's excavator called and Mr. Willow informed him that he would need 72 hours' notice.

Bob Carnei, who stated he is a geologist, wanted to discuss concerns he has with water fracking. Mr. Willow stated that the cost to perform water fracking would be \$3,500 for fracking and \$2,800 from Black Mountain Pump for a total cost of \$6,300 per well. However, there is a possibility that they could lose a well with this process.

Secretary Seaman made a Motion to allow Mr. Willow to buy 2 truckloads of water without prior authorization if needed. Treasurer Williams seconded said Motion and it was unanimously approved. Mr. Willow will inform the Manager when he makes an order.

## **MANAGER'S REPORT**

The Manager stated that the 2015 Audit was being prepared and should be completed by the July 31 deadline for submission to the State Auditor. There were still some items that needed to be obtained from Biggs Koffard from the last audit.

The Manager requested retroactive approval for the \$12,000 transfer from Key Bank to Park State for payment of bills made on June 27, 2016. Secretary Seaman made a Motion to approve this transfer; with Treasurer Williams seconding said Motion. The transfer was unanimously approved.

The Manager requested retroactive approval for the \$25,000 transfer from Key Bank to ColoTrust and approval to transfer an additional \$20,000 from Key Bank to ColoTrust to fund the bond reserve. Treasurer Williams made a Motion to authorize; with Secretary Seaman seconding said Motion. The transfers were unanimously approved.

The Manager provided the Board with the SDA Board Member manuals she obtained at the SDA Workshop.

Ms. Bertrand stated that the website was prepared and hosted but still needed some modifications.

The Manager requested authorization for MDM to work with Lynn Willow on out-of-scope O&M Manual updates. Director McBride made a Motion to authorize the work; with Secretary Seaman seconding said Motion. It was unanimously approved.

## **FINANCIAL MATTERS**

Claims: The Manager presented the claims and Secretary Seaman made a Motion to approve; with Treasurer Williams 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). Secretary Seaman made a Motion to accept the unaudited financials; with Director McBride seconding said Motion. The Financial Reports were unanimously approved.

There was discussion of the cost of a new storage tank and Mr. Willow said that it would be approximately \$1.00 per gallon and around \$20,000 set up. The Board would like to discuss submitting grants for this project. He stated that dozing would cost around \$300.

**PUBLIC COMMENT**

Sandy Zuniga made comments regarding the water pressure issue, water fracking and website.

**ADJOURNMENT**

Director McBride made a Motion to adjourn the meeting at 7:50 p.m. with Treasurer Williams seconding. The meeting was adjourned.

The next regular meeting is scheduled for July 20, 2016 at 6:00 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 JUNE 29, 2016 MINUTES OF ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS.**

**(Signed copy in possession of the District Manager)**

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Kalvin McBride, Director

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Rebecca Seaman, Secretary

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Betty Williams, Treasurer

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Robert (Elric) Winterer, President