

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

March 15, 2017: 5:30 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  
                                  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 5:30 p.m. and a quorum was noted.

Treasurer Williams made a Motion to accept the Agenda, with Secretary Seaman 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 February 15, 2017. Director McBride made a Motion to approve; with Treasurer Williams seconding said Motion. The Minutes were unanimously approved.

MDM Management Contract: Ms. Bertrand had previously informed the board that the management contract expired in March and presented the Board with the contract for March 2017 – March 2018. She noted that she did not raise her contract rate, but did note that she was charging an additional \$10 per month for office supplies and that the billing/accounting software rate was increasing from \$75 per month to \$83/month. Treasurer Williams made a Motion to approve the new contract; with Secretary Seaman seconding said Motion. It was unanimously approved and signed by President Winterer.

**OPERATORS REPORT**

Mr. Willow discussed his investigation of 100,000-gallon storage tanks and mentioned that we currently have the welded steel tank, but it must be coated every 20 years. He stated that the best tank is made of concrete but the cost is more expensive at around \$200,000 and would need excavation at an additional cost.

Secretary Seaman mentioned that Clay Brown (DOLA) felt issues with the meters may be a priority over the storage tank, as we may be losing revenue. She questioned whether the capital project priority list should have meter replacement and transmitters ahead of the tank. The Manager stated that she had still not heard back from Mr. Brown regarding a meeting to address the various projects and how to obtain funds. Secretary Seaman stated she would try to contact him again.

Secretary Seaman also questioned the cost of the Sensus meters vs. Badger; especially in light of the cost for the meter reading software, laptop and transmitters. President Winterer stated that if the Sensus meters lasted longer that it could cost less in the long run. The Manager stated that after we discussed our options with Mr. Brown that we should at least obtain a bid from National Meter (Badger) for transmitters and software in order to compare to Dana Kepner who provides Sensus.

President Winterer stated that we had 4 major projects: Tank, meters, wells and infrastructure. He also stated that if we did not have water then it doesn't matter what size tank we have.

Mr. Willow stated that after we installed Well #9 we did not need to order water.

Secretary Seaman discussed the Operations and Maintenance Manual and asked the Manager to send her the forms so that she could work with the ORC to complete.

Secretary Seaman said she would like to know the cost of reading meters every month vs. every other month for the budget next year. This would require the Manager to perform an analysis of lowering the Tier 1 rate to accommodate the monthly reading.

The ORC stated that the District will need to perform 5 lead and copper tests in August.

## **MANAGER'S REPORT**

The Manager requested retroactive approval to transfer \$25,000 from Key Bank to ColoTrust to fund capital reserves that was made on February 27, 2017; approval to transfer \$5,200 from Key Bank to ColoTrust to fund the remaining amount for bond reserves in 2017 and to cover the shortage from property taxes for the 2017 bond payment, made on March 1, 2017. The Manager also requested approval to transfer \$12,000 from Key Bank to Park State Bank on March 11, 2017 to pay the bills at the March board meeting. Treasurer Williams made a Motion to authorize these transfers; with Secretary Seaman seconding said Motion. The transfers were unanimously approved.

The Manager provided the Board with a letter to Tom Parker at St. Claire Realty regarding the meter being tampered with. Secretary Seaman approved sending the letter; with Treasurer Williams seconding said Motion. It was unanimously approved and President Winterer signed. The Manager will send it certified to Mr. Parker.

## **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). Director McBride made a Motion to accept the unaudited financials; with Secretary Seaman seconding said Motion. The Financial Reports were unanimously accepted.

**NEW BUSINESS**

Treasurer Williams asked about a cistern for handling potential fires. The Manager stated that she would ask Mr. Brown about it, if she was able to get an appointment with him; but noted that we would probably need the attorney to review due to water rights.

**PUBLIC COMMENT**

N/A

**ADJOURNMENT**

Secretary Seaman made a Motion to adjourn the meeting at 6:20 p.m. with President Winterer seconding. The meeting was adjourned.

The next Regular meeting is scheduled for April 19, 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 MARCH 15, 2017 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