



## REGULAR BOARD MEETING AGENDA AND NOTICE

WEDNESDAY, May 17, 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	TBD	May 2027
Lanny Hoel	TBD	May 2027
Elizabeth Douglass	TBD	May 2027
Martin Lempecki	TBD	May 2025
Jennifer Shepard	TBD	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, May 17, 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) Oath of Affirmations and Appointment of Officers
- d) Discussion and Approval of the Agenda
- e) Consider Approval of Meeting Minutes from April 19, 2023 (enclosed)

### 2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status
- b) Review and accept the April 30, 2023, Unaudited Financial Status (enclosed)
- c) Review and Approve the Payment of Claims (enclosed)
- d) Discuss Credit Card status for Lynn

### 3) MANAGEMENT MATTERS

### 4) LEGAL MATTERS

- a) Review and Consider approval of Orc Contract Renewal (enclosed)

### 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, JUNE 21, 2023, AT 5:30 PM.





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

April 19, 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 District Managers  
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 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: Ms. Harris requested two items be added under Financial Matters, Bill.com Process and Account 67 Gerka Lane Fee Waiver Request. Director Douglass moved to approve the Agenda as amended; seconded by Director Lempecki. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from March 15, 2023: After review, Director Shepard moved to approve the Meeting Minutes from March 15, 2023; seconded by Director Lempecki. 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 March 31, 2023 Unaudited Financial Status: Ms. Harris presented the March 31, 2023 Unaudited Financial Status. Director Douglass moved to approve the March 31, 2023 Unaudited Financial Statements; seconded by Director Lempecki. Motion passed unanimously.
- c. Review and Approve the Payment of Claims: Ms. Harris presented the payment of claims. She noted invoices for Kelly Brock's work on the frozen lines and debt service wire payments. After review, Director Douglass moved to approve the payment requests; seconded by Director Lempecki. Motion passed unanimously.
- d. Discuss Credit Card Status for Lynn: Ms. Harris explained that Mr. Willow would be an authorized user and name on the credit card and the District is responsible for paying the credit card bill.

- e. **Bill.com Process:** Ms. Harris discussed the option of utilizing Bill.com to approve and pay bills online. She explained that the Board could review, approve, and pay all the District's bills online in a fast and efficient manner. WSDM already utilizes Bill.com for most of their other districts and it is at no extra cost. President Coffman commented on the past district manager that robbed the District and said she would prefer to have her hand on the checks. Ms. Harris explained the Board would still have sole control to view all the bills and make any changes or edits before approving for payment. She noted the district auditors highly recommend using Bill.com and that is why WSDM implemented the process in 2020. After discussion, Director Douglass moved to change to Bill.com; seconded by Director Lempecki. Motion passed 3-1 with President Coffman opposed. Ms. Harris offered a tutorial on how to use Bill.com for all the Board members.
- f. **Account 67 Gerka Lane Fee Waiver Request:** Ms. Harris discussed the Fee Waiver Request from the account of 67 Gerka Lane. The account owner is requesting the waiver because they did not receive any of the billing statements or notices and they claim it wasn't disclosed during the sale of property. No contact information was provided to WSDM, and the bills were sent to the property address. The requested amount to be waived is \$115.00. Ms. Harris noted they did waive a \$15 late fee as a one-time courtesy. Mr. Willow noted there is not a house at this property, and it is just a foundation. The only water connection goes to the meter, and they have not connected any plumbing into the foundation yet. The Board discussed that the property owner did not provide any contact information and the Title company only provided a name. The Title company should have provided the information to the buyer. President Coffman moved to waive the \$115.00 in fees; seconded by Director Shepard. Motion passed unanimously.

### **3. MANAGEMENT MATTERS**

- a. **Discuss Frozen Lines:** Ms. Harris presented a flyer that can be posted to the website and advertised to the community informing them on how to properly winterize water lines. The Board and Mr. Willow discussed insulating the meter pits to prevent frozen lines in the future. Mr. Willow estimates the cost would be \$1,500 per meter pit. The Board discussed insulating one meter pit to get a better idea on cost. Director Shepard moved to approve one meter pit; seconded by Director Lempecki. Motion passed unanimously.
- b. **Discuss Air BnB and District Process:** Ms. Harris noted she was unable to speak with Mr. Downie about this item due to him being out for health reasons, but she was able to speak to his colleague. Ms. Harris noted they are discussing all short-term rentals in general. Legal counsel confirmed that the District can implement a fee or fine for a violation if a short-term rental property does not do their proper due diligence and causes damage to meter pit or main line due to negligence then the District can impose a violation fee. The Board discussed short-term rentals and adding a violation for excessive water usage when filling a pool. The Board and Mr. Willow discussed that service lines and the main line could freeze if water is not moving, and the water lines are not winterized. The Board discussed an amendment to the Rules and Regulations that incorporates if damage is caused including but not limited to frozen meter, frozen main line, and cost associated due to negligence of a property owner, the District may

charge those costs to the property owner. Director Douglass moved to amend the Rules and Regulations to incorporate the language about negligence and frozen meter lines as discussed; seconded by Director Shepard. Motion passed unanimously.

**4. LEGAL MATTERS:** There was no discussion.

**5. OPERATIONS**

a. ORC Report: Mr. Willow presented the Operator's Report.

**6. PUBLIC COMMENT:** There was no public comment.

**7. ADJOURNMENT:** Director Douglass moved to adjourn the meeting at 7:30 PM; seconded by Director Lempecki. Motion passed unanimously.

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

Respectfully Submitted,  
WSDM District Managers

---

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 19, 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

As of April 30, 2023

05/10/23

Accrual Basis

	<u>Apr 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
ECB Checking	464,920.86
2-1000 · COLOTRUST 4001	151,710.00
2-1020 · COLOTRUST Reserve 8002	33,060.71
3-1000 · COLOTRUST-Capital Reserve 8003	245,526.15
<b>Total Checking/Savings</b>	<u>895,217.72</u>
<b>Accounts Receivable</b>	
1-1200 · Accounts Receivable	11,313.15
<b>Total Accounts Receivable</b>	<u>11,313.15</u>
<b>Other Current Assets</b>	
1-1300 · Property Tax Receivable	70,460.76
<b>Total Other Current Assets</b>	<u>70,460.76</u>
<b>Total Current Assets</b>	<u>976,991.63</u>
<b>Fixed Assets</b>	
1-1850 · Construction in Progress	2,515,552.23
<b>Total Fixed Assets</b>	<u>2,515,552.23</u>
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	<u>1,676,095.45</u>
<b>TOTAL ASSETS</b>	<u><u>5,168,639.31</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
1-2000 · Accounts Payable	9,857.69
<b>Total Accounts Payable</b>	<u>9,857.69</u>
<b>Other Current Liabilities</b>	
1-2020 · Accrued Interest	7,427.30
2-2200 · Deferred Revenue-Property Taxes	70,460.76
<b>Total Other Current Liabilities</b>	<u>77,888.06</u>
<b>Total Current Liabilities</b>	<u>87,745.75</u>
<b>Long Term Liabilities</b>	
DWRP 1.5 Million Loan	1,045,190.03
2-2400 · 2007 Bonds Payable	895,000.00
2-2440 · Natural Rural Water	24,068.77
3-4090 · CWCB Meter Loan 400K	154,568.42
<b>Total Long Term Liabilities</b>	<u>2,118,827.22</u>
<b>Total Liabilities</b>	<u>2,206,572.97</u>

2:49 PM

Arabian Acres Metropolitan District

05/10/23

**Balance Sheet**

Accrual Basis

As of April 30, 2023

---

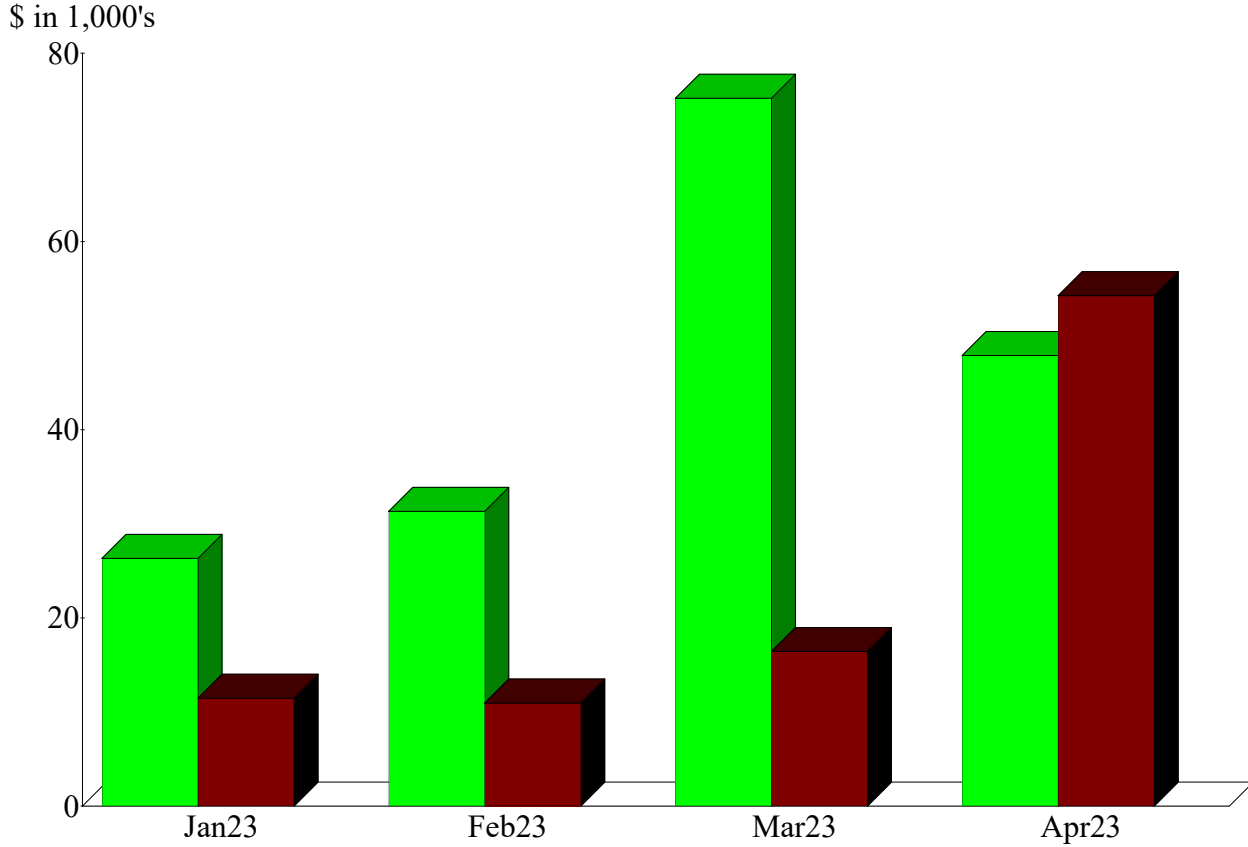
	<u>Apr 30, 23</u>
Equity	
30000 · Opening Balance Equity	215,933.51
32000 · Retained Earnings	2,658,458.28
Net Income	87,674.55
	<hr/>
Total Equity	2,962,066.34
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>5,168,639.31</u></b>

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

	TOTAL				
	Apr 23	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
1-4000 · Capital Improvement Fees	18,361.06	38,507.30	106,000.00	-67,492.70	36.33%
1-4030 · Late Fee Revenue	331.72	772.25			
1-4050 · Water Service Fee	18,359.54	37,446.52	100,000.00	-62,553.48	37.45%
1-4080 · Water Usage	-8,142.42	24,538.43	90,000.00	-65,461.57	27.27%
1-4090 · Trout Haven Exclusion Deposits	0.00	1,655.50			
2-4400 · Property Tax Revenue	15,946.36	68,184.12	138,644.88	-70,460.76	49.18%
2-4450 · Specific Ownership Tax	1,296.90	3,656.78	9,705.14	-6,048.36	37.68%
2-4460 · Restitution	16.77	67.08			
<b>Total Income</b>	<b>46,169.93</b>	<b>174,827.98</b>	<b>444,350.02</b>	<b>-269,522.04</b>	<b>39.35%</b>
Gross Profit	46,169.93	174,827.98	444,350.02	-269,522.04	39.35%
Expense					
1-6110 · Audit	0.00	0.00	8,225.00	-8,225.00	0.0%
1-6020 · Bank Service Charges	20.00	41.00	100.00	-59.00	41.0%
1-6120 · Directors Fees	500.00	1,300.00	7,500.00	-6,200.00	17.33%
1-6050 · District Management-Operating	5,037.50	19,619.84	54,000.00	-34,380.16	36.33%
1-6060 · Dues Fees and Subscriptions	56.76	1,859.11	2,500.00	-640.89	74.36%
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	0.00	765.00			
1-6130 · Legal - Other	0.00	0.00	10,000.00	-10,000.00	0.0%
<b>Total 1-6130 · Legal</b>	<b>0.00</b>	<b>765.00</b>	<b>10,000.00</b>	<b>-9,235.00</b>	<b>7.65%</b>
1-6090 · Office Supplies	0.00	127.00			
1-6180 · ORC Fees-Operating	3,457.50	13,530.00	48,000.00	-34,470.00	28.19%
1-6100 · Postage and Copies-Operating	169.10	730.45	4,000.00	-3,269.55	18.26%
1-6170 · Chemicals and Supplies	0.00	0.00	2,000.00	-2,000.00	0.0%
1-6190 · Repairs and Maintenance	22,923.79	24,556.50	35,000.00	-10,443.50	70.16%
1-6210 · Utilities	1,492.55	3,580.78	12,500.00	-8,919.22	28.65%
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	84.00	4,000.00	-3,916.00	2.1%
2-6240 · Treasurer Collection Fee	478.49	2,045.61	4,159.35	-2,113.74	49.18%
63400 · Interest Expense	20,024.35	20,024.35			
63500 · Bond Principal Payment	0.00	0.00	75,000.00	-75,000.00	0.0%
<b>Total Expense</b>	<b>54,181.04</b>	<b>89,073.64</b>	<b>305,984.35</b>	<b>-216,910.71</b>	<b>29.11%</b>
Net Ordinary Income	-8,011.11	85,754.34	138,365.67	-52,611.33	61.98%
Other Income/Expense					
Other Income					
2-7000 · Interest Income	1,714.98	5,960.09			
<b>Total Other Income</b>	<b>1,714.98</b>	<b>5,960.09</b>			
Other Expense					
2-8000 · Bond Interest	0.00	0.00	48,500.00	-48,500.00	0.0%
2-8050 · National Rural Water Interest	60.25	187.20	990.81	-803.61	18.89%
2-8055 · Interest Expense - CWCD	0.00	3,602.68	5,356.10	-1,753.42	67.26%
2-8080 · Trustee Fees	0.00	250.00	500.00	-250.00	50.0%
<b>Total Other Expense</b>	<b>60.25</b>	<b>4,039.88</b>	<b>55,346.91</b>	<b>-51,307.03</b>	<b>7.3%</b>
Net Other Income	1,654.73	1,920.21	-55,346.91	57,267.12	-3.47%
<b>Net Income</b>	<b>-6,356.38</b>	<b>87,674.55</b>	<b>83,018.76</b>	<b>4,655.79</b>	<b>105.61%</b>

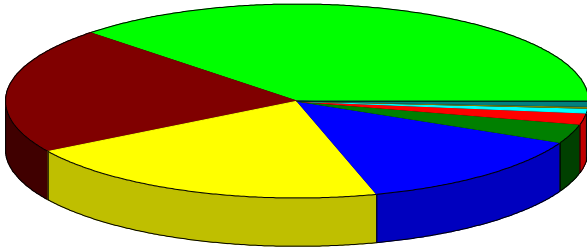
Income and Expense by Month  
January through April 2023

Income  
Expense



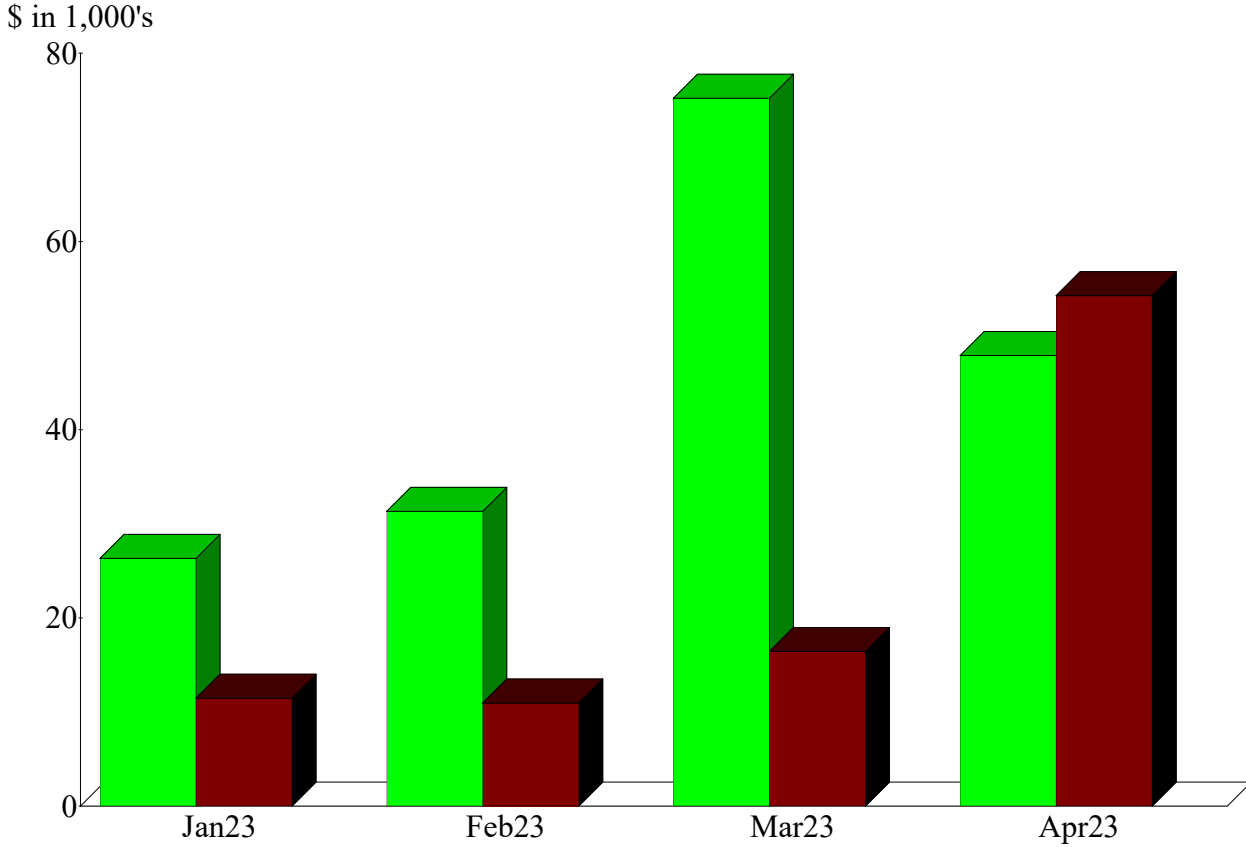
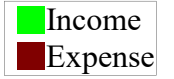
Income Summary  
January through April 2023

2-4400 · Property Tax Revenue	37.71%
1-4000 · Capital Improvement Fees	21.30
1-4050 · Water Service Fee	20.71
1-4080 · Water Usage	13.57
2-7000 · Interest Income	3.30
2-4450 · Specific Ownership Tax	2.02
1-4090 · Trout Haven Exclusion Deposits	0.92
1-4030 · Late Fee Revenue	0.43
2-4460 · Restitution	0.04
<b>Total</b>	<b>\$180,788.07</b>



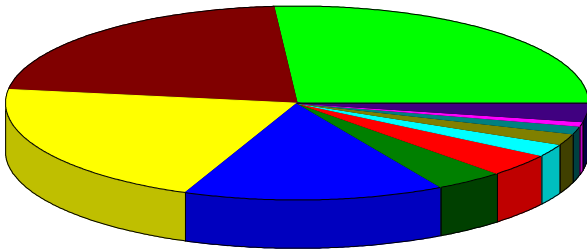
By Account

Income and Expense by Month  
January through April 2023



Expense Summary  
January through April 2023

1-6190 · Repairs and Maintenance	26.37%
63400 · Interest Expense	21.51
1-6050 · District Management-Operating	21.07
1-6180 · ORC Fees-Operating	14.53
2-8055 · Interest Expense - CWCD	3.87
1-6210 · Utilities	3.85
2-6240 · Treasurer Collection Fee	2.20
1-6060 · Dues Fees and Subscriptions	2.00
1-6120 · Directors Fees	1.40
1-6070 · Election Expense	0.87
Other	2.35
<b>Total</b>	<b>\$93,113.52</b>



By Account



# Arabian Acres Metropolitan District

## PAYMENT REQUEST

5/17/2023

### GENERAL FUND

Company	Invoice	Date	Amount	Comments
Edith Coffman	051723EC	4/19/2023	\$ 100.00	
Lanny Hoel	051723LH	4/19/2023	\$ 100.00	
Elizabeth Douglas	051723ED	4/19/2023	\$ 100.00	
Jennifer Shepard	051723JS	4/19/2023	\$ 100.00	
Martin Lempecki	051723ML	4/19/2023	\$ 100.00	
Core Electric Coop	40032202	4/24/2023	\$ 285.34	ACH
Core Electric Coop	43183502	4/24/2023	\$ 235.37	ACH
Core Electric Coop	40299901	4/24/2023	\$ 134.85	ACH
Core Electric Coop	40045402	4/24/2023	\$ 119.01	ACH
Core Electric Coop	43071702	4/24/2023	\$ 13.50	ACH
El Paso County Public Health	EHS202110083	4/30/2023	\$ 21.00	
Front Range Winwater Works	99230400	4/30/2023	\$ 2.72	
Front Range Winwater Works	78451	5/3/2023	\$ 446.08	
J.A. Excavation & Septic's LLC	43023	4/30/2023	\$ 2,807.50	
J.A. Excavation & Septic's LLC	43023-1	4/30/2023	\$ 716.07	
Mailing Services Inc	17923	4/11/2023	\$ 126.80	
National Rural Water Association	8/9/2064	5/17/2023	\$ 924.10	
UNCC	223040057	4/30/2023	\$ 56.76	
WSDM District Manager	7396	4/30/2023	\$ 5,079.80	
<b>TOTAL</b>			<b>\$ 11,468.90</b>	

### DEBT SERVICE FUND

Company	Invoice	Date	Amount	Comments
Water Refunding Revenue Bonds	41023	5/17/2023	\$ 22,375.00	Must be paid by wire
<b>TOTAL</b>			<b>\$ 22,375.00</b>	

Director \_\_\_\_\_





Edith, Kevin, Rebecca, and AAMD Board of Directors;

It is that time of year for my contract renewal. I have had a long term business relationship the Arabian Acres Metro. District since 2007. I have been your O.R.C. since 2010. In the beginning AAMD's infrastructure was falling apart and it was almost a full time job to keep water flowing throughout the district. Over the years with the foresight and decisions made by the B.O.D.'s with the input and sometimes direction of the O.R.C.. The system has improved greatly. Not all of this improvement came just with installation of new equipment. I as the O.R.C. had to learn and adapt to the new technology in order to keep the system running at its peak efficiency.

Although with all of the new piping and technical improvement, there is still a need for an experience water operator such as myself. I have a complete understanding of the system and its inner working through my time, experience, and ongoing education with this system.

I am on call 24/7 365, for any and all water emergencies. I am the front man and representative of the AAMD to the costumers in the field. We have had 2 new water taps for services this year and 2 more on its way for 2023. I supervise and oversee all of the projects (with a few acceptations) that happen within the district when it has to do with the water system.

There for, I would like to renew my contract for 2023-2024. As we all know, the cost of doing business has gone up substantially over the last couple of years especially the cost of fuel.

Along with a contract renewal, I am seeking an increase for the cost of my services as the O.R.C. I believe that a monthly increase of 3.02% to a 5.0% for my services is a very far deal for the district due to the fact that the inflation rate is over 7%. The district is getting an operator who is experienced with the existing system.

Thank you for your time.

Sincerely,

Lynn Willow, CWP, ORC- AAMD