



REGULAR BOARD MEETING AGENDA AND NOTICE

WEDNESDAY, APRIL 19, 2023

5:30 PM

Please join my meeting from your computer, tablet, or smartphone.

<https://video.cloudoffice.avaya.com/join/590205827>

You can also dial in using your phone.

United States: +1 (213) 463-4500

Access Code: 590-205-827

Board of Director	Title	Term
Edith Coffman	President	May 2023
Lanny Hoel	Treasurer	May 2023
Elizabeth Douglass	Secretary	May 2023
Martin Lempecki	Assistant Secretary	May 2025
Jennifer Shepard	Assistant Secretary	May 2025

NOTICE IS HEREBY GIVEN that a Meeting of the Board of Directors of ARABIAN ACRES METROPOLITAN DISTRICT, Teller County, Colorado has been scheduled pursuant to emergency rules and regulations for Wednesday, April 19, 2023, at 5:30 p.m. via tele/videoconference for the purpose of addressing those matters in the agenda set forth below.

Management Team

Lynn Willow, ORC

Rebecca Harris, WSDM – District Managers

1) ADMINISTRATIVE MATTERS

- a) Call to Order & Declaration of Quorum
- b) Confirm any Potential Conflicts of Interest
- c) Discussion and Approval of the Agenda
- d) Consider Approval of Meeting Minutes from March 15, 2023 (enclosed)

2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status
- b) Review and accept the March 31, 2023, Unaudited Financial Status (enclosed)
- c) Review and Approve the Payment of Claims (enclosed)
- d) Discuss Credit Card status for Lynn

3) MANAGEMENT MATTERS

- a) Discuss Frozen Lines
- b) Discuss Air BnB's and District process

4) LEGAL MATTERS

5) OPERATIONS

- a) ORC Report

6) PUBLIC COMMENT

Comments will be limited to 3 minutes. Please remain respectful of the Board of Directors as well as of your fellow residents.

7) ADJOURNMENT

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, MAY 17, 2023, AT 5:30 PM.





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

March 15, 2023, 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:

Rebecca Harris, 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 with Director Hoel absent.
- 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 Lempecki. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from January 18, 2023: After review, President Coffman moved to approve the Meeting Minutes from January 18, 2023; 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 February 28, 2023 Unaudited Financial Status: Ms. Harris presented the February 28, 2023 unaudited financial status. Director Douglass moved to accept the February 28, 2023 unaudited financial status; seconded by Director Lempecki. Motion passed unanimously.
- c. Review and Approve the Payment of Claims: Ms. Harris presented the payables to be ratified for February and approved for March. After review, Director Lempecki moved to approve the payables as presented; seconded by Director Douglass. Motion passed unanimously.
- d. Discuss Credit Card for Lynn: The Board discussed needing to reissue a credit card for Mr. Willow since the bank canceled the previous credit card. The Board directed Ms. Harris to research a new credit card for Mr. Willow.

3. MANAGEMENT MATTERS

- a. Discuss Drainage for Control Buildings: The Board discussed the control buildings and lack of drainage causing water to pool on the floor. Mr. Willow recommends installing

a floor drain in both control buildings. The work would take two days and cost less than \$1,000. Director Douglass moved to approve the installation of drainage in both control buildings; seconded by Director Shepard. Motion passed unanimously.

- b. Review and Approve Amendment 2023-03-15 to Rules and Regulations: Ms. Harris presented the Amendment 2023-03-15 to Rules and Regulations which specifies that the Water Operator has discretion to install water taps in May – October. Secondly, clarification regarding repairs and maintenance which specifies that the District and Water Operator must review and approve any contractor who performs work. Thirdly, clarified language regarding changes and amendments to the Rules and Regulations. After review, Director Douglass moved to approve Amendment 2023-03-15 to Rules and Regulations; seconded by Director Shepard. Motion passed unanimously.
- c. Discuss Frozen Lines and Thawing Process: Mr. Willow discussed the frozen lines and thawing process. The frozen meters are freezing from the bottom of the meter pit and the frost line is 7.5 feet. Three of the frozen meters are in vacant homes. The Board discussed offering to turn water off for vacant and vacation homes to prevent frozen lines.
- d. Public Hearing on Petitions for Exclusions: Ms. Harris noted that legal counsel will need to draft an Order for Exclusion for the additional property at 163 Uintah Vale Drive and the hearing for that property will be held at a later date. President Coffman moved to open the Public Hearing on Petitions for Exclusions; seconded by Director Douglass. Motion passed unanimously. Mr. Thurston recommended the approve the exclusions since they are both in Trout Haven. President Coffman moved to close the Public Hearing; seconded by Director Shepard. Motion passed unanimously. Ms. Harris confirmed the bond documents state that the property owners are still obligated to pay the District's debt. The Board requested the language regarding the obligation to pay the debt be included in the Order for Exclusion.
 - i. Review and Consider approval of Order for Exclusion Of Certain Real Property: 146 Uintah Vale Dr: Ms. Harris presented the Order for Exclusion for 146 Uintah Vale Drive. Director Douglass moved to approve the Order for Exclusion for 146 Uintah Vale Drive subject to the discussed language changes; seconded by Director Lempecki. Motion passed unanimously.
 - ii. Review and Consider approval of Order for Exclusion Of Certain Real Property: 121 Uintah Vale Dr: Ms. Harris presented the Order for Exclusion for 121 Uintah Vale Drive. Director Douglass moved to approve the Order for Exclusion for 121 Uintah Vale Drive subject to the discussed language changes; seconded by Director Lempecki. Motion passed unanimously.

4. LEGAL MATTERS

- a. Review and Adopt Resolution Cancelling the Election: Ms. Harris presented the Resolution Cancelling the Election. The election can be canceled because there were three nominations received for the three seats available. Director Shepard moved to adopt the Resolution Cancelling the Election; seconded by Director Lempecki. Motion passed unanimously.

5. OPERATIONS

- a. ORC Report: Mr. Willow presented the Operator's Report. The Board discussed an equipment rental application for a thawer that the ORC can use when Kelly's machine is unavailable

6. PUBLIC COMMENT: Mr. Thurstonsen commented on equipment storage and thanked the Board.

7. ADJOURNMENT: Director Douglass moved to adjourn the meeting at 6:50 PM; seconded by Director Lempecki. Motion passed unanimously.

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, APRIL 19, 2023, AT 5:30 PM.

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 15, 2023 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Edith Coffman

Elizabeth Douglass

Lanny Hoel

Martin Lempecki

Jennifer Shepard



Arabian Acres Metropolitan District

Balance Sheet

04/12/23

As of March 31, 2023

Accrual Basis

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
ECB Checking	515,496.72
2-1000 · COLOTRUST 4001	134,378.82
2-1020 · COLOTRUST Reserve 8002	32,924.41
3-1000 · COLOTRUST-Capital Reserve 8003	244,513.88
Total Checking/Savings	<u>927,313.83</u>
Accounts Receivable	
1-1200 · Accounts Receivable	11,313.15
Total Accounts Receivable	<u>11,313.15</u>
Other Current Assets	
1-1300 · Property Tax Receivable	86,407.12
Total Other Current Assets	<u>86,407.12</u>
Total Current Assets	1,025,034.10
Fixed Assets	
1-1850 · Construction in Progress	2,515,552.23
Total Fixed Assets	<u>2,515,552.23</u>
Other Assets	
3-1500 · Capital Assets	1,263,742.90
3-1520 · Equipment	702,640.55
3-1540 · Land	101,000.00
3-1560 · Water Rights	172,588.00
3-1590 · Accumulated Depreciation	-563,876.00
Total Other Assets	<u>1,676,095.45</u>
TOTAL ASSETS	<u><u>5,216,681.78</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1-2000 · Accounts Payable	34,528.00
Total Accounts Payable	<u>34,528.00</u>
Other Current Liabilities	
1-2020 · Accrued Interest	7,427.30
2-2200 · Deferred Revenue-Property Taxes	86,407.12
Total Other Current Liabilities	<u>93,834.42</u>
Total Current Liabilities	128,362.42
Long Term Liabilities	
DWRP 1.5 Million Loan	1,045,190.03
2-2400 · 2007 Bonds Payable	895,000.00
2-2440 · Natural Rural Water	24,932.62
3-4090 · CWCB Meter Loan 400K	154,568.42
Total Long Term Liabilities	<u>2,119,691.07</u>
Total Liabilities	2,248,053.49

Arabian Acres Metropolitan District

Balance Sheet

As of March 31, 2023

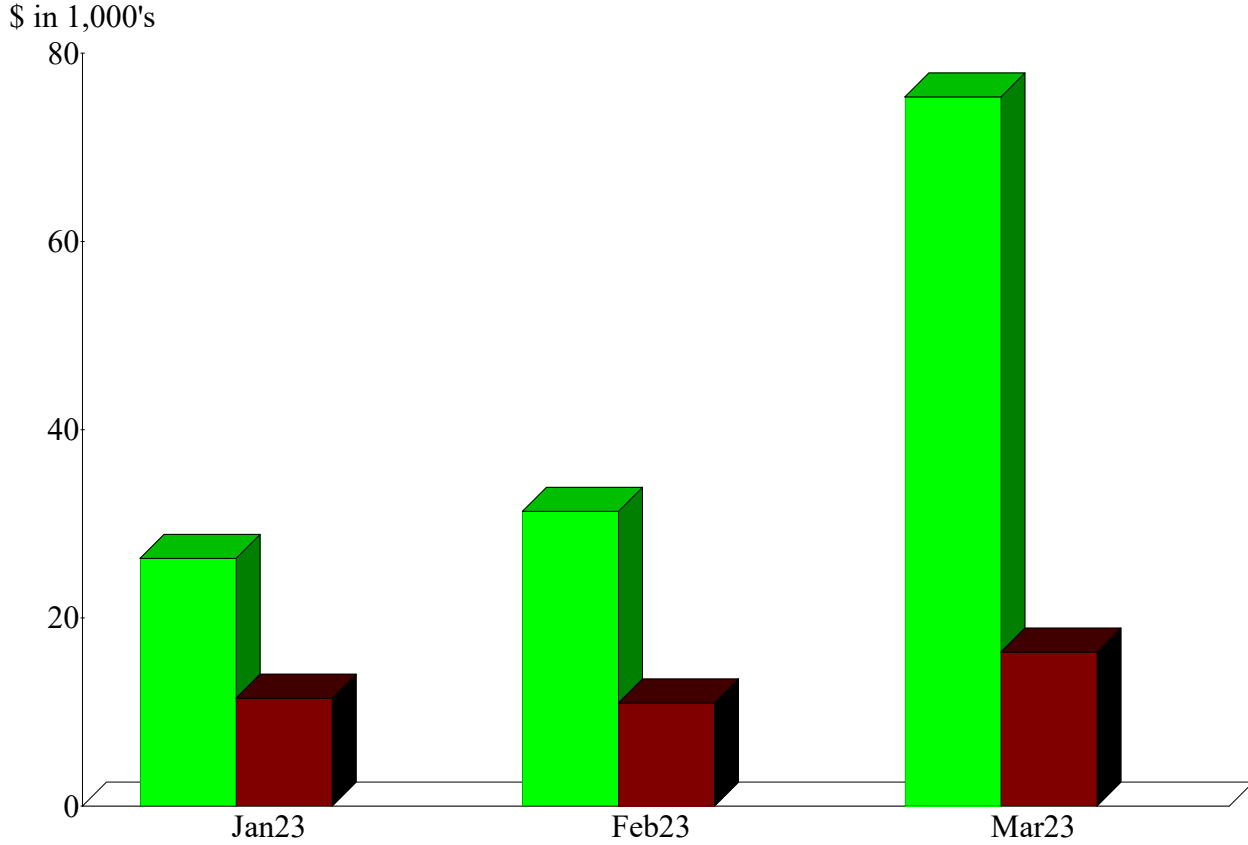
	<u>Mar 31, 23</u>
Equity	
30000 · Opening Balance Equity	215,933.51
32000 · Retained Earnings	2,658,458.28
Net Income	94,236.50
	<hr/>
Total Equity	2,968,628.29
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TOTAL LIABILITIES & EQUITY	<u><u>5,216,681.78</u></u>

Arabian Acres Metropolitan District Profit & Loss Budget vs. Actual January through March 2023

	TOTAL				
	Mar 23	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
1-4000 · Capital Improvement Fees	0.00	20,146.24	106,000.00	-85,853.76	19.01%
1-4030 · Late Fee Revenue	0.00	440.53			
1-4050 · Water Service Fee	0.00	19,086.98	100,000.00	-80,913.02	19.09%
1-4080 · Water Usage	22,839.57	32,821.35	90,000.00	-57,178.65	36.47%
1-4090 · Trout Haven Exclusion Deposits	1,655.50	1,655.50			
2-4400 · Property Tax Revenue	48,167.94	52,237.76	138,644.88	-86,407.12	37.68%
2-4450 · Specific Ownership Tax	1,078.37	2,359.88	9,705.14	-7,345.26	24.32%
2-4460 · Restitution	16.77	50.31			
Total Income	73,758.15	128,798.55	444,350.02	-315,551.47	28.99%
Expense					
1-6110 · Audit	0.00	0.00	8,225.00	-8,225.00	0.0%
1-6020 · Bank Service Charges	7.00	21.00	100.00	-79.00	21.0%
1-6120 · Directors Fees	100.00	800.00	7,500.00	-6,700.00	10.67%
1-6050 · District Management-Operating	5,271.00	14,582.34	54,000.00	-39,417.66	27.0%
1-6060 · Dues Fees and Subscriptions	322.50	1,802.35	2,500.00	-697.65	72.09%
1-6070 · Election Expense	0.00	810.00	5,000.00	-4,190.00	16.2%
1-6080 · Insurance Expense-Operating	0.00	0.00	14,000.00	-14,000.00	0.0%
1-6130 · Legal					
1-6135 · Trout Haven Exclusions	315.00	765.00			
1-6130 · Legal - Other	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-6130 · Legal	315.00	765.00	10,000.00	-9,235.00	7.65%
1-6090 · Office Supplies	69.86	127.00			
1-6180 · ORC Fees-Operating	3,595.36	10,360.36	48,000.00	-37,639.64	21.58%
1-6100 · Postage and Copies-Operating	128.00	561.35	4,000.00	-3,438.65	14.03%
1-6170 · Chemicals and Supplies	0.00	0.00	2,000.00	-2,000.00	0.0%
1-6190 · Repairs and Maintenance	440.73	1,279.78	35,000.00	-33,720.22	3.66%
1-6210 · Utilities	747.65	2,088.23	12,500.00	-10,411.77	16.71%
1-6150 · Water Billing	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6220 · Water Distribution Purchases	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6230 · Water Testing	21.00	63.00	4,000.00	-3,937.00	1.58%
2-6240 · Treasurer Collection Fee	1,445.03	1,567.12	4,159.35	-2,592.23	37.68%
63500 · Bond Principal Payment	0.00	0.00	75,000.00	-75,000.00	0.0%
Total Expense	12,463.13	34,827.53	305,984.35	-271,156.82	11.38%
Net Ordinary Income	61,295.02	93,971.02	138,365.67	-44,394.65	67.92%
Other Income/Expense					
Other Income					
2-7000 · Interest Income	1,609.90	4,245.11			
Total Other Income	1,609.90	4,245.11			
Other Expense					
2-8000 · Bond Interest	0.00	0.00	48,500.00	-48,500.00	0.0%
2-8050 · National Rural Water Interest	62.40	126.95	990.81	-863.86	12.81%
2-8055 · Interest Expense - CWCD	3,602.68	3,602.68	5,356.10	-1,753.42	67.26%
2-8080 · Trustee Fees	250.00	250.00	500.00	-250.00	50.0%
Total Other Expense	3,915.08	3,979.63	55,346.91	-51,367.28	7.19%
Net Other Income	-2,305.18	265.48	-55,346.91	55,612.39	-0.48%
Net Income	58,989.84	94,236.50	83,018.76	11,217.74	113.51%

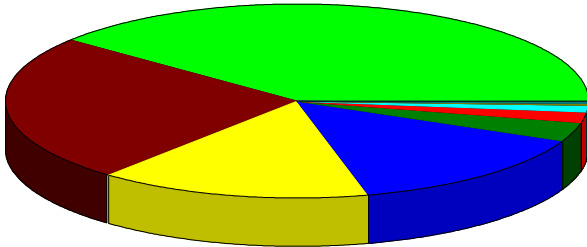
Income and Expense by Month
January through March 2023

Income
Expense



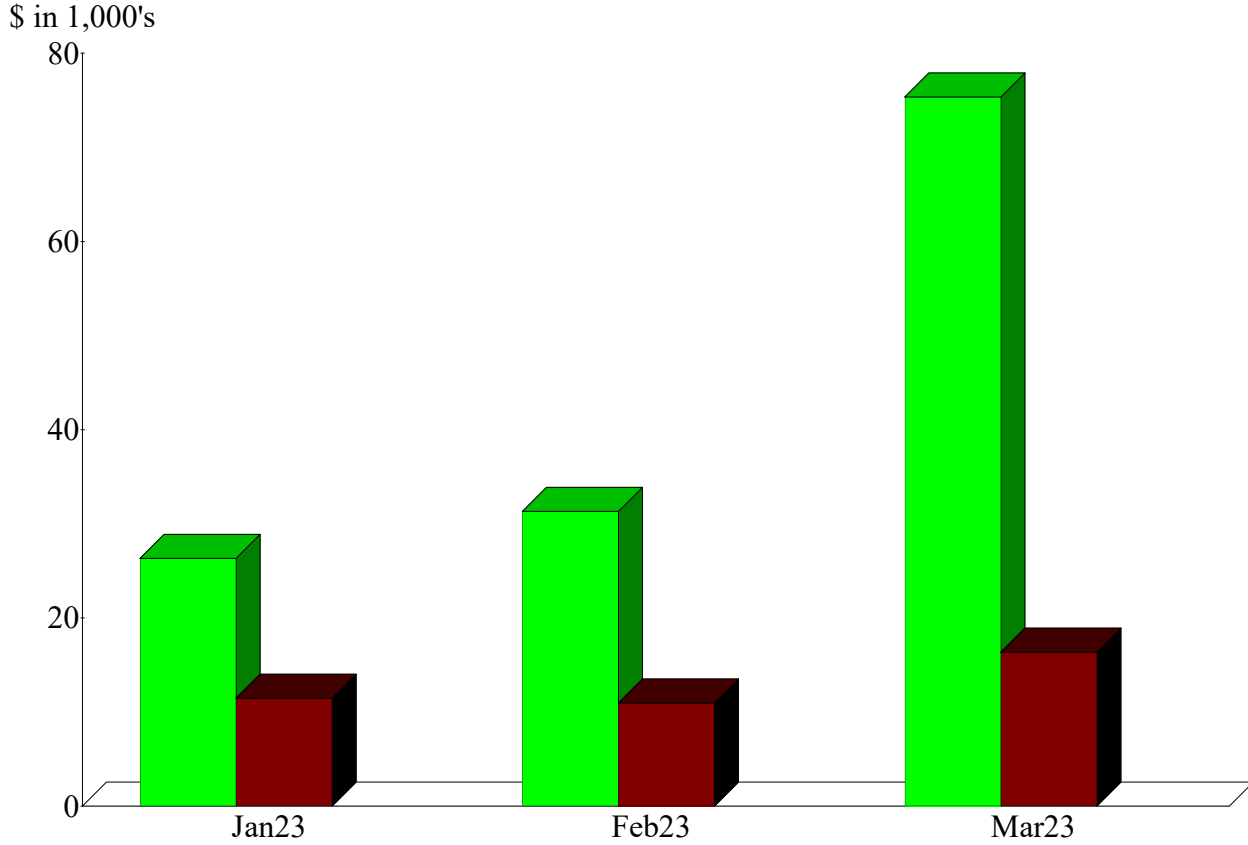
Income Summary
January through March 2023

2-4400 · Property Tax Revenue	39.26%
1-4080 · Water Usage	24.67
1-4000 · Capital Improvement Fees	15.14
1-4050 · Water Service Fee	14.35
2-7000 · Interest Income	3.19
2-4450 · Specific Ownership Tax	1.77
1-4090 · Trout Haven Exclusion Deposits	1.24
1-4030 · Late Fee Revenue	0.33
2-4460 · Restitution	0.04
Total	\$133,043.66



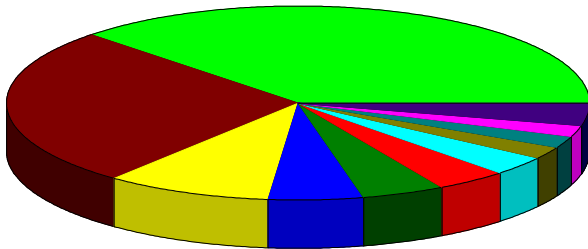
By Account

Income and Expense by Month
January through March 2023



Expense Summary
January through March 2023

1-6050 · District Management-Operating	37.58%
1-6180 · ORC Fees-Operating	26.70
2-8055 · Interest Expense - CWCD	9.28
1-6210 · Utilities	5.38
1-6060 · Dues Fees and Subscriptions	4.64
2-6240 · Treasurer Collection Fee	4.04
1-6190 · Repairs and Maintenance	3.30
1-6070 · Election Expense	2.09
1-6120 · Directors Fees	2.06
1-6130 · Legal	1.97
Other	2.96
Total	\$38,807.16



By Account



Arabian Acres Metropolitan District

PAYMENT REQUEST

4/19/2023

GENERAL FUND

Company	Invoice	Date	Amount	Comments
Edith Coffman	041923EC	4/19/2023	\$ 100.00	
Lanny Hoel	041923LH	4/19/2023	\$ 100.00	
Elizabeth Douglas	041923ED	4/19/2023	\$ 100.00	
Jennifer Shepard	041923JS	4/19/2023	\$ 100.00	
Martin Lempecki	041923ML	4/19/2023	\$ 100.00	
Core Electric Coop	40032202	4/12/2023	\$ 244.32	ACH
Core Electric Coop	43183502	4/12/2023	\$ 212.85	ACH
Core Electric Coop	40299901	4/12/2023	\$ 121.93	ACH
Core Electric Coop	40045402	4/12/2023	\$ 111.88	ACH
Core Electric Coop	43071702	4/12/2023	\$ 13.50	ACH
El Paso County Public Health	EHS202119670	3/31/2023	\$ 21.00	
Front Range Winwater Works	78606	3/21/2023	\$ 181.57	
J.A. Excavation & Septic's LLC	33123	3/31/2023	\$ 2,807.50	
J.A. Excavation & Septic's LLC	33123	3/31/2023	\$ 852.93	
K&A Excavating	AAWD0423a	4/6/2023	\$ 11,505.00	
K&A Excavating	AAWD0423b	4/6/2023	\$11,350.00	
Mailing Services Inc	17775	3/9/2023	\$ 128.00	
National Rural Water Association	52123	4/19/2023	\$ 924.10	
SDA		2/22/2023	\$ 426.67	
UNCC	223030054	3/31/2023	\$ 322.50	
WSDM District Manager	7387	3/31/2023	\$ 5,655.86	
Zion Bank		3/31/2023	\$ 250.00	
TOTAL			\$ 35,629.61	

DEBT SERVICE FUND

Company	Invoice	Date	Amount	Comments
Colorado Water Conservation Board	Contract No. CT2019-2792	4/19/2023	\$ 23,688.07	
Colorado Water Resources & Power Development Authority	Loan: D20F439	4/19/2023	\$ 20,024.35	Must be paid by wire
TOTAL			\$ 43,712.42	

Director _____