

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

December 22, 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 5:33 PM and confirmed a quorum was present. It was noted that this Special Meeting was needed due to the cancellation of the Regular Meeting on December 15 due to the windstorm.
- 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 October 20, 2021. Motion to approve by President Coffman , seconded by Director Douglass; the motion passed unanimously. Consider approval of the Meeting Minutes from November 17, 2021. President Coffman asked for clarification on the Dana Kepner payables and claim for insurance. Motion to approve by Director Claassen, seconded by Director Douglass; the motion passed unanimously.

**2. FINANACIAL MATTERS**

- a. Review of Billing and Collection Status: Mr. Walker presented the billing and collection status. 13 late payment reminder letters were sent, one customer has service shut off and has been certified for delinquent water fees, one customer with a leak.

Mr. Walker reported that there was a \$700 plus billing for a water customer. Mr. Walker directed Mr. Willow to contact the customer and on a customer on a payment plan and another in process of a payment plan. nfnfnfnfnfnfnfnfn Mr. Willow explained that he met with the customer, discussed the issue, worked with the owner to confirm that there was a leak. Customer had done some work on the service line, but they believe now the leak was toilet; the District does not know where the leak occurred. Mr. Walker explained the sequence of events related to the notice of the leak and the fixing of the leak; the leak is fixed now. Board discussed whether the policy of reducing additional water charges to a first tier charge was appropriate. The option of a payment plan was discussed as an offer that the District has used in the past and can continue to do so. Mr. Walker explained that the District has offered this option to one other customer. Mr. Winterer commented that this had

been the policy in the past.

Director Claassen moved to grant relief to the customer for the leak; Director Brown seconded. The motion was discussed by the Board and the motion was withdrawn. Director Claassen made the motion to charge the entire amount, Director Hoel seconded; that motion passed 3-2 with Directors Claassen and Brown voting nay.

- b. Review and Accept the October 31 and November 30, 2021 Unaudited Financial Status: Mr. Walker presented the unaudited financial statements. Motion to accept was made by Director Claassen, Director Douglass seconded. Motion passed unanimously.
- c. Review and Approve the Payment of Claims: Mr. Walker presented the Payment of Claims. Question about HR Green's services. Mr. Walker explained that a site visit, plan and go ahead for the plan for the water tank temporary fix during maintenance was obtained from HR Green. The job is planned for May. It was discussed the Board's required steps to finish the project. Director Claassen moved to approve the Payment of Claims; seconded by Director Brown. Motion passed unanimously.
- d. Mr. Walker discussed the replacement for the Act PAC request for payment. Insurance claim has been made for the unit and pending. The District will process the invoice for the unit in the next meeting.

### **3. MANAGEMENT MATTERS**

- a. Update on Exclusion Process with Teller County: Mr. Walker reported that the County planner has established a date for the hearing on the Material Modification to the Service Plan, February 10, 2022 in Cripple Creek. Mr. Walker discussed the notifications expected to be completed. Director Claassen asked if the BOCC will pass the request at that hearing; Mr. Walker explained the discrepancy between statute and the service plan and that the BOCC will approve or disapprove the Service Plan modification. Mr. Walker encouraged the property owners to show up to the meeting or communicate in some way with the BOCC.
- b. Board Vacancies: Mr. Walker reported that the election process will start in January and the Board vacancies will likely not occur until after elections, or during the election process so the election might resolve this question.
- c. Capital Improvements: Mr. Walker discussed a spread sheet of a beginning list to put into a plan. Mr. Walker asked for any comments on the list or the matter in general. Mr. Walker stated the 2 wells were on the list as they were removed from the capital project last year. Also the 100,000 gal tank was bid but removed from the project. Other projects included some pipe replacement that we did not complete. Mr. Willow added some ideas for some spare parts, repair kits and some service line lowering locations near Golden Lane. Director Douglass asked for explanation of the leak detection system. Director Claassen discussed how to prioritize the improvements. Mr. Walker will continue to develop costs and priorities for the project list.

### **4. LEGAL MATTERS**

- a. Consider approval of a Resolution of Board of Directors Calling Election for the

Arabian Acres Metropolitan District. Mr. Walker stated the Resolution is necessary to name the Designated Election Official. Director Claassen move approval of the resolution, seconded by Director Douglass; motion passed unanimously.

**5. OPERATIONS**

- a. ORC Report: Mr. Willow presented the ORC Report. Director Claassen asked for the loss report. Mr. Willow reported that the amount lost was 27%. Wells are taking a little longer to fill the tank, possibly due to the drought. Insulation disks arrived and there are 4 more to install. Mr. Willow commented on the water quality tests show no nitrate contamination.

**6. PUBLIC COMMENT:** Mr. Winterer wished all a safe holiday.

**7. ADJOURNMENT:** Director Claassen moved to adjourn at 6:40 PM; seconded by Director Douglass. Motion passed unanimously.

Respectfully Submitted,  
Walker Schooler District Managers

DocuSigned by:  
*Kevin Walker*  
8339543380B34DE  
By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 17, 2021 MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

DocuSigned by:  
*Allan Brown*  
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Allan Brown

DocuSigned by:  
*Stan Claassen*  
0608110DA737435...  
Stan Claassen

DocuSigned by:  
*Edith Coffman*  
3EA96369EDA9403...  
Edith Coffman

DocuSigned by:  
*Elizabeth Douglass*  
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Elizabeth Douglass

Lanny Hoel