

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

May 16, 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

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

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. Director Williams made a Motion to accept the Agenda, with Director Jennifer Waller 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 Jennifer Waller made a Motion to approve the Minutes from April 18, 2018; with Director Williams seconding said Motion. The Minutes were unanimously approved and signed.

Election: Before stepping down from the Board, President Winterer thanked the Board for all their work over the past 4 years and stated that he had 2 goals when he assumed the presidency. His first goal was to make the District financially stable and that has been accomplished. His second goal was to extend the water lines to Trout Haven and he is pleased that the District is in the planning stages for that. President Winterer recommended that Jennifer Waller be elected as the President.

Director Compensation: The Manager asked the new Board members if they would be taking the \$100 per meeting compensation. All stated that they would accept the compensation.

Oaths of Office: The Manager provided the new Board members: Ken Springer, Jennifer Waller and Craig Waller with the Oaths of Office and Certificates. The new Board members read the oath aloud and signed the Oaths.

Officers:

President: Director Springer made a Motion to elect Jennifer Waller as President, with Director McBride seconding said Motion. Jennifer Waller was unanimously approved as President.

Secretary: Director McBride made a Motion to elect Ken Springer as Secretary; with Director Craig Waller seconding said Motion. Ken Springer was unanimously approved as Secretary.

Treasurer: Secretary Springer stated that he believed it was important to rotate officers and made a Motion to appoint Director Craig Waller to the position of Treasurer. Director Williams questioned appointing a new Treasurer as it takes time to learn the process and she expressed concerns about Jennifer and Craig Waller holding both the Presidency and the Treasurer position. The Manager asked Clay Brown if there was any Statute against this and he replied there was not. President Waller seconded said Motion. With Secretary Springer, Director Craig Waller and President Waller voting, Craig Waller was elected as Treasurer. Directors McBride and Williams voted no.

CIP Update: Adam Sommers provided the Board with a chart summarizing the 3 projects. (Arabian Acres Distribution & Treatment Funding dated May 16, 2018.) The projects consist of: Group 1: *Potable Water Automatic Meter Reading System* = \$389,817; Group 2: *Distribution & Treatment Improvements* = \$6,819,971; Group 3: *Trout Haven Extension* = \$3,754,985.

**Group 1** is the smart meters that will be submitted to the Department of Natural Resources. The loan application is 90% complete. Mr. Sommers met with the gate keeper of the project. This loan is not locked in yet and is a 10 year loan. The District can retroactively submit previous expenses.

Mr. Sommers will request that the Board review this project and funding in June as the Conservation Board meets in July. In August the District will submit for 50% grant funds through DOLA Energy Impact Assistance Fund (EIAF).

Director McBride made a Motion to authorize the loan application; with Director Williams seconding said Motion. It was unanimously approved and signed.

Mr. Brown discussed how this project would benefit the District as it will create additional revenue and also capture water loss in the service lines. Mr. Brown stated that as meters age, they slow down and read lower usage. Due to not having a valid way to measure water loss, that will assist homeowners in repairing leaks; and thus the District will need to produce less water. Also, there will be no need for re-reads by the ORC. All meters can be read in ½ hour vs. 11 hours or more by Mr. Willow. It is estimated that it will take 4 hours per meter to install.

Mr. Willow estimated having 4 crews and communicating with the customers. Ms. Bertrand will send out letters and emails informing the customers of the process and timeline for the meter installation. Mr. Brown recommended posting this project on the

website. He also mentioned having an open house with food where people meet the contractor and team.

**Group 2** is in process and a meeting is scheduled for May 29<sup>th</sup> with CDPHE and other grant funding agencies. Mr. Sommers will present the engineering in detail and Ms. Bertrand will discuss the financial position of the District and the ability of the District to pay for capital projects.

Mr. Brown stated that once the District knows its financing options that a timeline will be developed. Mr. Brown also stated that the District should seek the maximum \$3,000,000 and that will cover all design, engineering, etc.

**Group 3** consists of extending the line to Trout Haven properties. Trout Haven pays property taxes to AAMD but has yet to receive water services. Mr. Brown stated that a meeting with Trout Haven was imperative to insure they understand what is involved and the cost associated with connecting to District water vs. wells. Because only Trout Haven residents would benefit from the extension, they would pay for this project.

Mr. Brown stated that he performed a draft credit report and as of now AAMD does not qualify as a disadvantaged community. He recommends preparing a business case and stated that DOLA would assist with that. Mr. Brown requested Board approval to authorize DOLA to use data other than census data in order to be recognized as a disadvantaged community. Director McBride made a Motion to authorize DOLA to use other data and prepare a business cases if needed; with Treasurer Waller seconding said Motion. It was unanimously approved.

Mr. Brown stated that it would be advisable to hold a pre-planning meeting regarding reaching out to Trout Haven property owners. Ms. Bertrand will send out an email regarding scheduling the meeting.

The Manager stated that she has started getting mailing addresses from the Teller Assessor's office as many lots in Trout Haven are vacant land. The Trout Haven President will also be contacted when a meeting is set up for Trout Haven.

The AA POA has a meeting scheduled for June 2<sup>nd</sup>. However, that date may be too early as the Manager, Engineer and Mr. Brown are meeting with CDPHE on May 29<sup>th</sup>.

## **OPERATORS REPORT**

Mr. Willow presented the ORC Report. He has not yet met with Gavin Brown regarding Reservoir #2. Mr. Willow will be performing GUIDI testing as it is due by the end of the year. Mr. Willow is posting 4 48-hour shut off notices.

Mr. Willow asked about getting a credit card to use for AAMD purchases. The Manager stated she will contact Key Bank about getting him one and asked if \$500 credit limit would be sufficient. He stated it would be.

## **MANAGER'S REPORT**

The Manager got the remainder of signatures from the Board for Key Bank and ColoTrust.

Ms. Bertrand informed the Board that the Bond payment of \$29,875.25 is scheduled to be wired from ColoTrust to Zions on May 21, 2018.

The Manager informed the Board that 54 Sensus meters were compatible with the new meter reading system, but that the majority of the cost would be for excavation and installation.

The Manager stated that the District had received up to \$1,207.09 matching funds from Colorado Special District Property & Liability Pool for safety and loss prevention purchases. The ORC will provide the Board with suggestion from the [www.csdpool/group\\_purchase.php](http://www.csdpool/group_purchase.php).

The Manager informed the Board that a SDA Regional Workshop was being held in Fountain on June 11<sup>th</sup> from 8-12:15. The cost is \$30 for members. She asked the Board if they would be interested in covering the cost for the Board to attend, and if so, who would be interested. President Waller made a Motion to approve paying for Board members to attend, with Secretary Springer seconding said Motion. It was unanimously approved, and President Waller and Secretary Springer requested that the Manager sign them up. Treasurer Waller and Director Williams are checking their schedules and will let the Manager know if they can attend.

Former President Winterer closed the Park State Bank account and provided supporting documentation and a check to the Manager. The Manager will deposit the funds into ColoTrust.

The Manager stated that Sandra Ohle did not yet submit the tap application for 22/50/60 Gerka Lane. She had previously responded in a May 2, 2018 email to the Manager that she would complete the form. Mr. Willow will not begin work on the tap until the application and \$8,000 check have been received.

## **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). Director Williams made a Motion to accept the unaudited financials; with Director McBride 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 7:18 p.m. with Treasurer Williams seconding said Motion. The meeting was adjourned.

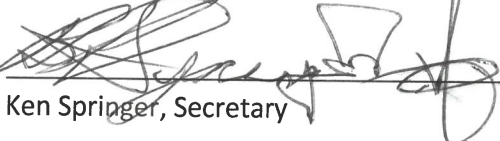
The next Regular meeting is scheduled for **Wednesday, June 20, 2018 at 5:30 p.m. at Woodland Country Lodge, 730 Country Drive, Woodland Park, Colorado, 80863.**

Respectfully submitted,  
Judy Bertrand, District Manager: Secretary

**THESE MINUTES APPROVED AS THE OFFICIAL MAY 16, 2018 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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Ken Springer, Secretary

  
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Jennifer Waller, President

  
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Craig Waller, Treasurer

  
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Betty Williams, Director