

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

November 18, 2015: 6:00 P.M.

Police Department, 911 Tamarac Parkway
Woodland Park, Colorado

ATTENDEES

Directors present: Wade Holder, Treasurer
Rebecca Seaman, Secretary
Betty Williams, Director
Robert (Elric) Winterer, President

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

Members of the Public: See attached list

**ADMINISTRATIVE
MATTERS**

Attendance and Agenda: The meeting was called to order by President Winterer at 6:00 pm and a quorum was noted. The Board did not excuse David Belfiore at this time; however, the Manager stated she had received a call from him the previous day and had not had an opportunity to call him back. She believed he may have called to inform her he would be unable to attend. The Agenda was unanimously approved by the Board.

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. President Winterer requested the Board members to disclose any conflicts of interest. There were no conflicts.

Minutes: Secretary Seaman made a Motion to approve the Minutes from October 21, 2015; with Director Williams seconding said Motion. The Minutes were unanimously approved; with Director Holder abstaining due to not being in attendance at that meeting.

PUBLIC COMMENT

Homeowner Erin Emery addressed the Board regarding the balance on her account. Due to the fact that Ms. Emery had recently purchased the property at 189 Tidi Road, Director Williams made a Motion to waive the late fees; with Secretary Seaman seconding said Motion. The Board unanimously approved waiving these fees. Ms. Emery committed to making the payment in full within 30 days.

Homeowner Renee Trichell addressed the Board regarding having spoken with Kendra at SDMS to set up additional payments. Ms. Trichell had paid \$350 to have the meter replaced and it was determined that the meter was reading correctly. Water Operator, Mr. Willow stated that the usage averaged around 9,000-13,000 gallons every 2 months. As the Trichell's had paid inconsistently and had not even paid the supplement fee each

month, the Board was unwilling to adjust the bill. However, this account had been charged fees above the \$15 per month by SDMS and Ms. Trichell was advised to send these invoices to the District Manager for review and possible adjustment to the late fees.

Marilyn Callan read a letter (which is made part of these Minutes) regarding providing a copy of the SDA Manual to the public library for taxpayers and homeowners to reference if desired.

Edith Coffman requested that Secretary Seaman provide the legal invoice she had previously referenced. Secretary Seaman said she believes she has a copy of the invoice.

OPERATORS REPORT

Mr. Willow stated he would attend a Backflow Prevention Regulation seminar in Denver on 11-24-15. The Board approved paying for Mr. Willows time to attend.

Mr. Willow stated he would provide serial numbers to MDM for the equipment recently purchased.

MANAGER'S REPORT

The Manager requested retroactive approval to transfer \$17,000 from Key Bank to Park State Bank to cover October claims. Treasurer Holder made a Motion to approve the transfer; with Director Williams seconding said Motion. The Board unanimously approved.

The Minutes from the September 2, 2015 Budget Work Session Special Meeting were provided to the Board. The Board will table this issue until the December Board meeting.

Carmen Barker presented an update on the liens which had decreased from an original 11 down to 5. Secretary Seaman made a Motion to file liens on all accounts except for Ms. Emery (a new owner) who will pay in full. Treasurer Holder seconded said Motion and the Board unanimously approved.

Ms. Barker stated that with Lynn Willows' help she got the 177-page small communities CDPHE Grant submitted and that AAMD had good scores. She found an additional \$166,000 of in-kind expenditures that will apply toward the Grant. The District has applied for \$850,000 and that Mr. Willows operator reports helped; that our debt to income ratio is high and that the Grant focuses on needing meters, storage tank, 2 new wells and meter pits. The focus was on being 'shovel-ready'. The grants granted will be known on January 16, 2016.

The Board directed the Manager to send a \$250 invoice to Mr. Martin for the Abandonment of Tap fee, at which point the balance on this account will be credited.

Treasurer Holder made a Motion to credit the \$250 Abandonment of Tap fee to Elizabeth Douglass as she had been making monthly payments of \$160. Secretary Seaman seconded said Motion and it was unanimously approved.

FINANCIAL MATTERS

Claims/Accounts Payable for November 2015: Treasurer Holder made a Motion to accept the claims; with Secretary Seaman seconding. The Board unanimously approved.

The Manager presented the unaudited financials; including a Draft Balance Sheet and Income Statement. The Board accepted the financial statements.

The Manager stated that the bond payment had been transferred from ColoTrust to Zion's Bank in order to make the bond payment by December 1, 2015.

2016 Budget:

Director Williams made a Motion to approve the 2016 Budget, with Secretary Seaman seconding said Motion. The Board unanimously approved the budget through Resolution.

Director Williams made a Motion to approve the Resolution to set the mill levies; with Secretary Seaman seconding said Motion. The Board unanimously approved the Resolution.

Treasurer Holder made a Motion to approve the Resolution to appropriate sums of money; with Secretary Seaman seconding said Motion. The Board unanimously approved the Resolution.

NEW BUSINESS

It was noted that former Manager Terry Malcolm will be sentenced at 9:00 a.m. on November 30, 2015 at the Court House, Division 9.

The Board requested that the Water Operator contract be included on the Agenda for December and asked Ms. Barker to review the contract prior to the meeting. The Board also wanted a discussion on the former attorney's exclusion charges on next month's agenda.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion by Secretary Seaman; seconded by Director Williams, and upon unanimous vote, the meeting was adjourned at 8:42 p.m.

The next regular meeting is scheduled for December 16, 2015 at 6:00 p.m. at Police Department, 911 Tamarac Parkway, Woodland Park, Colorado

Respectfully submitted,

Judy Bertrand, District Manager: Secretary

THESE MINUTES APPROVED AS THE OFFICIAL NOVEMBER 18, 2015 MINUTES OF ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS.

(Signed copy in possession of the District Manager)

David Belfiore, Director

Wade Holder, Treasurer

Rebecca Seaman, Secretary

Betty Williams, Director

Robert (Elric) Winterer, President