

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

September 21, 2016: 6:00 P.M. at

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

**ATTENDEES**

Directors present:      Kalvin McBride, Director  
                                  Rebecca Seaman, Secretary  
                                  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 6:00 p.m. and a quorum was noted. Secretary Seaman made a Motion to excuse Treasurer Williams; with Director McBride seconding said Motion. Treasurer Williams was unanimously excused.

Secretary Seaman made a Motion to accept the Agenda; with Director McBride seconding. 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 Minutes from the August 17, 2016 Board meeting were approved with the change of a typo in the Attendance and Agenda section; with Director McBride making the Motion and Secretary Seaman seconding. The Minutes were unanimously approved.

POA use of District Property: The District Manager provide the Board with the POA Use Lease. Secretary Seaman made a Motion to approve and sign the POA agreement; with Director McBride seconding. The Agreement was unanimously approved and President Winterer signed the document. The Manager will send to Greg Morales, POA President for his signature and bill the POA for the attorney's time to prepare.

There was discussion as to whether the POA was aware of Teller County's maximum size of a storage unit. President Winterer stated he believed it was 10x12.

**OPERATORS REPORT**

Mr. Willow presented the Operators Report and stated that on October 3 or 4 that the excavator will begin work on metering Well #2.

He also discussed that Adam Fielder had a Conex for storage should the District be interested and was asking \$2,400 to \$2,500.

Secretary Seaman asked why the District couldn't install master meters. Mr. Willow said they had installed some in February or March and those numbers are exact. She is concerned that we are losing 30% of the water and questions where that water is going. Mr. Willow stated that the water wasn't being lost but that with the age of some of the meters we may be losing water revenue by not billing the accurate amounts used.

The Manager mentioned that this problem could be resolved through the installation of Sensus meters at the curb stop and software to read meters via drive by. Mr. Willow mentioned this is what is used by Highland Lakes; who received a grant for this installation, but there was a water quality issue that they qualified for. Dana Kepner is the source for Sensus. Mr. Willow asked if the Board would want Tim at Dana Kepner to come and present at the next Board meeting. President Winterer said to invite him but to keep the presentation at 10 minutes due to it being the Public 2017 Budget discussion.

Mr. Willow discussed the water tank and said that it should be drained and recoated. The problem is that the District would be without water during that period and he would need to purchase water to refill the tank.

Mr. Willow said that not all water that is pumped goes to the tank and some is used by homeowners prior to it getting to the tank. He did confirm that all water that leaves the building is treated with chlorine for 30 minutes.

The ORC stated that Adam Fielder has been a great help and even performed some shut offs in September. He asked about possible compensation for Mr. Fielder. The Board asked for some type of time sheet or documentation showing what Mr. Fielder works on and the time given to the District. The Board requested that Mr. Willow keep track of this and include it in the ORC Report going forward.

Secretary Seaman asked the Manager to provide the number of gallons of production vs. billed for the next meeting.

## **MANAGER'S REPORT**

The Manager provided the Manager's Report and provided a Letter to the Homeowners for the website stating that the bond reserve was now fully funded. There were some modifications to the letter and she will provide it at the next Board meeting.

The Manager provided the Board with the DOLA grant application form.

The Manager asked the Board to consider opening a separate account for capital improvements and stated that the 2017 Budget would include a Capital Improvement Fund.

The Manager asked for Board approval to make the bond payment that is due in December. As the funds are available, this would lower the outstanding balance by paying now as the funds are available in ColoTrust. Secretary Seaman made a Motion to pay the bond if Zion's allows for early payments; with Director McBride seconding. The Motion to pay the bond early was unanimously approved.

The Manager requested retroactive approval for the \$15,000 transfer from Key Bank to Park State in order to pay the claims. Director McBride made a Motion to approve the transfer; with Secretary Seaman seconding said Motion. It was unanimously approved.

Craig Baker Water Tap: The Manager stated that the District had still not received the Tap Application that was sent to Mr. Baker numerous times since February 22, 2016. She stated they had received the \$7,200 payment in June. President Winterer informed Mr. Baker that the Tap Application should be received by Friday, September 23, 2016. Mr. Baker asked if Mr. Willow was available on September 29<sup>th</sup> and Mr. Willow said he needs to talk with Rusty, the Excavator. Mr. Baker said he would have Rusty call Mr. Willow.

CF: The Manager stated that the homeowner who had previously contacted MDM 40 times in a 10-day period a few months ago has begun emailing and calling again. MDM had been contacted 5 times in a 24-hour period on September 12-13 about whether this homeowner's check had cleared. The Manager informed this customer that she would be charged \$25 per call or email exceeding 2 a month. The Manager stated that she personally had approximately 175 emails from this homeowner and that this did not include the number of emails received by her Accountant. The Manager also stated that MDM receives 4-5 calls from her per month about whether her check has cleared and that the cost to MDM for these contacts (if they take 5 minutes per contact) had already cost MDM over \$500 due to this homeowner. The Board acknowledged that this homeowner could be charged due to excessive contacts with the Management firm.

## **FINANCIAL MATTERS**

Claims: The Manager presented the claims and Secretary Seaman made a Motion to approve; with Director McBride 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.

## **PUBLIC COMMENT**

Sandy Zuniga stated she would like to see "Vacant" including on the Agenda under Board members. The Board stated they would ask MDM to include this on the September water bill. She also said the website hadn't been updated, but the Board stated that the Manager had requested that Minutes and Agenda be uploaded.

**ADJOURNMENT**

Director McBride made a Motion to adjourn the meeting at 8:12 p.m. with Secretary Seaman seconding. The meeting was adjourned.

The next regular meeting is scheduled for October 19, 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 SEPTEMBER 21, 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