

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

September 15, 2021 at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

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

Also in attendance were:

Kevin Walker, WSDM
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. and confirmed a quorum was 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: Director Claassen moved to approve the Agenda as presented; seconded by Director Douglass. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from August 18, 2021: After review, Director Douglass moved to approve the Meeting Minutes from August 18, 2021 as presented; seconded by Director Claassen. Motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review of Billing and Collection Status: Mr. Walker presented the billing and collection status and noted there are currently two customers with services shut off due to non-payment and 10 warning letters were sent.
- b. Review and Accept the August 31, 2021 Unaudited Financial Status: Mr. Walker presented the unaudited financial status as of August 31, 2021. Mr. Walker noted the Treasurer's cost was underestimated by 1% so the cost is slightly over budget. After review, Director Claassen moved to accept the unaudited financial status as of August 31, 2021; seconded by Director Douglass. Motion passed unanimously.
- c. Review and Approve the Payment of Claims: Mr. Walker presented the payment of claims. After review, Director Claassen moved to approve the payment of claims as presented; seconded by Director Douglass. Motion passed unanimously.

3. MANAGEMENT MATTERS

- a. Update on Exclusion Process with Teller County: Mr. Walker updated the Board on the exclusion process with Teller County. Teller County and their legal counsel is currently reviewing the additional documents that were requested.
- b. Construction Update
 - i) Approval of Engineer for water tank project: Mr. Walker has reached out to several engineering companies who are all busy and unable to help until Spring 2022. There is one engineer recommended by AquaWorks who may be available as early as next week, and another engineer who has not returned the proposal. Mr. Walker noted he

- can request an extension for the \$50,000 grant funds since this project may not be completed until next Spring due to weather.
- ii) Lowest cost bid for recoating: There was no discussion or Board action needed.
 - iii) Water tank information: There was no discussion or Board action needed.
 - iv) Plan for water tank: There was no discussion or Board action needed.
 - c. Board Vacancies: The Board discussed advertising to solicit interest for the Board positions that will be vacant after the exclusion process is completed.
 - d. Insurance Policy Question on Difference: Mr. Walker reported he is still waiting for an answer back on the question about the difference in coverage between Control Building A and B.

4. OPERATIONS:

- a. ORC Report: Mr. Willow presented the ORC Report. There was no water purchased and all meter reads were read and recorded. Mr. Willow is still waiting on the act pack from Census for replacement in Control Building B. He continues to work on exercising the valves and the flushing of the system is completed. Mr. Willow clarified the temporary water tank rental will only be charged for each day the tank is needed, there is no 21-day minimum. Mr. Willow noted he is still waiting on 30 insulators for the meter pits. The Board discussed purchasing insulation and installing as a backup plan if the insulators are not delivered in time before cold weather.

5. PUBLIC COMMENT: There was no public comment.

6. ADJOURNMENT: President Coffman moved to excuse Director Hoel; seconded by Director Claassen. Motion passed unanimously. Director Brown moved to adjourn at 6:07 p.m.; seconded by Director Douglass. Motion passed unanimously.

Respectfully Submitted,
Walker Schooler District Managers



By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 15, 2021 MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Allan Brown

Stan Claassen

Edith Coffman

Elizabeth Douglass

Lanny Hoel