



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

July 20, 2022 at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

Edith Coffman
Elizabeth Douglass
Lanny Hoel
Martin Lempecki
Jennifer Shepard

Also in attendance were:

Kevin Walker, WSDM
Rebecca Hardekopf, WSDM
Lynn Willow, ORC
Braden Hammond, BiggsKofford
Jeff Cain, Vice President of POA
Elric Thurstonson, Resident

1) ADMINISTRATIVE MATTERS

- a) Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:30 PM and confirmed a quorum with all Directors present.
- b) Confirm any Potential Conflicts of Interest: The Directors each confirmed there were no potential conflicts of interest.
- c) Discussion and Approval of the Agenda: Ms. Hardekopf requested an addition to the Agenda from the POA regarding storage of a fire truck on District property, added as Agenda item 3.d. Director Douglass moved to approve the Agenda as amended; seconded by Director Lempecki. Motion passed unanimously. Director Shepard joined the meeting and confirmed she had no conflicts of interest.
- d) Consider Approval of Meeting Minutes from June 15, 2022: After review, Director Douglass moved to approve the June 15, 2022 Meeting Minutes; seconded by Director Shepard. Motion passed unanimously.

2) FINANCIAL MATTERS

- a) Review and Consider Approval of the 2021 Audit: Mr. Hammond with BiggsKofford presented the 2021 Audit. He noted they are expecting to issue an unmodified or clean opinion which is the highest level of assurance they can provide on the financial statements. After review, President Coffman moved to approve the 2021 Audit as presented, after the Board reviews and has no additional questions in the next two days; seconded by Director Douglass. Motion passed unanimously.
- b) Review of Billing and Collection Status: Ms. Hardekopf provided a review of the Billing and Collection status. For June billings, 7 reminder letters were sent, and 5 shut-off notices were posted with one shut-off that was then paid, and services were turned back on.

- c) Review and Accept the June 30, 2022 Unaudited Financial Status: Ms. Hardekopf presented the June 30, 2022 Unaudited Financial Status. After review, Director Douglass moved to approve the June 30, 2022 Unaudited Financial Status; seconded by Director Shepard. Motion passed unanimously.
- d) Review and Approve the Payment of Claims: Ms. Hardekopf presented the Payment of Claims. She noted a change in the JA Excavation invoice amount down to \$2,807.50. Mr. Willow explained the Bluebook charge was for equipment needed to test chlorine in the system. President Coffman asked why the payment to Natural Rural Water Association was missed in March. Ms. Hardekopf will follow up with accounting staff and get back to the Board tomorrow. After review, Director Douglass moved to approve the Payment of Claims pending the answer on the Natural Rural Water Association payment; seconded by Director Shepard. Motion passed unanimously.
- e) Review Status of Grant Close-out: Ms. Hardekopf reported the project is complete and she is pulling all of the remaining invoices to be submitted with the final close-out grant request next week.

3) MANAGEMENT MATTERS

- a) Discuss New Process and Fees for any Future Petitions of Exclusions: Mr. Walker is still working on this item and requested the Board table this item until the next Board meeting.
- b) Discuss Status of Velocity Work that caused the February Leak: Mr. Walker reported he spoke with Velocity. Velocity believes their workmanship warranty period is one year and they do not have any responsibility beyond that. Mr. Walker requested confirmation on the warranty period from AquaWorks and is waiting to hear back. Mr. Walker will inquire with insurance if the failure of parts would be covered.
- c) Discuss High Usage at 221 Tidi Rd: Ms. Hardekopf explained that in April, there was 11,000 gallons used at 221 Tidi Rd. Mr. Willow checked and confirmed the usage and that there were no issues with the meter. The resident thinks the high usage could have been caused by a toilet running. Ms. Hardekopf noted that historically their usage has not been that high but in June the usage was 8,000 gallons. The resident is requesting an adjustment of their May bill from April's high usage. After discussion, the Board unanimously agreed the resident is responsible for the water usage. The Board declined to provide an adjustment of the bill.
- d) Discuss Storage of Fire Truck: Ms. Hardekopf explained the POA requested the Board consider allowing a remote fire truck to be housed on District property. Director Hoel commented that the POA Board would like to and is looking into grants to build a structure on the District's property to store a fire brush truck. Mr. Walker explained the District could lease the property to an entity such as the POA or fire department and that entity would assume the liability. The Board discussed the benefit of having a fire substation but noted there is a lack of fire hydrants and water access and there are many questions to be answered. Director Hoel commented that this is very important to the neighborhood and the fire mitigation board, the POA Board, and the District should all work together on this. Mr. Jeff Cain commented that the liability would be covered under the POA insurance policy. He noted that firefighters from the Divide Fire Protection District would be the ones to drive the truck. After discussion, the Board unanimously agreed this is an idea they are willing to explore and move forward with to answer questions and receive information. The Board agreed the issue of fire protection is important.

4) LEGAL MATTERS

- a) Review and Approve Resolution Establishing Fees, Rates, Tolls, Charges, and Penalties: Ms. Hardekopf presented the Resolution Establishing Fees, Tolls, Charges, and Penalties. The Resolution includes a new Posting Fee of \$50 per posting, and a Trip and Administrative Fee of \$100 which are both associated with disconnection of service. After review, Director Lempecki moved to approve the Resolution Establishing Fees, Rates, Tolls, Charges, and Penalties; seconded by Director Shepard. Motion passed unanimously.

5) OPERATIONS

- a) ORC Report: Mr. Willow presented the Operator's Report.
- b) Update on Tank Coating Project: Mr. Willow reported the tank coating project has been completed and the results are great and looks brand new.
- c) Leak Data Report: Ms. Hardekopf presented the Leak Data Report that is included in the Board Meeting Packet.

- 6) PUBLIC COMMENT:** Mr. Thurstonsen asked if customers will be notified of the new fees. Ms. Hardekopf confirmed that the reminder and warning letters will have the information on it. She noted that customers have four opportunities to pay before shut-off occurs and fees are charged. Ms. Hardekopf explained the process takes a month and a half before services are shut off. Ms. Hardekopf will also include a notice in the next billing statement as well as posted on the website.

Director Douglass asked about receiving a copy of the monthly bank statements as noted in the Audit. Ms. Hardekopf can provide the monthly reconciled bank statements to the Board Treasurer and Director Douglass.

- 7) ADJOURNMENT:** Director Douglass moved to adjourn the meeting at 6:57 PM; seconded by Director Shepard. Motion passed unanimously.

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, AUGUST 17, 2022 AT 5:30 PM.

Respectfully Submitted,
Walker Schooler District Managers

Rebecca Harris

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL JULY 20, 2022 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Edith Coffman

[Edith Coffman \(Jun 9, 2023 05:35 MDT\)](#)

Edith Coffman

Elizabeth Douglass

[Elizabeth Douglass \(Jun 6, 2023 18:21 MDT\)](#)

Elizabeth Douglass

Lanny Hoel

martin lempecki

[martin lempecki \(Jun 9, 2023 20:20 MDT\)](#)

Martin Lempecki

Jennifer Shepard

[Jennifer Shepard \(Jun 7, 2023 15:12 MDT\)](#)

Jennifer Shepard



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

August 17, 2022 at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

Edith Coffman

Elizabeth Douglass

Lanny Hoel

Martin Lempecki (Arrived late)

Jennifer Shepard

Also in attendance were:

Kevin Walker, WSDM

Rebecca Hardekopf, WSDM

Lynn Willow, ORC

Elric Thurstonsen, Resident

1) ADMINISTRATIVE MATTERS

- a) Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:30 PM and confirmed a quorum.
- b) Confirm any Potential Conflicts of Interest: The Directors each confirmed there were no potential conflicts of interest.
- c) Discussion and Approval of the Agenda: Director Shepard moved to approve the Agenda as presented; seconded by Director Hoel. Motion passed unanimously.
- d) Consider Approval of Meeting Minutes from July 20, 2022: After review, Director Shepard moved to approve the July 20, 2022 Meeting Minutes; seconded by Director Douglass. Motion passed unanimously.

2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status: Ms. Hardekopf provided a review of the Billing and Collection status.
- b) Review and Accept the July 31, 2022 Unaudited Financial Status: Ms. Hardekopf presented the July 31, 2022 Unaudited Financial Status. Director Douglass noted the district management expenses were moved. Ms. Hardekopf confirmed that is an error and will be fixed. After review, Director Douglass moved to accept the July 31, 2022 Unaudited Financial Status with the one change as discussed; seconded by President Coffman. Motion passed unanimously.
- c) Review and Approve the Payment of Claims: Ms. Hardekopf presented the Payment of Claims. She noted the domain listings is an advertisement and not a bill, so the \$288 invoice will be removed. She also recommended the Board delay approval of the legal invoice from Susemihl, McDermott, and Downie until after discussion on the memo. Director Lempecki joined the meeting and confirmed he had no conflicts of interest. After review, Director Douglass moved to approve the Payment of Claims with the

removal of the \$288 domain listings and the legal invoice as discussed; seconded by Director Shepard. Motion passed unanimously.

- d) Update Board on Status of Grant Close-out: Ms. Hardekopf reported she is waiting on the last invoice for the tank coating project. She will submit the proof of the check with the grant to close it out before the December deadline.
- e) The Board discussed a request to buy one of the District's meter pits. Mr. Willow explained the District paid \$1,393.78 and the potential buyer would pay the current purchase price which is 35-40% higher than what the District paid. The District has two extra 1" meter pits and five ¾" meter pits. They were ordered by AquaWorks for wells that were not used. Mr. Willow confirmed the ¾" meter pits would suffice for any potential wells. Mr. Walker and Ms. Hardekopf confirmed the District could sell the meter pit if they decide to do so. The Board unanimously agreed to sell the 1" meter pit at the current market price.

3) MANAGEMENT MATTERS

- a) Discuss New Process and Fees for any Future Petitions of Exclusions: Mr. Walker discussed the invoice received by Mr. Downie, District Legal Counsel for the exclusions which was higher than the collected funds. \$8,400 was collected and the total cost was \$11,666 for an overage of \$3,200. Mr. Walker explained that the cost for a service plan amendment was not included in the initial cost projection. The service plan amendment removed 14 other items other than exclusions that would have required a major modification, so it ended up being much broader than just the exclusions and is a benefit to the District. Mr. Walker discussed three options to cover the costs. One option would be to accept that the service plan amendment has benefited the District and would have been needed at some point in the future and cover the cost with regular expenses. Second option is to invoice the property owners \$77 each for the remainder. Third option is to ask the consultants to cover some of the costs since it was missed initially. President Coffman commented that there was not an invoice from WSDM for the exclusions. Mr. Walker explained that is not WSDM's business model. WSDM did not charge the District extra for the recall election, or construction management for the new system, and the District will not be charged extra for the exclusions effort. President Coffman commented that she was only in favor of the exclusions if it did not cost the District anything and she does not think the District should pay for this. President Coffman proposed that the money be collected from the Trout Haven property owners who excluded, and she will not sign the check for legal counsel's invoice until then. The Board discussed that Mr. Walker and Mr. Downie should not be responsible for paying. Director Douglass asked about language in the petition that said they would be responsible if the costs ended up being higher. Mr. Walker confirmed the language in the petition states that the petitioner may be required to pay additional amounts sufficient to pay all the costs of the exclusion proceedings. Mr. Walker will proceed with collecting the funds to cover the remaining exclusion costs. Mr. Walker discussed the process for future exclusions. The property owners will be given a cost estimate and the Board will consider it for approval. The exclusion will not be granted until the estimate is paid by the property owner.
- b) Discuss Status of Velocity Work that caused the February Leak: Mr. Walker reported this is not covered by insurance. Velocity has the pictures of the parts and are reviewing them with their own records.

4) LEGAL MATTERS: There was no discussion.

5) OPERATIONS

- a) ORC Report: Mr. Willow presented the Operator's Report.
- b) Leak Data Report: Ms. Hardekopf presented the Leak Data Report. Water loss went down to 3% for July.

6) PUBLIC COMMENT: Mr. Thurstonsen thanked the Board for their efforts. He commented that he agrees that the property owners should pay for the remaining costs of the exclusions. He also commented that he has a new culvert system in his driveway that is working well. Mr. Thurstonsen discussed his neighbor's puppy who has been getting out so if she is seen out to please let him or Mr. Benson know. She is a sweet dog, and he does not want anything to happen to her.

7) ADJOURNMENT: Director Douglass moved to adjourn the meeting at 6:30 PM; seconded by Director Shepard. Motion passed unanimously.

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, SEPTEMBER 21, 2022 AT 5:30 PM.

Respectfully Submitted,
Walker Schooler District Managers

Rebecca Harris

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 17, 2022 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Edith Coffman

[Edith Coffman \(Jun 9, 2023 05:35 MDT\)](#)

Edith Coffman

Elizabeth Douglass

[Elizabeth Douglass \(Jun 6, 2023 18:21 MDT\)](#)

Elizabeth Douglass

Lanny Hoel

Martin Lempecki

[martin lempecki \(Jun 9, 2023 20:20 MDT\)](#)

Martin Lempecki

Jennifer Shepard

[Jennifer Shepard \(Jun 7, 2023 15:12 MDT\)](#)

Jennifer Shepard



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

September 21, 2022 at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

Edith Coffman
Elizabeth Douglass
Lanny Hoel (Excused)
Martin Lempecki
Jennifer Shepard

Also in attendance were:

Kevin Walker, WSDM
Rebecca Hardekopf, WSDM
Lynn Willow, ORC
Elric Thurstonsen, Resident

1) ADMINISTRATIVE MATTERS

- a) Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:31 PM and confirmed a quorum with Director Hoel excused.
- b) Confirm any Potential Conflicts of Interest: The Directors each confirmed there were no potential conflicts of interest.
- c) Discussion and Approval of the Agenda: Director Douglass moved to approve the Agenda as presented; seconded by President Coffman. Motion passed unanimously.
- d) Consider Approval of Meeting Minutes from August 17, 2022: President Coffman discussed that the exclusions were certified by Mr. Downie. Ms. Hardekopf confirmed the letters were mailed last night. After review, Director Douglass moved to approve the August 17, 2022 Meeting Minutes; seconded by Director Lempecki. Motion passed unanimously.

2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status: Ms. Hardekopf provided a review of the Billing and Collection status.
- b) Review and Accept the August 31, 2022 Unaudited Financial Status: Ms. Hardekopf presented the August 31, 2022 Unaudited Financial Status. Ms. Hardekopf will have the line item for district management corrected. Director Douglass moved to accept the August 31, 2022 Unaudited Financial Status with the district management correction; seconded by Director Lempecki. Motion passed unanimously.
- c) Review and Approve the Payment of Claims: Ms. Hardekopf presented the Payment of Claims. Ms. Hardekopf noted she is investigating the High Tide invoice for annual fees. President Coffman requested WSDM be more detailed with billing. Ms. Hardekopf confirmed they can provide a more detailed invoice that shows what is included in the management services and what has been performed each month

moving forward. After review, Director Lempecki moved to approve the Payment of Claims; seconded by Director Douglass. Motion passed unanimously.

- d) Update Board on Status of Grant Close-out: Ms. Hardekopf reported the final coating invoice was included in the Payables, so once the check is signed it will be sent to the grant writers for reimbursement. She noted the grant will be closed out before the deadline of December 31st.

3) MANAGEMENT MATTERS

- a) Discuss New Petitions for Exclusion: President Coffman commented that they should wait until the end of October to see how the first group of exclusions works out. Mr. Walker explained the District is legally obligated to process and hear petitions for exclusions. The Board discussed the option of waiting to process the exclusions until all payments are received and adding a contingency to the petition. Mr. Walker confirmed the Board is considering approval of the estimate of costs for the following petitions for exclusions. Mr. Walker will clarify with legal counsel if the District can wait to file the petitions until full payment is received. Director Douglass suggested the Board table this item to allow Mr. Walker time to consult with legal counsel. The Board agreed to table this item until the next Board meeting. Mr. Walker presented the estimated costs for the additional petitions. The estimated total cost for 146 Uintah Vale Drive is \$1,155.50. The neighbor expressed interest as well and if done together, the cost for each would be \$819.25 for a total cost of \$1,638.50. Mr. Walker suggested adding \$500 to the total cost as a contingency.
 - i. 146 Uintah Vale Drive
 - ii. 163 Uintah Vale Drive
- b) Discuss Status of Velocity Work that caused the February Leak: Mr. Walker reported he is working with Velocity, Mr. Willow, and AquaWorks on this matter to determine who is responsible. Mr. Walker explained that one property's meter pit was not observed by AquaWorks or Mr. Willow during installation and according to the construction notes, the curb stop blew during construction. Velocity was paid an additional \$300 to purchase parts and make the repairs. The February leak was located on this particular property. Velocity has commented that they did not make the 90-degree repair at this property. Mr. Walker noted he does not have proof that they made the repair. Velocity said they will contact the superintendent on this matter, and Mr. Walker will provide more information at the next Board meeting.

4) LEGAL MATTERS: There was no discussion.

5) OPERATIONS

- a) ORC Report: Mr. Willow presented the Operator's Report. Mr. Willow explained the chlorine pump was not operating correctly, so the level was increased to correct the matter which resulted in the temporary chlorine smell in the water. Mr. Willow confirmed the lead and copper samples were sent yesterday. He reported the system was flushed last week.
- b) Leak Data Report: Ms. Hardekopf presented the Leak Data Report. The August water loss was 15%.

6) PUBLIC COMMENT: Ms. Hardekopf discussed an Arabian Acres resident that is disputing their water usage. Their average usage went from 600-800 gallons per month to 6600 gallons. She confirmed that Mr. Willow checked and there are no issues with the meter and the water usage was accurate. Ms. Hardekopf informed the resident of his

options including a payment plan arrangement, and Pikes Peak United Way utility assistance for senior citizens. The resident would like the Board to consider waiving the additional water usage that is above his average. Mr. Willow reported he found a leak at his system most likely from a toilet flapper and informed the resident who said they would replace the flappers that day. He noted the resident has a cistern so there are a few places that could be leaking. Mr. Willow confirmed the leak was on the resident's side of the system and the meter and meter pit are working correctly. Ms. Hardekopf noted the resident has a medical condition and the information was relayed to the caregiver as well. After discussion, the Board agreed to not charge any late fees and proceed with a payment arrangement for water usage.

Mr. Thurstonsen congratulated the Board for being consistent on these matters. He also congratulated the Board for doing a good job. He commented that the Board should have considered the two new petitions for exclusions but understands why they want to wait. He also reported a recent bear encounter at this shed.

- 7) **ADJOURNMENT:** Director Douglass moved to adjourn the meeting at 6:45 PM; seconded by Director Shepard. Motion passed unanimously.

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, OCTOBER 19, 2022 AT 5:30 PM.

Respectfully Submitted,
Walker Schooler District Managers

Rebecca Harris

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 21, 2022 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Edith Coffman

[Edith Coffman \(Jun 9, 2023 05:35 MDT\)](#)

Edith Coffman

Elizabeth Douglass

[Elizabeth Douglass \(Jun 6, 2023 18:21 MDT\)](#)

Elizabeth Douglass

Lanny Hoel

Martin Lempecki

[martin lempecki \(Jun 9, 2023 20:20 MDT\)](#)

Martin Lempecki

Jennifer Shepard
Jennifer Shepard (Jun 7, 2023 15:12 MDT)

Jennifer Shepard



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

October 19, 2022 at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

Edith Coffman
Elizabeth Douglass
Lanny Hoel (Excused)
Martin Lempecki
Jennifer Shepard

Also in attendance were:

Kevin Walker, WSDM
Rebecca Hardekopf, WSDM
Lynn Willow, ORC
Elric Thurstonsen, Resident

1) ADMINISTRATIVE MATTERS

- a) Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:30 PM and confirmed a quorum. President Coffman moved to excuse Director Hoel; seconded by Director Douglass. Motion passed unanimously.
- b) Confirm any Potential Conflicts of Interest: The Directors each confirmed there were no potential conflicts of interest.
- c) Discussion and Approval of the Agenda: Item 3.c. Discussion on Gerka Water Line was added to the Agenda. President Coffman asked about the status of the additional exclusion payments. Ms. Hardekopf reported that \$1,500 has been collected with \$2,400 outstanding. Regarding how many petition hearings the Board must hold, Mr. Downie confirmed the Board has discretion on when to schedule them, but he recommends the Board hear the petitions at the next meeting to be efficient. Item 3.d. Discussion on Petitions was added to the Agenda. Director Douglass moved to approve the Agenda as amended; seconded by Director Shepard. Motion passed unanimously.
- d) Consider Approval of Meeting Minutes from September 21, 2022: After review, Director Shepard moved to approve the September 21, 2022 Meeting Minutes; seconded by Director Lempecki. Motion passed unanimously.

2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status: Ms. Hardekopf provided a review of the Billing and Collection status.
- b) Review and Accept the September 30, 2022 Unaudited Financial Status: Ms. Hardekopf presented the September 30, 2022 Unaudited Financial Status. Ms. Hardekopf pointed out where the sale of the meter pit is reflected on the budget for \$1,868.50. The District also received two water tap fees for a total of \$16,000. Ms. Hardekopf will confirm the \$1,500 for exclusions is correctly reflected under income for October's Unaudited Financial Status. After review, Director Douglass moved to

accept the Unaudited Financial Status; seconded by Director Lempecki. Motion passed unanimously.

- c) Review and Approve the Payment of Claims: Ms. Hardekopf presented the Payment of Claims. After review, Director Lempecki moved to approve the Payment of Claims; seconded by Director Shepard. Motion passed unanimously.
- d) Discuss and Review Preliminary 2023 Budget: Ms. Hardekopf presented the 2023 Preliminary Budget. The Budget Hearing will be held at the November Board meeting.
- e) Review Debt Revenue and Payment Analysis: Ms. Hardekopf discussed the review of debt revenue and payment analysis. Ms. Hardekopf does not recommend lowering the mill levy at this time. The mill levy funds are needed in order to make the bond payment. Ms. Hardekopf discussed an analysis of the capital improvement fee and loan payment. She noted the District could potentially lower the fee by \$20 in 2031 and still be able to cover the loan payments.

3) MANAGEMENT MATTERS

- a) Discuss New Petitions for Exclusion: Ms. Hardekopf reported that Mr. Downie confirmed the Board could modify the petition to include a \$500 contingency fee and or language that states the petition will not be filed with the Board of County Commissioner until all expenses are paid. The Board and Ms. Hardekopf provided a detailed explanation of the exclusions for Director Lempecki. The Board requested additional information and recommendations from Mr. Downie at the next Board meeting.
 - i. 146 Uintah Vale Drive
 - ii. 163 Uintah Vale Drive
- b) Update on Velocity Conversation: Ms. Hardekopf reported that Velocity communicated that they do not believe they made the repair, and they would not have done a 90 degree bend in a service line nor used an indoor rated part. Velocity believes the freeze condition would have resulted in the same leak even if the proper part was used. Velocity is declining to contribute to any cost to repair. Ms. Hardekopf noted there was no documentation on the repair to prove otherwise.
- c) Discussion on Gerka Water Line: Mr. Willow discussed a new water tap that was done last week. The excavator was probing to find the line and ended up hitting and damaging it. Mr. Willow noted the damage was in a section of the line that needs to be replaced and he recommends waiting until Spring to make the replacement.
- d) Discussion on Petitions: The Board discussed when to schedule hearings on new petitions. Director Douglass moved to schedule petition hearings quarterly in March, June, September, and December; seconded by Director Lempecki. Motion passed unanimously.

4) LEGAL MATTERS: There was no discussion.

5) OPERATIONS

- a) ORC Report: Mr. Willow presented the Operator's Report.
- b) Leak Data Report: There was no discussion.

6) PUBLIC COMMENT: Mr. Thurstonsen commented the petition hearings would be better if held every six months and agrees with President Coffman that it is an intensive process for the Board. He also commented that Mr. Jim Florea would like to be excluded because he has a well and is not a water customer.

7) **ADJOURNMENT:** Director Lempecki moved to adjourn the meeting at 7:00 PM; seconded by Director Shepard. Motion passed unanimously.

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, NOVEMBER 16, 2022 AT 5:30 PM.

Respectfully Submitted,
Walker Schooler District Managers

Rebecca Harris

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 19, 2022 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Edith Coffman

[Edith Coffman \(Jun 9, 2023 05:35 MDT\)](#)

Edith Coffman

Elizabeth Douglass

[Elizabeth Douglass \(Jun 6, 2023 18:21 MDT\)](#)

Elizabeth Douglass

Lanny Hoel

Martin Lempecki

[martin lempecki \(Jun 9, 2023 20:20 MDT\)](#)

Martin Lempecki

Jennifer Shepard

[Jennifer Shepard \(Jun 7, 2023 15:12 MDT\)](#)

Jennifer Shepard



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

December 21, 2022 at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

Edith Coffman

Elizabeth Douglass

Lanny Hoel

Martin Lempecki (Excused)

Jennifer Shepard

Also in attendance were:

Rebecca Harris, WSDM

Lynn Willow, ORC

1. ADMINISTRATIVE MATTERS

- a. Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:42 PM and confirmed a quorum with Director Lempecki excused.
- b. Confirm any Potential Conflicts of Interest: The Directors each confirmed there were no potential conflicts of interest.
- c. Discussion and Approval of the Agenda: Director Douglass moved to approve the Agenda as presented; seconded by Director Hoel. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from November 16, 2022: After review, Director Shepard moved to approve the November 16, 2022 Meeting Minutes as presented; seconded by Director Douglass. Motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review of Billing and Collection Status: Ms. Harris presented the Billing and Collection status.
- b. Review and accept the November 30, 2022 Unaudited Financial Status: Ms. Harris presented the November 30, 2022 Unaudited Financial Status. After review, Director Douglass moved to approve the November 30, 2022 Unaudited Financial Status; seconded by Director Hoel. Motion passed unanimously. Director Hoel left the meeting.
- c. Review and Approve the Payment of Claims: Ms. Harris presented the Payment of Claims. Director Hoel left the meeting, excused. The Board discussed the invoice for legal counsel services in detail regarding the petitions for exclusion cost and inquired about the High Tide Invoice. Mrs. Harris let the board know she would research the High Tide invoice before a payment goes to them. After review, Director Douglass moved to approve the Payment of Claims and pending the investigation of the High Tide invoice; seconded by Director Shepard. Motion passed unanimously.
- d. Review Petition for Exclusion Revenue Versus Expense: Ms. Harris reported that \$916.40 is outstanding for exclusion costs. She noted the payment deadline is the end of December so payments may still be received.

- e. Public Hearing on 2022 Amended and 2023 Budget: Ms. Harris confirmed the 2022 Amendment is not necessary. Director Douglass moved to open the Public Hearing on the 2023 Budget; seconded by Director Shepard. Motion passed unanimously. After no public comment, Director Douglass moved to close the Public Hearing; seconded by Director Shepard. Motion passed. Ms. Harris presented the 2023 Budget. The Board agreed to move forward with BiggsKofford as Auditor.
 - i. Consider Adoption of Resolution to Amend 2022 and Appropriate 2023 Budget: After review, Director Shepard moved to adopt the Resolution approving the 2023 Budget; seconded by President Coffman. Motion passed unanimously.

3. MANAGEMENT MATTERS

- a. Public Hearing on Petitions for Exclusions – None Scheduled: Ms. Harris reported that two petitions will be heard in March.

4. LEGAL MATTERS: There was no discussion.

5. OPERATIONS

- a. ORC Report: Mr. Willow presented the Operator’s Report.
- b. Leak Data Report: There was no discussion.

6. PUBLIC COMMENT: There was no public comment.

7. ADJOURNMENT: Director Douglass moved to adjourn the meeting at 6:40 PM; seconded by Director Shepard. Motion passed unanimously.

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, JANUARY 18, 2023 AT 5:30 PM.

Respectfully Submitted,
WSDM District Managers

Rebecca Harris

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL DECEMBER 21, 2022 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Edith Coffman

[Edith Coffman \(Jun 9, 2023 05:35 MDT\)](#)

Edith Coffman

Elizabeth Douglass

[Elizabeth Douglass \(Jun 6, 2023 18:21 MDT\)](#)

Elizabeth Douglass

Lanny Hoel

mlm
[martin lempecki \(Jun 9, 2023 20:20 MDT\)](#)

Martin Lempecki

Jennifer Shepard
[Jennifer Shepard \(Jun 7, 2023 15:12 MDT\)](#)

Jennifer Shepard