

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

October 20, 2021 at 5:30 P.M.

Via Telephone and Video Conference Call

**In attendance were Directors:**

Allan Brown  
Edith Coffman  
Elizabeth Douglass  
Lanny Hoel  
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 5:30 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 Douglass moved to approve the Agenda as presented; seconded by Director Brown. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from September 15, 2021: After review, Director Claassen moved to approve the September 15, 2021 Meeting Minutes; seconded by Director Brown. Motion passed unanimously.

**2. FINANCIAL MATTERS**

- a. Review of Billing and Collection Status: Mr. Walker presented the billing and collection status.
- b. Review and Accept the September 30, 2021 Unaudited Financial Status: Mr. Walker reviewed the cash on hand and other aspects of the statements. Director Douglas asked about the negative entry in the Profit and Loss statement. Mr. Walker did not have that information. The Board decided to defer approval of the financial statements until the insurance question was answered.
- c. Review and Approve the Payment of Claims: President Coffman asked for an explanation of the Dana Kempner billing for an additional ActPac that had been damaged. Mr. Walker agreed to look into this further and agreed that this payable line item should not be paid. After review, Director Claassen moved to approve the payment of claims as amended; seconded by Director Douglass. Motion passed unanimously
- d. Review of Draft 2022 Budget: Mr. Walker presented the draft 2022 Budget to the Board. Mr. Walker discussed the possibility of reducing the mill levy due to the additional assessed valuation and recommended that the mill levy stay the same due to this being the first year that it will cover the entire debt service for the bonds. Also discussed the possibility of reducing Capital Improvement fee; Mr. Walker recommended that this not be reduced further. The Board will hold a public meeting next month on this matter.

**3. MANAGEMENT MATTERS**

- a. Update on Exclusion Process with Teller County: Mr. Walker updated the Board on the

exclusion process with Teller County. The County is indicating that they will schedule a public meeting with the BOCC and the District will cooperate in the proper notifications and advertising for this hearing.

- b. Construction Update – Water Tank: Mr. Walker reported that he found an Engineer for the water tank project. The Engineer is working on designs for the pipes and valves for the temporary tank and working with Ambien on determining the tank monitoring system. The project will go out to bid again in February or March 2022 with construction anticipated for April or May 2022. The grant funds are available until the end of 2022.
- c. Board Vacancies: There was no discussion.

**4. OPERATIONS:**

- a. ORC Report: Mr. Willow presented the ORC Report. Mr. Willow reported the act pack arrived and was installed and working correctly. Mr. Willow is still waiting on the insulator disks to be delivered, so he has started installing R15 insulation in the meter pits instead. Mr. Willow reported he will complete the requested tap on the service line at 67 Gerka tomorrow morning. The Board discussed that the property under construction on upper Gerka has not requested a water tap yet.

**5. PUBLIC COMMENT:** Mr. Winterer complimented the Board and commented that having extra money at the end of the bond loan and refunding if possible is better than coming up short.

**6. ADJOURNMENT:** Director Claassen moved to adjourn at 6:35 PM; seconded by Director Brown. Motion passed unanimously.

Respectfully Submitted,  
Walker Schooler District Managers

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By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 20, 2021 MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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Allan Brown

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Stan Claassen

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Edith Coffman

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Elizabeth Douglass

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Lanny Hoel