

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

June 19, 2019 at 5:30 P.M.

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

**In attendance were Directors:**

Jennifer Waller, President  
Craig Waller, Treasurer  
Edith Coffman, Assistant Secretary  
Lucas Ortivez, Secretary  
Lanny Hoel, Assistant Secretary

**Also in attendance were:**

Lynn Willow, ORC  
Mike Groselle, AquaWorks  
Lori VonFeldt, WSDM  
Kristina Kulick, WSDM  
Members of the public (see sign-in sheet)

**1. Administrative Matters**

- a. Call to Order & Declaration of Quorum: President Waller called the meeting to order at 5:33 p.m. President Waller confirmed a quorum was present.
- b. Confirm any Potential Conflicts of Interest: The Board confirmed there were no potential conflicts of interest.
- c. Discussion and Approval of the Agenda: President Waller added Agenda item 1.i. Meter Project Update from Mike Groselle. item 1.i. Director Coffman moved to accept the Agenda as amended; seconded by Director Ortivez. Motion passed unanimously.
- d. Review and Approval of the May Board of Directors Meeting Minutes: Director Ortivez moved to approve the May Meeting Minutes; seconded by Director Coffman. Motion passed unanimously.
- e. President's Report: President Waller reported things are going well with the meter project and she has been out with the crew daily. She will be hanging door tags with the anticipated date of meter installation, hoping to give 24 to 48 hours' notice and the Superintendent will let residents know exactly when the water is off. President Waller noted it has only been taking a few hours and they are problem solving as they go. The pits are going in wonderfully and the crews are working hard to get 2 or 3 done per day. President Waller encouraged residents to contact her with questions or concerns on the meter installation. President Waller added that they are still working on the audit which will delay the Manager's report on District finances and future projects. The Manager will present the report once the audit is complete.
- f. Board Set Date for Continued Public Meeting for Recall Election Date & Recall Matters: President Waller explained an election date needs to be set as well as determining the way the election will be run such as having it held at a polling place or mail-in ballots. The Board agreed to continue the meeting to further discuss the Recall Election matters. President Waller noted the Fire Station will not be available next Wednesday, so the Board will need to choose another day to continue the meeting. President Waller informed the public that it will be an open public meeting and the DEO and the District's

legal counsel will also be in attendance. The Board agreed on meeting next Thursday, June 27th at 5:30 p.m. Director Coffman noted she may not be able to stay for the whole meeting but could potentially join by phone if needed.

- g. Board Discussion & Decision about President Waller attending Water Fluency Program: President Waller said she was accepted into the program and received the scholarship, so the remaining amount would be \$337.50. She noted that she will be staying in Thornton and will cover her own food and hotel expenses. She explained that the program would be helpful and educational for the Board and she will share the knowledge she learns. Director Ortivez moved to approve the \$337.50 for President Waller to attend the Water Fluency Program; seconded by Director Hoel. Motion passed unanimously. President Waller recused herself from voting. President Waller added that she and Director Coffman will be attending the SDA workshop tomorrow.
- h. Approve the Resolution for CDPHE Design and Engineering Grant (\$300,000): President Waller explained they have been approved for the engineering grant that will reimburse the District for Mr. Sommers and Mr. Groselle's costs. Ms. VonFeldt noted she submitted the paperwork for the \$10,000 grant and she will work with Mr. Sommers on getting everything done and submitted. Director Coffman asked if the grant is to reimburse the costs of the possible future projects, what will happen if we do not move forward with them. Mr. Willow explained that before we make changes to a distribution center, it must be engineered and designed beforehand. Director Coffman moved to approve the Resolution for CDPHE Design and Engineering Grant; seconded by Treasurer Waller. Motion passed unanimously.
- i. Meter Project Update – Mike Groselle with AquaWorks: Mr. Groselle updated the Board on the Meter Project and said everything is going well. He noted they are looking into putting seed down in the larger areas that were dug up. They are also still working on the designs and working with the Hydrogeologist to determine the best site to pull water from and the possibility of finding new well sites.

## **2. Operator's Report**

- a. ORC Report: Mr. Willow reported to the Board. He noted that someone falsely reported that they were digging in the County right-away, so the County Inspector came out and determined everything was fine, but they were slightly delayed. Mr. Willow noted they flushed out the system since the wells were starting to fill up. He explained there was a slight concentration of iron and manganese that causes the orange water. It should clear up soon since they have flushed the lines and changing the filters more frequently.

## **3. Financial Matters**

- a. Review of billing and collection status: Ms. VonFeldt presented the billing update to the Board. In May, there were 23 warning letters sent, 9 warnings, 7 shut-offs posted, and 1 shut-off attempted and payment was made. There are 4 accounts on payment plans. For June, there were 15 reminders sent and warnings will be sent on July 1st. There are 5 accounts on payment plans for June. With the meters being replaced, the new meters will

reflect on the July invoice. She noted that residents are able to sign up for automatic billing and e-billing by getting the form online.

- b. **Review and Approve the Payment of Claims:** Ms. VonFeldt presented the Payment of Claims. She noted grant funds will be coming in to help cover these costs. Director Ortivez confirmed that the recall expenses will be addressed at the meeting next week. Director Coffman moved to approve the payment of claims; seconded by Director Ortivez. Motion passed unanimously.
- c. **Review and accept the May 2019 Financial Statement:** Ms. VonFeldt presented the May 2019 Financials and noted that the District has not had to purchase any water. Director Ortivez moved to accept the May Financials; seconded by Director Hoel. Motion passed unanimously.

**4. Other Business:** There was no other business. President Waller explained there would not be public comment this evening.

**5. Adjournment:** Director Hoel moved to continue the meeting to Thursday, June 27th at 5:30 p.m.; seconded by Director Coffman. Motion passed unanimously at 6:07 p.m.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, JULY 17, 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 JUNE 19, 2019 MINUTES OF THE  
ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS  
SIGNING BELOW:

Signed copy on file at District Managers office

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Jennifer Waller, President

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Lucas Ortivez, Secretary

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Craig Waller, Treasurer

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Edith Coffman, Assistant Secretary

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Lanny Hoel, Assistant Secretary