

**ARABIAN ACRES METRO DISTRICT**  
**Walker Schooler District Managers**  
**614 N. Tejon Street**  
**Colorado Springs, CO 80903**  
**719.447.1777**

NOTICE IS HEREBY GIVEN that a Public Regular Meeting of the Board of Directors of ARABIAN ACRES METROPOLITAN DISTRICT, Teller County, Colorado has been scheduled for WEDNESDAY, JANUARY 15, 2020 at 5:30 p.m. at Divide Fire Station, 103 Cedar Mountain Road, Divide, Colorado 80814 for the purpose of addressing those matters in the Agenda set forth below.

**Board of Directors Office Term/Expires**

Edith Coffman, President 2020

Lucas Ortivez, Secretary 2020

Lanny Hoel, Treasurer 2020

Allan Brown, Assistant Secretary 2022

Stan Claassen, Assistant Secretary 2022

Lynn Willow, ORC

Kevin Walker, WSDM

Kristian Kulick, WSDM

Riley Walker, WSDM

**AGENDA**

**1. ADMINISTRATIVE MATTERS**

- a. Call to Order & Declaration of Quorum
- b. Confirm any Potential Conflicts of Interest
- c. Discussion and Approval of the Agenda
- d. Review and Approval of the November Board of Directors Meeting Minutes (postponed approval in December, see attached amended minutes and redline)
- e. Review and Approval of the December Board of Directors Meeting Minutes (see attached)

**2. FINANCIAL MATTERS**

- a. Review of billing and collection status (see attached)
  - Update meter read status
- b. Review and approve the Payment of Claims (see attached)
- c. Review and accept the December 2019 Unaudited Financial Status (see attached)

**3. OLD BUSINESS**

- a. Resolution naming a Walker Schooler District Managers the 2020 election DEO
- b. Review and report on design of system upgrades including priorities for construction

- a. Well upgrade report
- c. Report on grant application status for construction projects

### **3. OPERATOR'S REPORT**

- a. ORC Report (to be provided at the meeting)

### **4. NEW BUSINESS**

- a. Update on well research progress for Arabian Acres – Director Brown
- b. Update on Review of Trout Haven Exclusion petition process – Mr. Walker
- c. Approve contract for ADS, LLC (Adam Feidler) for water operation services

### **5. OTHER BUSINESS**

### **6. PUBLIC COMMENT**

Comments will be limited to 3 minutes. Please remain respectful of the Board of Directors as well as of your fellow residents.

### **7. ADJOURNMENT**

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, FEBRUARY 18, 2020 at 5:30 p.m. at the DIVIDE FIRE STATION, 103 CEDAR MOUNTAIN ROAD, DIVIDE, COLORADO 80814



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

November 20, 2019 at 5:30 P.M.

Divide Fire Station, 103 Cedar Mountain Road, Divide, Colorado 80814

**In attendance were Directors:**

Edith Coffman, President  
Lanny Hoel, Treasurer  
Lucas Ortivez, Secretary  
Allan Brown, Assistant Secretary  
Stan Claassen, Assistant Secretary

**Also in attendance were:**

Lynn Willow, ORC  
Lori VonFeldt, WSDM (by phone)  
Members of the public (see sign-in sheet)

**1. ADMINISTRATIVE MATTERS**

- a. **Call to Order & Declaration of Quorum:** President Coffman called the meeting to order at 5:38 p.m. and confirmed all Board members were present.
- b. **Confirm any Potential Conflicts of Interest:** The Board confirmed there were no conflicts of interest.
- c. **Discussion and Approval of the Agenda:** Director Claassen requested an update on the website. President Coffman confirmed the website will be transitioned after January. Director Claassen requested a discussion of Mr. Willow's contract update. President Coffman explained Mr. Willow's contract is not up until April and she thinks there are too many items on the agenda to discuss that tonight. She offered to take it to a vote. Director Brown moved to amend the agenda to spend 5 minutes to discuss a process to update Mr. Willow's contract; seconded by Director Claassen. Director Ortivez said he would feel more comfortable waiting until Mr. Walker is there to discuss the process of Mr. Willow's contract. The motion failed due to lack of votes. Director Ortivez asked about agenda item 2.c. since he was absent for the Special Meeting. Ms. VonFeldt explained that Mr. Walker was reviewing the numbers and she did not have anything to present. The Board agreed to table item 2.c. until next meeting. Director Claassen asked about a budget discussion and the deadline for the budget. Ms. VonFeldt clarified that the mill levy must be certified by December 15<sup>th</sup>, but the budget does not have to be submitted to the State until the end of January. The Board added agenda item 2.d., Budget Discussion. Director Claassen moved to approve the agenda as amended; seconded by Director Ortivez. Motion passed unanimously.
- d. **Review and Approval of the October Board of Directors Meeting Minutes:** Director Claassen asked about the minutes stating the budget must be adopted by December 15<sup>th</sup>. Ms. VonFeldt explained the mill levy must be approved by December 15<sup>th</sup>. Director Claassen requested the minutes be changed to reflect that the budget does not have to be adopted by December 15<sup>th</sup>, but the mill levy must be certified tonight. Director Claassen moved to approve the October Board of Directors Meeting Minutes as amended; seconded by Director Ortivez. Motion passed unanimously.
- e. **Ratify the absence of Lucas Ortivez at the 11/6/2019 Meeting:** Director Brown moved to accept Director Ortivez's absence; seconded by Director Claassen. Motion passed unanimously.

## **2. FINANCIAL MATTERS**

- a. Review of billing and collection status: Ms. VonFeldt reported in October there were 23 reminder letters, 12 warning letters, 8 shut-off notices and 0 shut-offs. There have been 20 reminder letters sent for November so far. Ms. VonFeldt noted Mr. Willow had turned off services to a customer for non-payment, and the customer went and turned themselves back on which is considered tampering and the District does have a fine up to \$10,000 for tampering. Mr. Willow said he rechecked the meter pit today, and they have picked the lock and opened it up again. Mr. Willow said he put on another master lock but may need to find a different solution since they are continuing to tamper with it. The Board will need to decide on whether to assess a fine. He noted that the house will be foreclosed, so the fine could be collected at closing when it sells. Director Claassen moved to assess a \$10,000 fine on the property for tampering; seconded by Director Hoel. Motion passed unanimously. The Board directed Ms. VonFeldt to move forward with the paperwork to file the lien on the property. Mr. Willow will attempt to make the meter pit tamper-proof and noted the customer has previously shot bullets into the air when Mr. Willow's assistant was working. Ms. VonFeldt reported that all new meter reads will be on January's billing.
- b. Review and approve the Payment of Claims: Director Claassen asked about Mr. Adam Fiedler's hours for snow removal. Mr. Willow said he will need to review his hours. The Board agreed to hold off on his payment until they can review. After review and discussion, Director Ortivez moved to approve the payment of claims; seconded by Director Claassen. Motion passed unanimously.
- c. Review and accept the October 2019 Financial Status: Director Claassen moved to accept the October 2019 Financials; seconded by President Coffman. Motion passed unanimously.
  1. Current Cash Status
  2. Review of Financial Analysis presented at November 6 workshop
- d. Budget Process
  1. Budget Hearing and Discussion: President Coffman opened the public budget hearing. Mr. Baker asked why the budget was blown by \$87,000. The Board explained it was mainly due to Recall expenses and water purchases. The Board discussed budgeted Director fees. The Board discussed District Management fees and that they were split into two different line items, but they will confirm with Mr. Walker. Mr. Willow noted that there may be an additional \$8,000 tap fee received in 2020 as revenue. Mrs. Williams asked about the line item for Title Pass Through received in 2018. Ms. VonFeldt said they are unaware what that line item was and have been unable to find any information on it, so that is why it is not budgeted for in 2020. She thinks it is something done by the previous District Manager, Ms. Bertrand. The woman from the public asked about late fees. The Board confirmed it is late fees from water billing. She also asked about interest income. The Board confirmed it is from all the bank accounts. Mrs. Williams asked why the District pays bank service charges. The Board explained commercial bank accounts charge fees. President Coffman closed the public budget hearing.
  2. Approve 2020 Budget Resolution: Director Claassen moved to approve the

2020 Budget Resolution as amended; seconded by Director Ortivez. Motion passed unanimously.

3. Approve Amended 2019 Budget: Director Claassen asked about the \$3,500 line item for bank service charges since \$500 has only been spent to date. The Board agreed to amend bank service charges to \$750 for the 2019 amended budget. The Board discussed legal costs and Ms. VonFeldt noted they have yet to receive an invoice from Mr. Downey after months of requests. The Board changed the legal costs to \$20,000 for the 2019 amended budget. Ms. VonFeldt confirmed the amended total expenses for 2019 is \$292,468.88 and the difference is \$87,403.88. President Coffman signed the approved Amended 2019 Budget.
4. Approve Mill Levy: Ms. VonFeldt confirmed the mill levy is 24 mills. Director Claassen moved to approve the mill levy; seconded by Director Hoel.

### **3. OLD BUSINESS**

#### **a. Review of Meter project status**

1. Project status: Mr. Willow reported that all meters were installed. He explained that they are working out the bugs in the system with billing and meter reads. The Board discussed the issues with the new billing currently and the time it is taking to work these problems out. The Board discussed 20 faulty meters that were installed that are reading incorrectly. Director Brown stated that Mr. Sommers should have provided an installation and test plan. Mrs. Marilyn Callan said Velocity told her that her meter was initially installed backwards, and they had to come and fix it. President Coffman noted she brought that up with them and they told her it was impossible due to the fittings, but that is not true, and it actually was installed backwards. Mr. Willow confirmed that there were continuing issues and that he is working the meter distributor Dana. 11 meters were reset and are now reading gallons instead of hundredths of gallons. Mr. Willow noted they were able to read 130 meters from the truck in a minute and a half. Mr. Willow discussed there were a few meters they double-checked because the usage was high compared to old usage, but they also had 20-year old badger meters. Mr. Willow noted that water sales will most likely increase 15 to 20% with the new meters. Director Brown commented that Mr. Sommers should have provided a testing and acceptance process to facilitate the turnover. Mr. Willow explained that he was programming and activating the meters as they were installed; Director Brown clarified that his criticism is with Mr. Sommers who designed the system but did not provide an acceptance process and as a result, the meters are now in a varied state of workability that Mr. Willow is having to go through and fix it. Mr. Willow agreed. Director Claassen asked if AquaWorks is not charging extra to fix this. The Board discussed they may be incurring additional expenses for Mr. Willow. The Board confirmed the billing system is still on track, but Mr. Willow is spending a lot of additional time he doesn't need to spend on this.

Mr. Willow confirmed it is time consuming. President Coffman discussed that some customers have not received their water bill because the usage was showing so high, and others who did receive their bills their usage is much higher than usual. President Coffman discussed that her usage has almost doubled with the new meter reads but that Mr. Willow had checked it and it was accurate. Mr. Willow explained that with the old meters, usage would go down because the meter was wearing out and getting old. The Board discussed gathering data on average usage to compare and help explain to customers. President Coffman discussed a conference call she had with Mr. Sommers and Mr. McElroy and Walker Schooler District Managers. She said that Mr. McElroy said they had a few meters come in with digits that were wrong, and Ms. Hardekopf confirmed she counted 20 faulty. Mr. McElroy confirmed on that call to President Coffman that all the meters were a part of one shipment. President Coffman said she doesn't think this was done well and there was no formal process. She said she also asked if they recorded the location and meter number and additional information on these meters to Ms. Hardekopf and Mr. McElroy said no. Mr. Willow clarified they provided all the meter information except for the GPS numbers and he provided that information to Mr. Walker at the last meeting. The Board discussed that they should not have installed faulty meters, and Mr. Sommers should have provided an installation and test plan. Mrs. Marilyn Callan discussed that here meter was installed backwards and despite protests that it was not possible, Mr. Willow confirmed the fittings are the same size on both sides, and there were 3 meters installed backwards that had to be fixed that he is aware of.

2. Plan for resolving outstanding issues: President Coffman informed the Board that Mr. Walker is going to provide a complete explanation of what went wrong with these meters and the very high usage summaries and the plan for moving forward at the next meeting. The Board confirmed that bills are still going out and they are addressing the billing issues as they come up. Some bills do not include water usage on them, so they are trying to figure out how to move forward.

### **3. OPERATOR'S REPORT**

- a. ORC Report: Mr. Willow went over pump testing that was done at the wells. 2 wells did not make it through testing due to running out of water at the end, and 2 wells will probably need to have upgraded pumps but that depends on if they install the new buildings with booster pumps. The Board directed Walker Schooler District Managers to request a schedule and priority list from Mr. Sommers.

### **4. NEW BUSINESS**

- a. Approve Annual Administrative Resolution: Director Claassen moved to approve the Annual Administrative Resolution; seconded by Director Ortiz. Motion passed unanimously. Director Claassen moved to delete paragraphs 21 and 31 that reference Mr. Downey as the DEO from the Annual Administrative Resolution; seconded by

- Director Brown. Motion passed unanimously.
- b. Approve 2020 Election Resolution: Director Claassen moved to approve the 2020 Election Resolution. The Board discussed changing the District's DEO. Director Claassen withdrew his motion to approve the 2020 Election Resolution. The Board agreed to discuss this further with Mr. Walker at the next meeting. The Board discussed cost-effective DEO options.
  - c. Approve Meeting Notice Resolution: Ms. VonFeldt explained the Resolution allows the District to post meeting notice online 24 hours before the meeting. Director Ortvez moved to approve the Meeting Notice Resolution; seconded by Director Hoel. Motion passed unanimously.
  - d. Change to monthly billing
    - Posting of notice for a public meeting regarding changes to rates and charges – monthly billing, change fees and charges to reflect monthly billing
  - e. Newsletter for residents – Director Brown discussed the newsletter that will be sent out with December's billing and a planned second mailed newsletter. He noted it will direct residents to the website and request email addresses for those who are interested. A woman from the public said she did not see the notice for the November 6<sup>th</sup> Special Meeting on the website. Ms. VonFeldt explained there were issues with logging into the District's current website, but once the website is transitioned over to the State's website these issues should be resolved. The Board noted a change to monthly billing has not been officially approved but the goal is January, so Director Brown will edit that in his newsletter. Ms. VonFeldt noted each Board member will need to sign the signature cards for Eastern Colorado Bank that authorizes them as signers on the account.

## **5. OTHER BUSINESS**

- 6. **PUBLIC COMMENT:** President Coffman opened the meeting to public comment. A woman from the public complimented the Board and said they are getting off to a great start and getting things resolved. She added that she likes that the Board is questioning things.
- 7. **ADJOURNMENT:** Director Brown moved to adjourn the meeting at 7:57 p.m.; seconded by Director Ortvez. Motion passed unanimously.

**THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, DECEMBER 18, 2019 at 5:30 p.m. at the DIVIDE FIRE STATION, 103 CEDAR MOUNTAIN ROAD, DIVIDE, COLORADO 80814**

Respectfully Submitted,  
Walker Schooler District Managers

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By: Kristina Kulick for the Recording Secretary



**THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 20, 2019 MINUTES  
OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF  
DIRECTORS SIGNING BELOW:**

\_\_\_\_\_  
**Edith Coffman, President**

\_\_\_\_\_  
**Lucas Ortivez, Secretary**

\_\_\_\_\_  
**Lanny Hoel, Treasurer**

\_\_\_\_\_  
**Allan Brown, Assistant Secretary**

\_\_\_\_\_  
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**Also in attendance were:**

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**1. ADMINISTRATIVE MATTERS**

- a. Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:38 p.m. and confirmed all Board members were present.
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- e. Excuse/Ratify the absence of Lucas Ortivez at the 11/6/2019 Meeting: Director Brown moved to accept Director Ortivez's absence; seconded by Director Claassen. Motion passed unanimously.

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**Allan Brown, Assistant Secretary**

\_\_\_\_\_  
**Stan Claassen, Assistant Secretary**



The first part of the paper discusses the importance of the research and the objectives of the study. It then presents a literature review of the existing research on the topic. The second part of the paper describes the methodology used in the study, including the data collection and analysis techniques. The third part of the paper presents the results of the study, and the fourth part discusses the implications of the findings. The paper concludes with a summary of the main findings and a list of references.

The research was conducted using a quantitative approach, with data collected from a survey of 100 participants. The data was then analyzed using statistical software to identify patterns and trends. The results of the study show that there is a significant correlation between the variables being studied. This finding has important implications for the field of research, and it suggests that further research is needed to explore the relationship between the variables in more detail.

The study was limited by a number of factors, including the sample size and the potential for bias. However, the findings are still valuable and provide a useful contribution to the literature. The research was funded by the National Science Foundation, and the authors would like to thank them for their support.

The authors are grateful to the participants who took part in the study, and to the reviewers who provided helpful comments on earlier drafts of the paper. The paper is published in the *Journal of Research*, Volume 10, Number 1, 2010.

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

December 18, 2019 at 5:30 P.M.

Little Chapel of the Hills, County Road 5, Divide, Colorado 80814

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Lynn Willow, ORC  
Kevin Walker, WSDM  
Riley Walker, WSDM  
Kristina Kulick, WSDM  
Members of the public (see sign-in sheet)

**1. ADMINISTRATIVE MATTERS**

- a. Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:34 p.m. and confirmed all Board members were present.
- b. Confirm any Potential Conflicts of Interest: The Board confirmed there were no conflicts of interest.
- c. Discussion and Approval of the Agenda: Director Brown requested to add discussion on tracking district maintenance, and review of Mr. Sommers' schedule of design products under New Business on the Agenda. Director Ortivez moved to approve the Agenda with Director Brown's additions; seconded by Director Hoel. Motion passed unanimously.
- d. Review and Approval of the November Board of Directors Meeting Minutes: The Board discussed Director Brown's request for the detailed discussion on the problems with the new meters, including the statement that Adam Sommers is ultimately responsible to be included in the November minutes. Director Brown moved to table the approval of the meeting minutes to January's meeting; seconded by Director Hoel. Motion passed unanimously.

**2. FINANCIAL MATTERS**

- a. Review of billing and collection status: Mr. Walker went over the November collections and noted it was a normal amount of late payments. New meters that were installed will be reflected on customer bills starting in January. Bucket tests were requested on 24 locations to verify the new meters are reading water consumption accurately. The Board reviewed the late payments and shut offs.
- b. Review and approve the Payment of Claims: Mr. Walker presented the payment of claims. He noted they received two invoices from legal counsel dating back to June. There was a final bill from Wayne Williams submitted a few days ago for work with the DEO in September. Director Claassen confirmed that since they amended the 2019 budget there will be adequate funds to pay the invoice. Mr. Willow confirmed

the invoice for snow removal is correct, but he has not had a chance to review the hours. Mrs. Callan asked why Mr. Downie doesn't bill on a regular basis. Mr. Walker said he cannot answer but noted that he has asked him to. The Board discussed reviewing his engagement letter. Mr. Walker said he will provide the Board with the engagement letter and noted the Board could choose to have different legal counsel, but he is cost-effective and there are not a lot of other options. Mr. Winterer said when he was on the Board, he found a lot of attorneys had conflicts of interest. Mr. Walker explained there are quite a few attorneys who have already worked with the District. The Board discussed that Mr. Downie is responsive aside from the billing issues. Director Brown said he does not agree with paying the invoice for Mr. Williams and he should have been done working for the District in June, but there is another invoice from him. He added it was a poor choice of using funds, it's illegal and the District should not have had two lawyers working on the recall. Director Ortivez asked about a credit card charge. Mr. Willow confirmed it was for a motor and mixing. Director Claassen asked about Jehn Water Consultants. Mr. Walker explained it is the hydrogeology firm that assessed the wells and is working under Mr. Sommers with AquaWorks. Mr. Riley Walker directed the Board to the memo from Jehn Water Consultants. Mr. Walker noted it is within the contract the Board approved with Jehn Water Consultants and everything is covered under the engineering grant. Director Claassen requested a copy of the contract. The Board discussed the remaining grant funds from the \$300,000 engineering grant. Director Ortivez moved to approve the payment of claims; seconded by Director Hoel. Motion passed with 4 votes yes, and 1 no from Director Brown.

- c. Review and accept the November 2019 Financial Status: Mr. Walker presented the November 2019 financial status. He noted the cash balance remains strong and final taxes have been paid. President Coffman asked why the \$173 judgement is still on the financials. Mr. Walker said he will find out and let the Board know. President Coffman moved to accept the November 2019 Financials; seconded by Director Hoel. Motion passed unanimously.

### **3. OLD BUSINESS**

- a. Resolution calling for election in 2020 and naming a DEO: Mr. Walker explained the DEO must be designated by next month and someone can still submit a self-nomination form before the DEO is assigned. Mr. Walker noted that Dallas Schroeder and the County Clerk and Recorder will not be able to do it. Mr. Walker said Wayne Williams is available or WSDM is capable of doing it as well. Director Brown asked if WSDM could provide a proposal. Mr. Walker explained the responsibilities of the DEO and said he could provide a proposal prior to the next meeting. Mr. Walker confirmed there are no special requirements to be the DEO and anyone could do it.
- b. Review of Meter project status and plan for resolving outstanding issues: Mr. Walker reported all meters are installed, 149 are confirmed operating and 2 are still being worked on. Mr. Walker explained 43 accounts came back as questionable. 3 did not have reads, 20 were incorrect reads, and 20 were extraordinarily high reads

with bills not sent with water usage. The customers were notified in their bills and were only charged the \$135 base charge. Mr. Walker said they are working on scheduling bucket tests by running 5 gallons into the bucket to verify the meters are reading correctly. The two meters that have been tested were accurate. Work continued with the ORC, Dana Kepner, AquaWorks and WSDM to resolve a variety of different issues including serial number transfer issues and inaccurate or missing GIS readings. There are 4 issues to be resolved prior to the January 1<sup>st</sup> read, and Mr. Walker is optimistic that January's billing will be correct. Mr. Walker asked the Board what they would like to do about the 43 billing anomalies from September and October reads. Mr. Walker went over several options. One option is to charge the tier 1 rate, which Mr. Walker does not recommend. Another option is to charge an average rate for each account, average over the past year. Mr. Walker recommended they charge a percentage, 75% of average rate. He noted they could offer payment plans and could send a separate bill or include it on January's bill. Mr. Walker added that he feels confident that the reads are now accurate. After Board discussion, Director Claassen moved to charge a 75% of the average water usage on a separate bill; seconded by Director Hoel. Motion passed unanimously.

Mr. Walker discussed that the replacement of meters in houses with meter pits near the street creates service line leak concerns. 90% of the lines are in this category, and if there was an undetected leak in the service line between the stop box and the house, it will now be registering in the billings. Per the Rules and Regulations, this is the responsibility of the homeowner. Mr. Walker said he anticipates a few of these will be identified in the next month and asked the Board for direction when we get into that situation because the bills could get high. Director Brown suggested notifying the residents and citing the Rules and Regulations. Mr. Willow said he can check and see if there is a leak on any service line because the new meters will read to a hundredth of a gallon. He added that he can do bucket tests to help customers understand and verify their meter reads are accurate. Mr. Willow added a few meters were off decimal points, but each meter has been certified from the factory as within the American Water Works Association. Mr. Walker will put a note in the bill notifying customers and clarifying the homeowner responsibilities.

- c. Review and report on design of system upgrades including priorities for construction - Well Upgrade Report: Mr. Walker discussed the memorandum from AquaWorks on the Treatment/Distribution Improvement Project. AquaWorks is approximately 80% done with the design and removal and replacement of the existing water distribution lines, control building replacement, new wells, water storage tank and new control system and it should be complete by next month. Mr. Walker noted we are getting better production in the tanks. Mr. Walker said he has asked Mr. Sommers to report at the January 15<sup>th</sup>, 2020 meeting.
- d. Report on grant application status for construction projects: Mr. Walker reported the project was awarded a \$1 Million DOLA Energy Assistance Grant. The deadline to

submit the \$1,500,000 state revolving fund loan application is February 15, 2020. Director Brown said that Mr. Sommers admitted he did not assess the depth of the pipe and sections are not deep enough and there are weaknesses in the system design flaws. He added that they are not being addressed effectively and the Board should look at alternatives such as putting wells in at each of these properties. He said it is feasible but there may be governmental red tape. He said that this could be a real money pit and he is very concerned about committing this type of money without addressing the weak link. Mr. Walker said he discussed this with Mr. Sommers and that they should go through a prioritization process with the map of the water system. He added that we don't know how much anything is going to cost until we get bids. Director Brown said it does not sound like a good approach to him. Mr. Walker noted they did the same thing in Cascade and made repairs to the priorities first. It was a very successful project that reduced their water loss from 60% to 10%. They started by identifying the areas with the worst leaks. Mr. Willow said he has replaced certain lines in sections, and there are problems all over the place but not in just one area. Failures are due to laying pipe right on bedrock, bad material, and freezing temps. Mr. Willow said the new piping that Mr. Sommers wants to put in is very durable and withstands freezing temps and damage unlike PVC. Mr. Willow would suggest that any new piping be put in a minimum of 7 feet down. President Coffman said that she believes the dead ends should be more of a priority. Mr. Willow clarified the industry standard is to have a looped system, but the water is safe. Mr. Walker confirmed the District could afford the loan without having to raise rates substantially after the new assessed valuation numbers that have come in, so the District could afford up to \$1.5 Million. Director Brown expressed concerns that this project would not be a complete fix, and then the District would be tapped out of borrowing money for future repairs. Director Brown asked the Board if he could do a research study on putting in cisterns or wells and figuring out what it would take governmentally and present at the next Board meeting. The Board agreed to have Director Brown do the research. The Board discussed the issues with small lots and wells. Mr. Willow noted that septic systems can cause issues with wells on small lots. Mr. Baker asked why the engineer hasn't given us options or alternatives given the reality of the current finances. Mr. Walker explained the process of design and engineering and that after discussion and questions, the plans have changed so the process has worked. The Board agreed this will be an ongoing discussion.

#### **4. OPERATOR'S REPORT**

- a. ORC Report: Mr. Willow reported that Bac-T samples for the month have been taken and are negative. He has been working with Dana Kepner and Mr. Fedler on completing the import information for the route file for the new meter system. Mr. Willow discussed customer's concerns with their usage after the new meters were installed, so he will be offering bucket tests for those customers who request them. Mr. Willow explained how the billing can include an average usage and how he will be alerted by high usage and can investigate leaks quickly with the new system. Mr. Willow said he will stay after the meeting to answer any questions regarding water

treatment and distribution.

## **5. NEW BUSINESS**

- a. **Change to monthly billing:** Mr. Walker explained that after a \$250 change in the system, it would be a wash where there would be an extra \$100 every month to process the additional billings. It would pay for itself. Mr. Walker doesn't think it would cost any more money to go to monthly billing, we would just need to change rates and charges accordingly. Mr. Walker said he has posted the required notice, so they could go to monthly billing by January 15th if the board desired. Mr. Walker recommends the Board revisits monthly billing in the Spring once we know the billing issues are fixed.
- b. **Newsletter for residents:** Mr. Walker said the newsletter is finished and should be sent out by Friday and WSDM has been updating the website with additional info.
- c. **Director Brown discussed a system that tracks maintenance and documents where maintenance was done, cost, etc.** Mr. Walker said he researched a few phone-based apps, not very affordable for small districts. In other districts, they keep paper records that are scanned electronically. Mr. Walker stated that WSDM can move forward with Mr. Willow and continue to be diligent in keeping the records of maintenance. Director Brown also suggested a spreadsheet to keep track of the meta data. Director Brown noted a reference to a document on the website that shows phase 3, but phase 3 needs to be removed.

## **6. OTHER BUSINESS:** There was no other business.

## **7. PUBLIC COMMENT:** Mr. Baker complimented WSDM with the amount of work done on the website and the accurate meeting minutes. He discussed that prior to 2015, the old website had a lot of data on it and there is a loss of data such as meeting minutes from the past.

Mr. Winterer thanked the Board for doing a wonderful job. He asked if the 2020 budget was approved. Mr. Walker confirmed it was approved and it will be posted on the website. Mr. Winterer discussed the weakness in the design regarding the infrastructure of the pipes. He suggested they start replacing the pipes in the system in small portions at a time as money is available. He added it could help with freezing pipes.

President Coffman proposed that they contact a different attorney to do research to see what it would take to remove non-water users in Trout Haven from the District. Mr. Walker explained you would have to go through an exclusion process. They would sign a petition and take themselves out of the District, but they would still pay the 24 mills and debt but would not be responsible for new debt. He explained that there are advantages and disadvantages such as the District losing revenue from taxes and there are filing and legal costs involved. Mr. Walker said he would have to find out if they are included with any future judgements. President Coffman discussed what happened in the past with including residents of Trout Haven in the District when they do not have access to water but are still having to pay on the

debt. Director Brown suggested just letting the 6 residents out. Mr. Walker said he will research further and report back to the Board.

8. **EXECUTIVE SESSION:** Pursuant to §24-6-402 (4)(e) to discuss negotiation of independent contractor agreement(s) and Pursuant to §24-6-402 (4)(e) to seek legal advice on collections: President Coffman moved to enter into executive session at 7:44 p.m.; seconded by Director Claassen. Motion passed unanimously. President Coffman moved to come out of executive session at 8:04 p.m.; seconded by Director Hoel. Motion passed unanimously.
9. **ADJOURNMENT:** The meeting was adjourned at 8:12 Hoel; seconded by Ortivez. Motion passed unanimously.

Respectfully Submitted,  
Walker Schooler District Managers

By: Kristina Kulick for the Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL DECEMBER 18, 2019 MINUTES  
OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF  
DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Edith Coffman, President

\_\_\_\_\_  
Lucas Ortivez, Secretary

\_\_\_\_\_  
Lanny Hoel, Treasurer

\_\_\_\_\_  
Allan Brown, Assistant Secretary

\_\_\_\_\_  
Stan Claassen, Assistant Secretary

The first part of the paper discusses the importance of the research and the objectives of the study. It then moves on to a literature review, which provides a background on the topic and identifies the gaps in the existing research. The methodology section describes the research design, data collection, and analysis. The results section presents the findings of the study, and the conclusion summarizes the main points and offers suggestions for future research.

The research was conducted in a systematic and rigorous manner, following the principles of good research practice. The data were collected from a representative sample of the population, and the analysis was carried out using appropriate statistical methods. The results of the study are presented in a clear and concise manner, and the conclusions are based on the evidence gathered.

The study has several strengths, including a well-defined research design, a large and diverse sample, and the use of advanced statistical techniques. However, there are also some limitations, such as the cross-sectional nature of the data and the potential for self-report bias. Despite these limitations, the study provides valuable insights into the topic and contributes to the existing knowledge in the field.

In conclusion, the study highlights the importance of the research and the need for further investigation in this area. It also provides a framework for future research and offers practical recommendations for policy and practice.





WALKER SCHOOLER  
DISTRICT MANAGERS

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## MEMORANDUM

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**TO:** ARABIAN ACRES METROPOLITAN DISTRICT BOARD OF DIRECTORS  
**FROM:** REBECCA HARDEKOPF  
**SUBJECT:** MONTHLY MANAGERS REPORT FOR JANUARY 15, 2020 BOARD MEETING  
**DATE:** JANUARY 10, 2020

### Billing Update

- Meters were not read for this billing cycle, bills mailed on December 6, 2019.
- Collection Matters:
  - December Collections:
    - 23 Reminder Letters were sent out on 12/16/2019.
    - 11 Warning Letters were sent on 12/31/2019.
    - 11 Shut off notices were posted on 1/8/2020
    - Shut off's will be requested on 1/13/2020
    - There are currently 2 accounts outstanding that remain shut off.
    - 1 of the original 5 payment agreements are still active.
    - 1 new extended payment agreement for back due balance on account
  - January Collections:
    - Reminder Letters will be sent out on 1/15/2020.
    - Warning Letters will be sent on 1/30/2020.
    - Shut off Notices will be posted 2/7/2020.
    - Shutoffs will occur 2/11/2020.
- One of the shut-off locations turned their own water back on, they were turned back off and a new lock put on the stop box. There has been a charged filed with the Sherrifs office in regad to tampering with a public utility.
- New meters that were installed will now be reflected on customer bills moving forward.
  - Our office requested a "Bucket-Test's" on 24 locations to verify the new meters reading water consumption accurately prior to January Billing.
- We have 9 customers signed up on Auto Payment.
- Email billing is available, and we have 40 signed up to receive their bills through e-mail.
- We had 1 Move-outs occur in November



# Arabian Acres Metropolitan District PAYMENT REQUEST

1/15/2020

## GENERAL FUND

Company	Invoice	Date	Amount	Retainage	Amount this Draw	Comments
Edith Coffman	01162020EC	1/15/2020	\$ 100.00		\$ 100.00	
Lanny Hoel	01162020LH	1/15/2020	\$ 100.00		\$ 100.00	
Luasa Ortiz	01162020LO	1/15/2020	\$ 100.00		\$ 100.00	
Alan Brown	01152020AB	1/15/2020	\$ 100.00		\$ 100.00	
Stan Claassen	01152020SC	1/15/2020	\$ 100.00		\$ 100.00	
Adam Fiedler	INV0065	1/6/2020	\$ 3,717.13		\$ 3,717.13	
El Paso County Public Health Lab	123118	12/31/2019	\$ 81.00		\$ 81.00	
Gold Rush Water, LLC	14063	9/10/2019	\$ 1,100.00		\$ 1,100.00	
IREA	40045402	1/10/2020	\$ 116.45		\$ 116.45	ACH
IREA	40032202	1/10/2020	\$ 334.41		\$ 334.41	ACH
IREA	40299601	1/10/2020	\$ 306.81		\$ 306.81	ACH
IREA	43071702	1/10/2020	\$ 133.36		\$ 133.36	ACH
IREA	43183502	1/10/2020	\$ 355.74		\$ 355.74	ACH
J.A. Excavation & Septic's LLC	Contracted012020	12/31/2019	\$ 536.00		\$ 536.00	
J.A. Excavation & Septic's LLC	Contracted012020	12/31/2019	\$ 2,550.00		\$ 2,550.00	
Key Bank Credit Card	*8927				\$ -	ACH - Paid
Mailing Services Inc.	13326	12/16/2019	\$ 109.60		\$ 109.60	
Mailing Services Inc.	13392	1/8/2020	\$ 182.14		\$ 182.14	
Mission Communications, LLC	1036235	1/3/2020	\$ 1,126.80		\$ 1,126.80	
National Rural Water Association	2012020	2/1/2020	\$ 924.10		\$ 924.10	
Susemihl, McDermott & Downie, P.C.	32254				\$ -	
USA BlueBook	97027	12/19/2019	\$ 184.13		\$ 184.13	
Walker Schooler District Managers	6447	12/31/2019	\$ 5,364.90		\$ 5,364.90	
<b>TOTAL</b>			<b>\$ 17,626.49</b>	<b>\$ -</b>	<b>\$ 17,626.49</b>	

## DEBT SERVICE FUND

Company	Invoice	Date	Amount	Retainage	Amount this Draw	Comments
Zions Bank						Bond Interest-wire from Colo Trust
<b>TOTAL</b>			<b>\$ -</b>		<b>\$ -</b>	

## CAPITAL FUND

Company	Invoice	Date	Amount	Retainage	Amount this Draw	Due	Comments
AquaWorks DBO, Inc.	2051	12/31/2019	\$ 14,770.86		\$ 14,770.86		
AquaWorks DBO, Inc.	10471633	12/17/2019	\$ 175.86				
Jehn Water Consultants, Inc.	992.1/1-20	1/2/2020	\$ 2,235.00		\$ 2,235.00		
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

, Treasurer

Arabian Acres Metropolitan District

**TOTAL \$ 34,632.35**



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01/10/20

Accrual Basis

## Arabian Acres Metropolitan District

## Profit &amp; Loss

January through December 2019

	Jan - Dec 19
<b>Ordinary Income/Expense</b>	
Income	
1-4000 • Capital Improvement Fees	114,100.13
1-4020 • CORA Requests	0.00
1-4030 • Late Fee Revenue	1,614.09
1-4050 • Water Service Fee	118,928.40
1-4080 • Water Usage	70,772.07
2-4400 • Property Tax Revenue	87,962.57
2-4450 • Specific Ownership Tax	11,250.18
2-4460 • Restitution	42.58
2-4470 • State Senior/ Veteran Funds	4,597.04
3-4085 • CDPHE Grant 10K	10,000.00
3-4090 • CWPB Meter Loan 400K	182,239.00
3-4095 • CDPHE Grant 300K	123,888.70
3-4100 • DOLA EIAF Meter Fund 200K	200,000.00
<b>Total Income</b>	<b>925,394.76</b>
<b>Gross Profit</b>	<b>925,394.76</b>
Expense	
1-6020 • Bank Service Charges	477.88
1-6030 • Website	733.17
1-6050 • District Management-Operating	48,352.41
1-6060 • Dues Fees and Subscriptions	3,687.43
1-6070 • Election Expense	
Recall - Court Recorder	1,843.40
Recall - DEO	22,860.43
Recall - DEO's Legal	25,645.40
Recall - Legal	13,869.50
<b>Total 1-6070 • Election Expense</b>	<b>64,218.73</b>
1-6090 • Office Supplies	127.10
1-6100 • Postage and Copies-Operating	967.58
1-6110 • Audit	6,000.00
1-6120 • Directors Fees	7,200.00
1-6130 • Legal	16,365.85
1-6150 • Water Billing	5,279.28
1-6160 • Other Expense	0.00
1-6170 • Chemicals and Supplies	1,618.92
1-6180 • ORC Fees-Operating	38,834.40
1-6190 • Repairs and Maintenance	23,571.28
1-6210 • Utilities	10,570.90
1-6220 • Water Distribution Purchases	24,816.90
1-6230 • Water Testing	1,071.00
2-6240 • Treasurer Collection Fee	2,640.28
3-6000 • Capital Outlay	631,209.29
3-6030 • Bid Advertising	126.20
3-6050 • District Management	1,000.00
3-6100 • Postage and Copies	127.10
66900 • Reconciliation Discrepancies	60.00
<b>Total Expense</b>	<b>889,055.68</b>
<b>Net Ordinary Income</b>	<b>36,339.08</b>
<b>Other Income/Expense</b>	
Other Income	
1-7020 • Interest Income - Operating	1.00
2-7000 • Interest Income	8,658.26
<b>Total Other Income</b>	<b>8,659.26</b>

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01/10/20

Accrual Basis

**Arablan Acres Metropolitan District**

**Profit & Loss**

January through December 2019

	Jan - Dec 19
<b>Other Expense</b>	
2-8000 • Bond Interest	28,601.25
2-8050 • National Rural Water Interest	2,001.28
2-8080 • Trustee Fees	250.00
<b>Total Other Expense</b>	<b>30,852.53</b>
<b>Net Other Income</b>	<b>-22,193.27</b>
<b>Net Income</b>	<b>14,145.81</b>

**Arablan Acres Metropolitan District**  
**Balance Sheet**  
**As of December 31, 2019**

	Dec 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
ECB Checking	99,532.93
1-1000 · Key Bank Checking	4,826.80
1-1020 · Zions First National Bank	0.75
2-1000 · COLOTRUST 4001	20,205.14
2-1020 · COLOTRUST Reserve 8002	125,113.44
3-1000 · COLOTRUST-Capital Reserve 8003	235,321.21
<b>Total Checking/Savings</b>	485,000.27
<b>Accounts Receivable</b>	
1-1200 · Accounts Receivable	25,838.53
<b>Total Accounts Receivable</b>	25,838.53
<b>Other Current Assets</b>	
1-1210 · Accounts Receivable County	1,010.44
1-1250 · Prepaid Expense	6,408.57
1-1300 · Property Tax Receivable	92,587.44
<b>Total Other Current Assets</b>	100,006.45
<b>Total Current Assets</b>	610,845.25
<b>Fixed Assets</b>	
1-1850 · Construction In Progress	68,299.63
<b>Total Fixed Assets</b>	68,299.63
<b>Other Assets</b>	
3-1500 · Capital Assets	1,262,622.90
3-1520 · Equipment	3,307.55
3-1540 · Land	101,000.00
3-1560 · Water Rights	172,588.00
3-1590 · Accumulated Depreciation	-442,548.00
<b>Total Other Assets</b>	1,096,970.45
<b>TOTAL ASSETS</b>	<b>1,776,115.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
1-2000 · Accounts Payable	27,255.02
<b>Total Accounts Payable</b>	27,255.02
<b>Other Current Liabilities</b>	
1-2020 · Accrued Interest	4,767.00
2-2200 · Deferred Revenue-Property Taxes	92,587.44
<b>Total Other Current Liabilities</b>	97,354.44
<b>Total Current Liabilities</b>	124,609.46
<b>Long Term Liabilities</b>	
1-2420 · Judgement -SDMD & CCC	173.00
2-2400 · 2007 Bonds Payable	1,170,000.00
2-2440 · Natural Rural Water	56,137.12
<b>Total Long Term Liabilities</b>	1,226,310.12
<b>Total Liabilities</b>	1,350,919.58

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01/10/20

Accrual Basis

**Arabian Acres Metropolitan District**

**Balance Sheet**

**As of December 31, 2019**

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	<u>Dec 31, 19</u>
<b>Equity</b>	
30000 · Opening Balance Equity	215,933.51
32000 · Retained Earnings	195,116.43
Net Income	14,145.81
<b>Total Equity</b>	<u>425,195.75</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,776,115.33</u></u>



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01/14/20

Accrual Basis

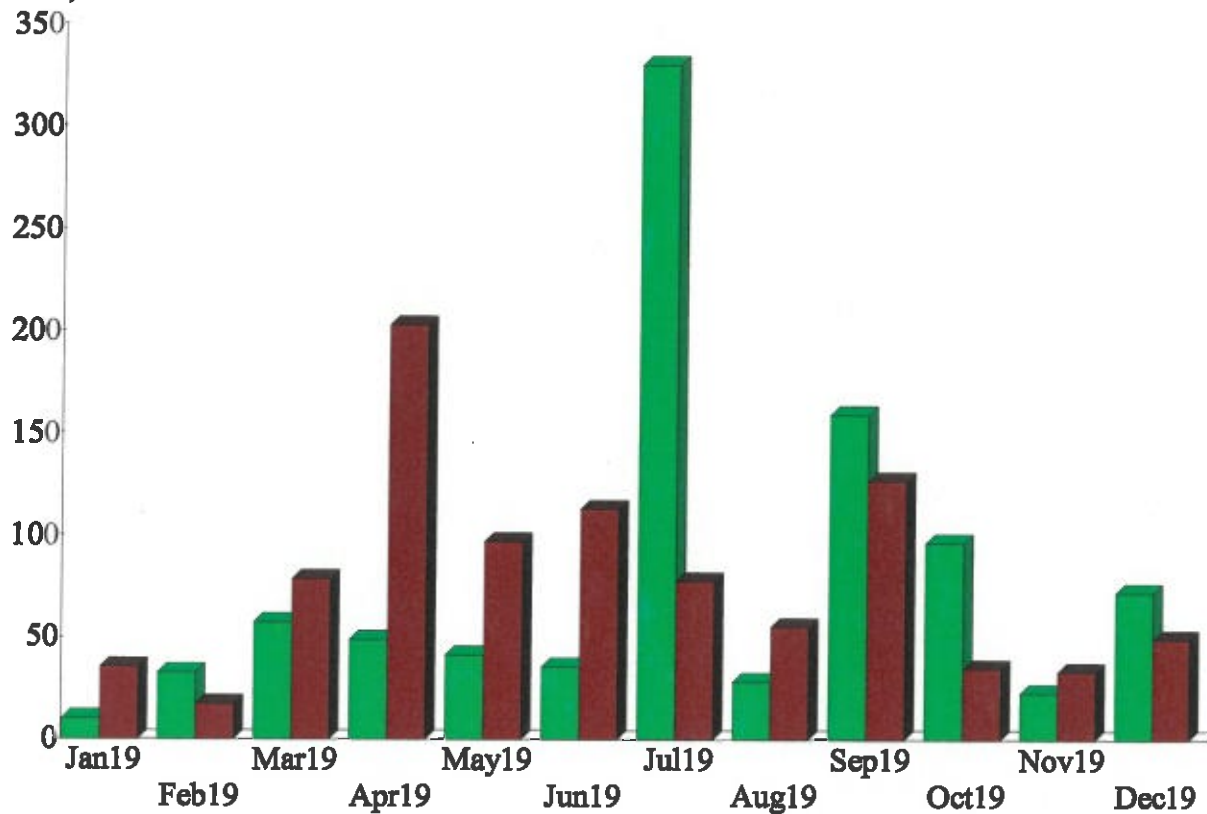
**Arabian Acres Metropolitan District**  
**Profit & Loss Budget vs. Actual**  
 January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
1-4000 · Capital Improvement Fees	114,100.13	134,379.00	-20,278.87	84.9%
1-4030 · Late Fee Revenue	1,814.09	3,750.00	-2,135.91	43.0%
1-4080 · Water Service Fee	118,928.40	107,603.00	11,425.40	110.8%
1-4070 · Water Tap Fees	0.00	8,000.00	-8,000.00	0.0%
1-4080 · Water Usage	70,761.50	62,000.00	8,761.50	114.1%
2-4400 · Property Tax Revenue	87,962.57	92,587.00	-4,624.43	95.0%
2-4450 · Specific Ownership Tax	11,250.18	9,000.00	2,250.18	125.0%
2-4480 · Restitution	42.58			
2-4470 · State Senior/ Veteran Funds	4,597.04			
3-4085 · CDPHE Grant 10K	10,000.00			
3-4090 · CWCB Meter Loan 400K	182,239.00			
3-4095 · CDPHE Grant 300K	123,888.70			
3-4100 · DOLA EIAF Meter Fund 200K	200,000.00			
<b>Total Income</b>	<b>925,384.19</b>	<b>417,219.00</b>	<b>508,165.19</b>	<b>221.8%</b>
<b>Gross Profit</b>	<b>925,384.19</b>	<b>417,219.00</b>	<b>508,165.19</b>	<b>221.8%</b>
Expense				
1-6020 · Bank Service Charges	482.88	3,500.00	-3,017.12	13.8%
1-6030 · Webells	733.17	500.00	233.17	146.6%
1-6040 · Computer and Internet Expense	0.00	1,265.00	-1,265.00	0.0%
1-6050 · District Management-Operating	48,352.41	60,000.00	-11,647.59	80.8%
1-6060 · Dues Fees and Subscriptions	3,687.43	1,750.00	1,937.43	210.7%
1-6070 · Election Expense				
Recall - Court Recorder	1,843.40			
Recall - DEO	22,880.43			
Recall - DEO's Legal	25,845.40			
Recall - Legal	13,889.50			
<b>Total 1-6070 · Election Expense</b>	<b>64,218.73</b>	<b>0.00</b>	<b>64,218.73</b>	<b>100.0%</b>
1-6080 · Insurance Expense-Operating	0.00	7,000.00	-7,000.00	0.0%
1-6090 · Office Supplies	127.10	500.00	-372.90	25.4%
1-6100 · Postage and Copies-Operating	987.58	500.00	487.58	193.5%
1-6110 · Audit	6,000.00	7,500.00	-1,500.00	80.0%
1-6120 · Directors Fees	7,200.00	7,000.00	200.00	102.9%
1-6130 · Legal	16,365.85	25,000.00	-8,634.15	65.5%
1-6150 · Water Billing	5,279.26	8,000.00	-2,720.74	66.0%
1-6170 · Chemicals and Supplies	1,618.92	2,000.00	-381.08	80.9%
1-6180 · ORC Fees-Operating	38,834.40	44,000.00	-5,165.60	88.3%
1-6190 · Repairs and Maintenance	23,571.28	7,100.00	16,471.28	332.0%
1-6210 · Utilities	10,570.90	6,000.00	4,570.90	176.2%
1-6220 · Water Distribution Purchases	24,816.90	5,000.00	19,816.90	496.3%
1-6230 · Water Testing	1,071.00	3,000.00	-1,929.00	35.7%
2-6240 · Treasurer Collection Fee	2,640.28	2,700.00	-59.72	97.8%
3-6000 · Capital Outlay	631,209.29	500,000.00	131,209.29	126.2%
3-6030 · Bid Advertising	126.20			
3-6050 · District Management	1,000.00			
3-6100 · Postage and Copies	127.10			
66900 · Reconciliation Discrepancies	60.00			
<b>Total Expense</b>	<b>889,060.68</b>	<b>690,315.00</b>	<b>198,745.68</b>	<b>128.8%</b>
<b>Net Ordinary Income</b>	<b>36,323.51</b>	<b>-273,096.00</b>	<b>309,419.51</b>	<b>-13.3%</b>
<b>Other Income/Expense</b>				
Other Income				
1-7020 · Interest Income - Operating	1.00			
2-7000 · Interest Income	8,832.73	10,000.00	-1,167.27	88.3%
<b>Total Other Income</b>	<b>8,833.73</b>	<b>10,000.00</b>	<b>-1,166.27</b>	<b>88.3%</b>
Other Expense				
2-8000 · Bond Interest	28,801.25	57,202.00	-28,400.75	50.0%
2-8050 · National Rural Water Interest	2,001.28	1,859.00	142.28	107.7%
2-8080 · Trustee Fees	250.00	250.00	0.00	100.0%
<b>Total Other Expense</b>	<b>30,852.53</b>	<b>59,311.00</b>	<b>-28,458.47</b>	<b>52.0%</b>
<b>Net Other Income</b>	<b>-22,018.80</b>	<b>-49,311.00</b>	<b>27,292.20</b>	<b>44.7%</b>
<b>Net Income</b>	<b>14,304.71</b>	<b>-322,407.00</b>	<b>336,711.71</b>	<b>-4.4%</b>

# Income and Expense by Month January through December 2019

Income  
Expense

\$ in 1,000's



## Expense Summary January through December 2019

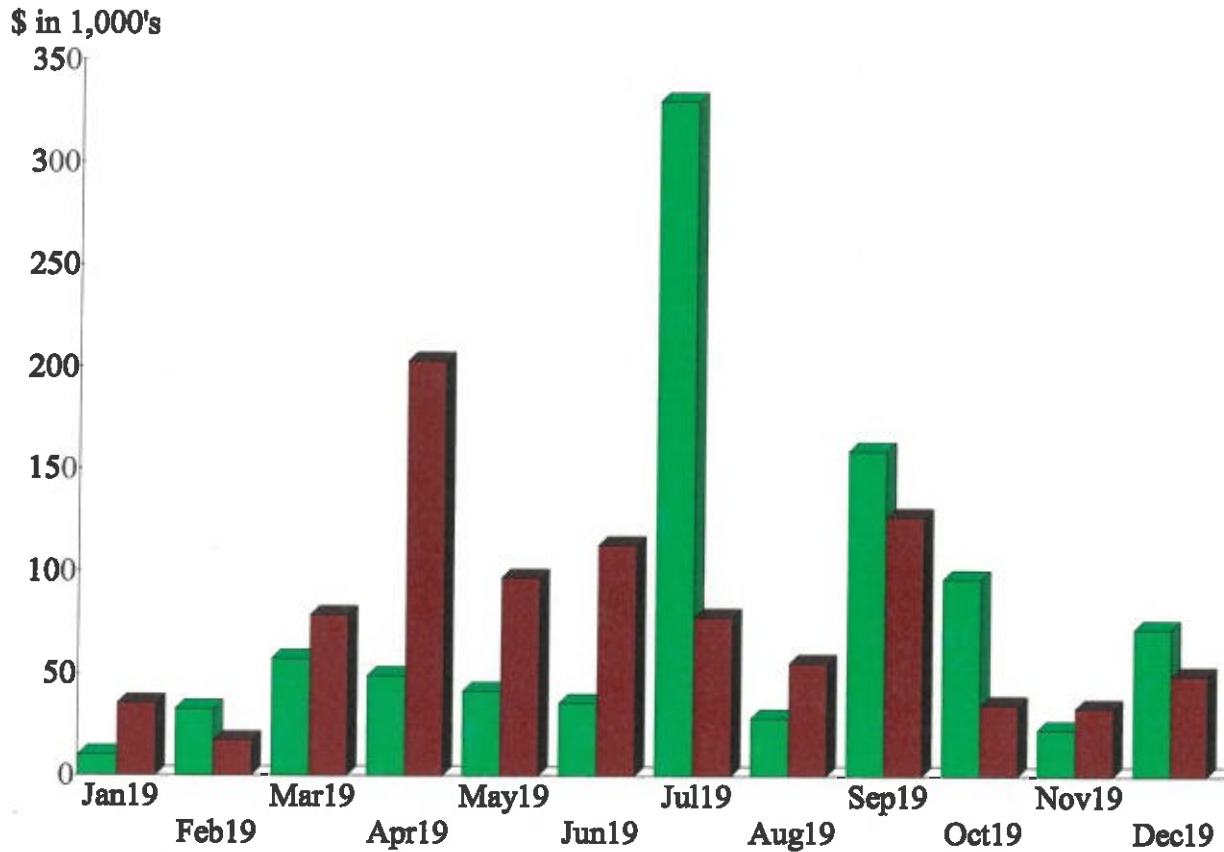
3-6000 · Capital Outlay	68.62%
1-6070 · Election Expense	6.98
1-6050 · District Management-Operating	5.26
1-6180 · ORC Fees-Operating	4.22
2-8000 · Bond Interest	3.11
1-6220 · Water Distribution Purchases	2.70
1-6190 · Repairs and Maintenance	2.56
1-6130 · Legal	1.78
1-6210 · Utilities	1.15
1-6120 · Directors Fees	0.78
Other	2.84
<b>Total</b>	<b>\$919,908.21</b>



By Account

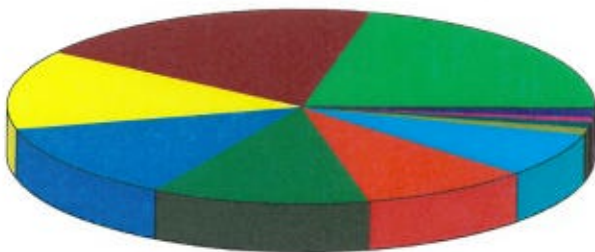
# Income and Expense by Month January through December 2019

Income  
Expense



## Income Summary January through December 2019

3-4100 · DOLA EIAF Meter Fund 200K	21.41%
3-4090 · CWCB Meter Loan 400K	19.51
3-4095 · CDPHE Grant 300K	13.26
1-4050 · Water Service Fee	12.73
1-4000 · Capital Improvement Fees	12.22
2-4400 · Property Tax Revenue	9.42
1-4080 · Water Usage	7.58
2-4450 · Specific Ownership Tax	1.20
3-4085 · CDPHE Grant 10K	1.07
2-7000 · Interest Income	0.93
Other	0.67
<b>Total</b>	<b>\$934,054.02</b>



By Account