

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

April 21, 2021 at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

Allan Brown
Stan Claassen
Edith Coffman
Elizabeth Douglass
Lanny Hoel (arrived late)

Also in attendance were:

Kevin Walker, WSDM
Rebecca Hardekopf, WSDM
Michael Groselle, AquaWorks
Lynn Willow, ORC
Members of the Public

1. ADMINISTRATIVE MATTERS

- a. Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:32 p.m. President Coffman confirmed a quorum was present and noted Director Hoel had not joined the meeting yet.
- 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: Mr. Walker requested the Board postpone Agenda item 4.a. Request for Contract Renewal/Extension until next month. Mr. Walker also requested the Board postpone the approval of the March 17, 2021 Regular Board Meeting Minutes. Director Brown moved to approve the Agenda as amended; seconded by Director Douglass. Motion passed unanimously.
- d. Review and approve minutes from February 24, 2021 Special Board meeting and March 26, 2021 Special Board meeting: After review, Director Claassen moved to approve the February 24, 2021 Special Board Meeting Minutes; seconded by Director Douglass. Motion passed unanimously. Mr. Walker requested the Board table the approval of the March 26, 2021 Minutes so he can modify them to include Director Hoel's attendance at the tour and the summary provided by Director Claassen.

2. FINANCIAL MATTERS

- a. Review of billing and collection status: Mr. Walker presented the billing and collection status. 8 customers are late and have received warning letters. One customer has water shut-off due to being substantially late, and one customer has had a problematic meter so not actually overdue on payments.
- b. Review and accept the March 31, 2021 Unaudited Financial Status: Mr. Walker presented the March 31, 2021 Unaudited Financial Status. He noted about 40% of property taxes have been received with another large portion coming in May. Mr. Walker noted substantial repair costs in the capital account due to the freeze. After review, Director Claassen moved to approve the March 31, 2021 Unaudited Financial Status as submitted; seconded by President Coffman. Motion passed unanimously.
- c. Review and approve the Payment of Claims: President Coffman noted the \$250 is an agent fee and should not come out of operations money but should come out of tax

money. Mr. Walker will review that charge. President Coffman asked about the \$587.90 charge to Dana Kepner for insulation caps and believes that is too expensive for a circle of insulation. Mr. Walker noted the warranty may require it be done by Dana Kepner. Mr. Willow agreed they may be for warranty and explained they are 6” thick and also have a plastic handle that goes through them. President Coffman requested that Mr. Walker confirm they are not being double charged for the same thing. Mr. Walker noted the first payment to Colorado Water Conservation Board for \$23,000 for the grant for the water meter project. Mr. Walker confirmed that Mr. Willow approved the invoices and work done for K&A Excavating but did not provide a detailed report. Mr. Willow said he will provide a detailed report for the Board. Director Claassen moved to approve the Payment of Claims subject to Mr. Walker researching the Dana Kepner charges further and reviewing the category for the Zion Bank agent fee charges; seconded by Director Douglass. Motion passed unanimously.

- d. Consider Approval of Glacier Construction Pay Application: Mr. Walker explained that \$10,000 was not paid to Glacier Construction due to the access road not being finished last month. Mr. Walker confirmed that Glacier Construction has now completed the access road as well as the fabric installation. Director Claassen moved to approve the Glacier Construction Pay Application; seconded by Director Brown. Motion passed unanimously.
 - i. Insulation Claim: Mr. Walker reported that the 1” of insulation was added, but they have not yet completed the fiber board or foam filling of cracks. Mr. Walker confirmed these items will be done at Glacier’s expense.
 - ii. Additional Pump Invoice Resolution: Mr. Walker reported the issue has been resolved and the additional pumps will be returned, and the District will not have to pay for them.
- e. Consider Approval of Native Sun Pay Application: Mr. Walker explained that \$9,000 was held to resolve the warranty claim and Native Sun declined to sign the amended Pay Application that is minus \$9,000. Mr. Walker submitted a warranty claim for \$13,000 with the majority being for water purchase after the leak. Mr. Walker noted that legal counsel confirmed the District has the right to withhold funds if there is a claim.
- f. Submittal of Warranty Claim to Native Sun: Mr. Walker submitted a warranty claim to Native Sun for \$13,000. Native Sun has not yet responded to the warranty claim.
- g. Construction Project Budget Update and Future Steps: Mr. Walker gave a project budget update and noted \$49,000 is remaining.
 - i. Tank Review and Cost to Improve: Mr. Walker reported that divers completed a review of the tank and provided a report. One bid was received based on the recommendations for \$19,000, but Mr. Walker is working on getting two more bids with bid specifications done by AquaWorks. Mr. Walker will get recommendations from AquaWorks and Mr. Willow on how to spend the remaining \$30,000 of project funds.

3. OTHER BUSINESS

- a. Trout Haven Exclusion Progress
 - i. Advertisement Completed: President Coffman noted the advertisement was completed and there is no other discussion needed.
 - ii. Meeting Scheduled for May 12, 2021: Mr. Walker reported he is working on an Agenda and package for the meeting that will be distributed to the Board. Director Hoel joined the meeting.

4. OPERATOR’S REPORT: Mr. Walker presented the Operator’s Report for Board review. Director Claassen asked about the difference between water pumped in the control buildings. Mr. Willow confirmed it is a normal range. Mr. Willow left the meeting.

- a. Request for Contract Renewal/Extension: The Board tabled this item until next meeting.

5. PUBLIC COMMENT: Mr. Winterer thanked the Board for their efforts and hopes the freezing issues can be resolved and repaired.

6. ADJOURNMENT: Director Claassen moved to adjourn the meeting; seconded by Director Hoel. Motion passed unanimously at 6:47 p.m.

Respectfully Submitted,
Walker Schooler District Managers

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 21, 2021 MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Allan Brown

Stan Claassen

Edith Coffman

Elizabeth Douglass

