

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

May 17, 2017: 5:30 P.M. at

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

ATTENDEES

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

Others present: Judy Bertrand, Metropolitan District Management
 Lynn Willow, AAMD Water ORC
 Clay Brown, Regional Director DOLA

Members of the Public: See attached list

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: President Winterer called the meeting to order at 6:01 p.m. and a quorum was noted.

Secretary Seaman 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: The Board was provided with the Minutes from April 19, 2017. Treasurer Williams made a Motion to approve; with Director McBride seconding said Motion. The Minutes were unanimously approved.

Oath of Office-Jennifer McDowell: Ms. McDowell had been vetted by the District Manager and was found to meet the requirements for a Board of Director position; which had been approved contingent upon the findings. Ms. Bertrand provided the Oath of Office, which Ms. McDowell read and signed. The Manager provided her with a Notice of Appointment Certificate and a copy of the Oath of Office.

Ms. McDowell asked about attending a SDA water workshop at a cost of \$30. Secretary Seaman made a Motion to approve paying for any Board member who wanted to attend; with Treasurer Williams seconding said Motion. It was unanimously approved.

OPERATORS REPORT

Secretary Seaman asked Mr. Willow when the O&M had last been updated. Mr. Willow stated that it was done in 2009 with the assistance of JDS Hydro. Secretary Seaman

asked Mr. Brown whether an O&M Manual was required for grants and he stated it was not. The Manager stated she could provide the O&M Manual as a Word document to Mr. Willow and Secretary Seaman for modifications.

The ORC presented his report and stated Well 3 is off as there was cloudiness but we don't need it for Memorial Day.

Mr. Willow stated that we needed to schedule prairie dog extermination. Secretary Seaman made a Motion to authorize the work, with Treasurer Williams seconding said Motion. It was unanimously approved.

Mr. Willow requested approval to perform the fire mitigation with Tiptop Tree on AAMD property. Secretary Seaman made a Motion to approve expenditures for fire mitigation up to \$3,000; with Director McBride seconding said Motion. It was unanimously approved.

MANAGER'S REPORT

The Manager requested authorization to move \$20,000 from Key Bank into the ColoTrust Capital Fund and \$8,500 from Key Bank into the Park State Fund to pay bills. Treasurer Williams made a Motion to authorize the transfers; with Secretary Seaman seconding said Motion. The transfers were unanimously approved.

The Manager requested authorization to transfer \$31,032 from ColoTrust General Fund to Zion's Bank for payment of one-half of the interest payment due on June 1. Director McBride made a Motion to authorize ½ of the interest payment to Zions; with Secretary Seaman seconding said Motion. It was unanimously authorized.

The Board discussed scheduling the Fire Mitigation on AAMD property. Mr. Willow stated that the tree trimming bid came in at \$1,075. He was instructed to schedule and obtain the invoice for payment.

The Manager stated that the AAMD 2016 Audit was scheduled to begin on May 29th.

Ms. Bertrand also mentioned that a House Bill had passed raising the Board compensation from \$100 per meeting up to \$1,600 per year to \$200 per meeting up to \$2,400 per year.

FINANCIAL REPORT

Claims: The Manager presented the claims and Director McBride 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 Treasurer Williams seconding said Motion. The Financial Reports were unanimously accepted.

Debt & ColoTrust Spreadsheet: The Manager presented the remaining amount of debt payments for the year; along with the detail behind the funds available in ColoTrust.

**DISCUSSION WITH CLAY BROWN
RE. CAPITAL PROJECTS**

Mr. Brown discussed how often Boards do not look at the overall system and ROI (Return on Investment) and instead create a Christmas list. He discussed developing, with the assistance of an Engineer, a long term Strategic Plan. Mr. Brown stated that AAMD doesn't have the users to spread the cost, but that we can leverage grants and loans to achieve our goals.

Mr. Brown has read our PER (prepared by Adam Summers of AquaWorks) and stated that Mr. Summers had performed as the Engineer for Florissant. Mr. Brown stated AquaWorks had a good reputation in the Special District and municipality community.

By hiring an engineering firm, we can use their data to prepare a capital plan. AAMD does not know the value of our system or where we are in the useful life of the system. Mr. Brown stated that before we start chasing money we need to determine what we actual need from a priority standpoint.

President Winterer stated that we may have water loss from older meters not registering usage correctly. He also stated that we need to move the meters to the curb stops. Mr. Brown said that could help, but we need information on whether the lines are too small or too old as well. Mr. Brown said we need engineering help to marry up ways to pay for the improvements selected as priorities.

Mr. Brown said that he will help us find funding and that we can do several things at one time. But that the next step was hiring an engineer and that the Manager and he will work with whoever we hire. Treasurer Williams stated that she agreed that we need to find out what we have before trying to decide what we are going to do next.

Mr. Brown discussed obtaining small grants to help with asset inventory and creating a road map of lines.

PUBLIC COMMENT

N/A

ADJOURNMENT

Secretary Seaman made a Motion to adjourn the meeting at 6:35 p.m. with Treasurer Williams seconding said Motion. The meeting was adjourned.

The next Regular meeting is scheduled for June 21, 2017 at 5:30 p.m. at Shining Mountain Golf Course, 100 Shining Mountain Lane, Woodland Park, Colorado.

Respectfully submitted,
Judy Bertrand, District Manager: Secretary

**THESE MINUTES APPROVED AS THE OFFICIAL MAY 17, 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 (Eric) Winterer, President