



## REGULAR BOARD MEETING AGENDA AND NOTICE

WEDNESDAY, July 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

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Board of Director	Title	Term
Elizabeth Douglass	President	May 2027
Lanny Hoel	Secretary	May 2027
Martin Lempecki	Treasurer	May 2025
Edith Coffman	Assistant Secretary	May 2027
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, July 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 June 21, 2023 (enclosed)

### **2) FINANCIAL MATTERS**

- a) Review and Consider approval of the 2022 Audit and Presentation (under separate cover)
- b) Review of Billing and Collection Status
- c) Review and accept the June 30, 2023, Unaudited Financial Status (enclosed)
- d) Discuss Payment of claim process
- e) Review and Approve the Payment of Claims (enclosed)

### **3) MANAGEMENT MATTERS**

### **4) LEGAL MATTERS**

### **5) OPERATIONS**

- a) ORC Report
- b) Water Loss Data Report update

### **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,  
AUGUST 16, 2023, AT 5:30 PM – 2022 AUDIT REVIEW





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

June 21, 2023, at 5:30 P.M.

Via Telephone and Video Conference Call

**In attendance were Directors:**

Edith Coffman

Elizabeth Douglass

Lanny Hoel (Arrived late)

Martin Lempecki

Jennifer Shepard

**Also in attendance were:**

Rebecca Harris, WSDM District Managers

Lynn Willow, ORC

Elric Winterer, Resident

**1. ADMINISTRATIVE MATTERS**

- a. Call to Order & Declaration of Quorum: President Douglass 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: Director Coffman asked about the corrected financials and the water issue. Ms. Harris confirmed the financials and water issue will be discussed later on the Agenda. Director Hoel joined the meeting. Director Lempecki moved to approve the Agenda as presented; seconded by Director Shepard. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from May 17, 2023: After review, Director Coffman moved to approve the May 17, 2023 Meeting Minutes; 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 May 31, 2023 Unaudited Financial Status: Ms. Harris presented the May 31, 2023 Unaudited Financial Status. The Board noted corrections to the Financials regarding Mr. Willow's invoice for May, K&A Excavation, and water quality testing. After review, Director Lempecki moved to approve the Unaudited Financial Statements pending the discussed changes; seconded by Director Shepard. Motion passed unanimously.
- c. Review and Approve the Payment of Claims: Ms. Harris presented the payment of claims. Ms. Harris asked Mr. Willow discussed the K&A Excavating invoice. After review, Director Shepard moved to approve the payment of claims with the exception

of K&A Excavating until it can be reviewed and verified; seconded by Director Lempecki. Motion passed unanimously.

**3. MANAGEMENT MATTERS:** There were no management matters.

**4. LEGAL MATTERS**

a. Public Hearing Public Hearing on Petitions for Exclusions: Director Lempecki moved to open the Public Hearing on petitions for exclusions at 141 Hidden Point and 163 Uintah Vale Dr; seconded by Director Coffman. Motion passed unanimously. Mr. Winterer asked if the properties were in Trout Haven. Ms. Harris explained both properties are in Arabian Acres, have wells and they are not receiving water service. After no additional public comments, Director Lempecki moved to close the Public Hearing; seconded by Director Hoel. Motion passed unanimously.

- i. Review and Consider approval of Order for Exclusion of Certain Real Property – 141 Hidden Point: Ms. Harris explained the petition is only for the larger parcel of land, and not the smaller parcel they own that is near a main line. The Board discussed that the property is included in the District’s boundary but not in the development and they would never be serviced because there is no access to the water line. Director Coffman expressed concerns and requested additional research and suggested going to the County. Ms. Harris asked what additional research she is wanting to see because she has researched this petition and received additional clarification from the petitioner. Director Lempecki commented that this property could not be serviced, and they are not attempting to exclude the property with a service line, so he would approve.
- ii. Review and Consider approval of Order for Exclusion of Certain Real Property - 163 Uintah Vale Dr: Ms. Harris presented the Order for 163 Uintah Vale Dr., and noted the property is roughly 653’ from the closest service line, and they have provided proof of a well. Mr. Willow confirmed that neither property would never be serviced.

Director Lempecki moved to approve the Order for Exclusion of Certain Real Property for both 141 Hidden Point and 163 Uintah Vale Drive; seconded by Director Shepard. Motion passed 4 to 1 with Director Coffman opposed.

**5. OPERATIONS**

- a. ORC Report: Mr. Willow presented the Operator’s Report.
- b. Discussion Wells #2 and #8 Electrical Issue: Mr. Willow discussed the electrical issue at wells #2 and #8 due to a power outage. The wiring and repairs will be done in a few weeks.
- c. Water Loss Data Report: Ms. Harris noted she is waiting on the physical well meter reads as discussed from Mr. Willow, to verify the water loss data, and once received they can start tracking.

**6. PUBLIC COMMENT:** Mr. Winterer thanked the Board.

7. **ADJOURNMENT:** Director Lempecki moved to adjourn the meeting at 6:30 PM; seconded by Director Shepard. Motion passed unanimously.

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 21, 2023 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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Edith Coffman

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Elizabeth Douglass

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Lanny Hoel

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Martin Lempecki

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Jennifer Shepard



**Arabian Acres Metropolitan District**  
**Balance Sheet**  
As of June 30, 2023

	Jun 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1072 · Bill.com Money Out Clearing	-6,762.01
ECB Checking	497,690.90
2-1000 · COLOTRUST 4001	159,768.36
2-1020 · COLOTRUST Reserve 8002	33,348.45
3-1000 · COLOTRUST-Capital Reserve 8003	247,663.02
<b>Total Checking/Savings</b>	931,708.72
<b>Accounts Receivable</b>	
1-1200 · Accounts Receivable	11,313.15
<b>Total Accounts Receivable</b>	11,313.15
<b>Other Current Assets</b>	
1-1300 · Property Tax Receivable	50,021.66
<b>Total Other Current Assets</b>	50,021.66
<b>Total Current Assets</b>	993,043.53
<b>Fixed Assets</b>	
1-1850 · Construction in Progress	2,515,552.23
<b>Total Fixed Assets</b>	2,515,552.23
<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>	1,676,095.45
<b>TOTAL ASSETS</b>	<b>5,184,691.21</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
1-2000 · Accounts Payable	14,316.84
<b>Total Accounts Payable</b>	14,316.84
<b>Other Current Liabilities</b>	
1-2020 · Accrued Interest	7,427.30
2-2200 · Deferred Revenue-Property Taxes	50,021.66
<b>Total Other Current Liabilities</b>	57,448.96
<b>Total Current Liabilities</b>	71,765.80
<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	22,330.23
3-4090 · CWCB Meter Loan 400K	154,568.42
<b>Total Long Term Liabilities</b>	2,117,088.68
<b>Total Liabilities</b>	2,188,854.48



12:21 PM

Arabian Acres Metropolitan District

07/13/23

**Balance Sheet**

Accrual Basis

As of June 30, 2023

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	<u>Jun 30, 23</u>
Equity	
30000 · Opening Balance Equity	215,933.51
32000 · Retained Earnings	2,658,458.28
Net Income	121,444.94
	<hr/>
Total Equity	2,995,836.73
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>5,184,691.21</u></u></b>

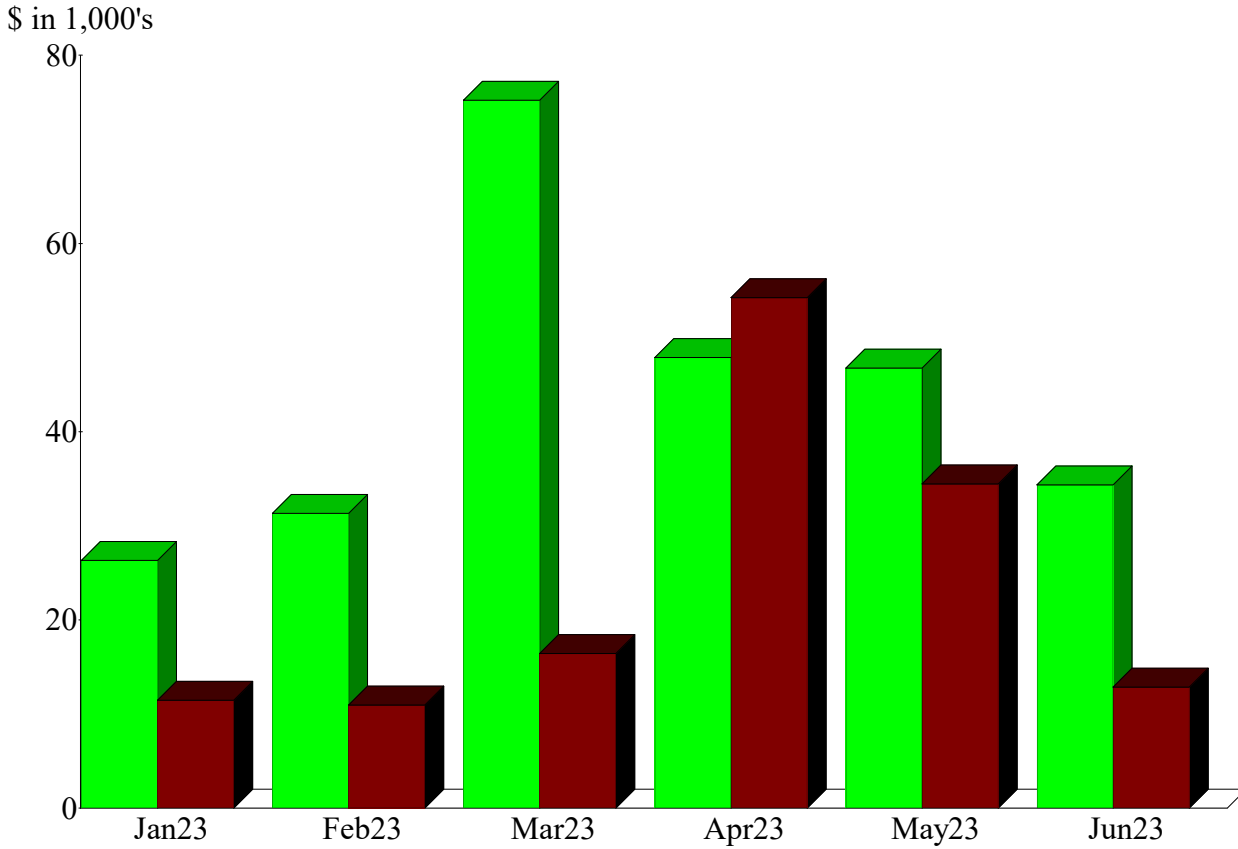
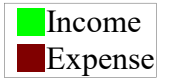
## Arabian Acres Metropolitan District Profit & Loss Budget vs. Actual January through June 2023

	TOTAL					
	May 23	Jun 23	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
2-4455 · Delinquent Taxes	0.00	806.29	806.29			
1-4000 · Capital Improvement Fees	9,676.04	8,318.78	56,502.12	106,000.00	-49,497.88	53.3%
1-4030 · Late Fee Revenue	132.75	261.15	1,166.15			
1-4050 · Water Service Fee	9,834.84	8,106.14	55,387.50	100,000.00	-44,612.50	55.39%
1-4080 · Water Usage	7,711.40	3,544.17	35,794.00	90,000.00	-54,206.00	39.77%
1-4090 · Trout Haven Exclusion Deposits	0.00	0.00	1,655.50			
2-4400 · Property Tax Revenue	9,864.90	10,574.20	88,623.22	138,644.88	-50,021.66	63.92%
2-4450 · Specific Ownership Tax	1,082.89	1,471.32	6,210.99	9,705.14	-3,494.15	64.0%
2-4460 · Restitution	16.77	16.77	100.62			
2-4470 · State Senior/ Veteran Funds	6,408.60	0.00	6,408.60			
<b>Total Income</b>	<b>44,728.19</b>	<b>33,098.82</b>	<b>252,654.99</b>	<b>444,350.02</b>	<b>-191,695.03</b>	<b>56.86%</b>
<b>Expense</b>						
1-6110 · Audit	0.00	0.00	0.00	8,225.00	-8,225.00	0.0%
1-6020 · Bank Service Charges	0.00	7.00	48.00	100.00	-52.00	48.0%
1-6120 · Directors Fees	400.00	500.00	2,200.00	7,500.00	-5,300.00	29.33%
1-6050 · District Management-Operating	4,485.00	3,800.00	27,904.84	54,000.00	-26,095.16	51.68%
1-6060 · Dues Fees and Subscriptions	28.38	34.83	1,894.60	2,500.00	-605.40	75.78%
1-6070 · Election Expense	0.00	0.00	837.72	5,000.00	-4,162.28	16.75%
1-6080 · Insurance Expense-Operating	0.00	0.00	0.00	14,000.00	-14,000.00	0.0%
1-6130 · Legal						
1-6135 · Trout Haven Exclusions	0.00	450.00	1,215.00			
1-6130 · Legal - Other	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
<b>Total 1-6130 · Legal</b>	<b>0.00</b>	<b>450.00</b>	<b>1,215.00</b>	<b>10,000.00</b>	<b>-8,785.00</b>	<b>12.15%</b>
1-6090 · Office Supplies	0.00	28.16	155.16			
1-6180 · ORC Fees-Operating	3,472.87	3,472.87	20,475.74	48,000.00	-27,524.26	42.66%
1-6160 · Other Expense	0.00	1,706.62	1,706.62			
1-6100 · Postage and Copies-Operating	183.50	152.01	1,065.96	4,000.00	-2,934.04	26.65%
1-6170 · Chemicals and Supplies	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
1-6190 · Repairs and Maintenance	2,811.08	1,575.57	28,943.15	35,000.00	-6,056.85	82.7%
1-6210 · Utilities	0.00	736.84	4,317.62	12,500.00	-8,182.38	34.54%
1-6150 · Water Billing	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6220 · Water Distribution Purchases	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6230 · Water Testing	356.00	21.00	461.00	4,000.00	-3,539.00	11.53%
2-6240 · Treasurer Collection Fee	295.95	343.17	2,684.73	4,159.35	-1,474.62	64.55%
63400 · Interest Expense	0.00	0.00	20,024.35			
63500 · Bond Principal Payment	0.00	0.00	0.00	75,000.00	-75,000.00	0.0%
<b>Total Expense</b>	<b>12,032.78</b>	<b>12,828.07</b>	<b>113,934.49</b>	<b>305,984.35</b>	<b>-192,049.86</b>	<b>37.24%</b>
<b>Net Ordinary Income</b>	<b>32,695.41</b>	<b>20,270.75</b>	<b>138,720.50</b>	<b>138,365.67</b>	<b>354.83</b>	<b>100.26%</b>

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

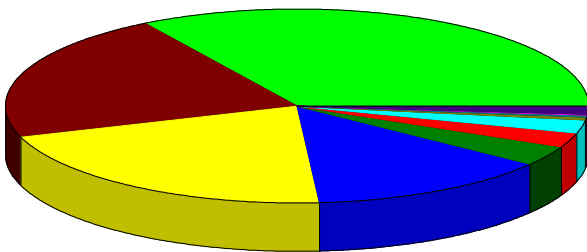
	TOTAL					
	May 23	Jun 23	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Other Income/Expense						
Other Income						
2-7000 · Interest Income	1,872.68	1,263.21	9,095.98			
2-7040 · Miscellaneous Income	153.00	0.00	153.00			
<b>Total Other Income</b>	<b>2,025.68</b>	<b>1,263.21</b>	<b>9,248.98</b>			
Other Expense						
2-8000 · Bond Interest	22,375.00	0.00	22,375.00	48,500.00	-26,125.00	46.13%
2-8050 · National Rural Water Interest	58.09	51.57	296.86	990.81	-693.95	29.96%
2-8055 · Interest Expense - CWCD	0.00	0.00	3,602.68	5,356.10	-1,753.42	67.26%
2-8080 · Trustee Fees	0.00	0.00	250.00	500.00	-250.00	50.0%
<b>Total Other Expense</b>	<b>22,433.09</b>	<b>51.57</b>	<b>26,524.54</b>	<b>55,346.91</b>	<b>-28,822.37</b>	<b>47.92%</b>
<b>Net Other Income</b>	<b>-20,407.41</b>	<b>1,211.64</b>	<b>-17,275.56</b>	<b>-55,346.91</b>	<b>38,071.35</b>	<b>31.21%</b>
<b>Net Income</b>	<b>12,288.00</b>	<b>21,482.39</b>	<b>121,444.94</b>	<b>83,018.76</b>	<b>38,426.18</b>	<b>146.29%</b>

Income and Expense by Month  
January through June 2023



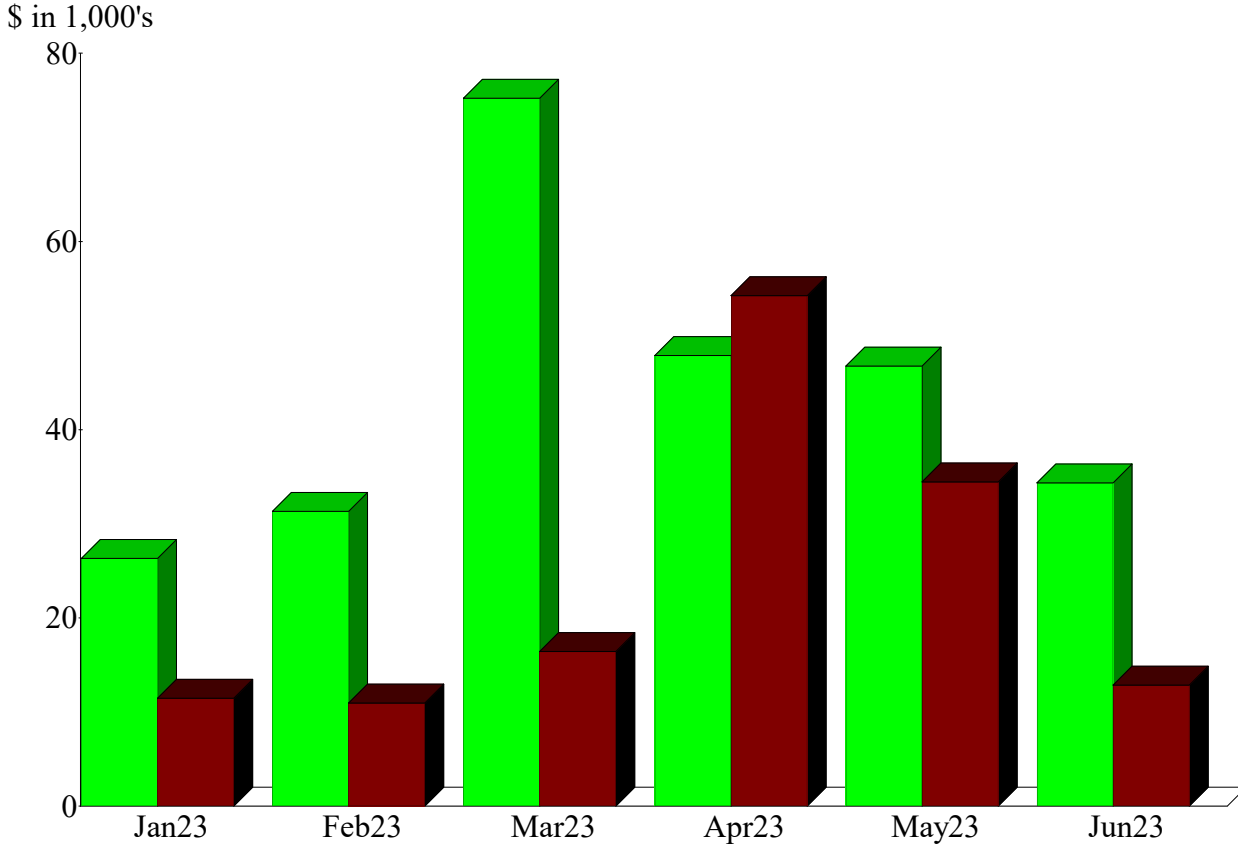
Income Summary  
January through June 2023

2-4400 · Property Tax Revenue	33.84%
1-4000 · Capital Improvement Fees	21.57
1-4050 · Water Service Fee	21.15
1-4080 · Water Usage	13.67
2-7000 · Interest Income	3.47
2-4470 · State Senior/ Veteran Funds	2.45
2-4450 · Specific Ownership Tax	2.37
1-4090 · Trout Haven Exclusion Deposits	0.63
1-4030 · Late Fee Revenue	0.45
2-4455 · Delinquent Taxes	0.31
Other	0.10
<b>Total</b>	<b>\$261,903.97</b>



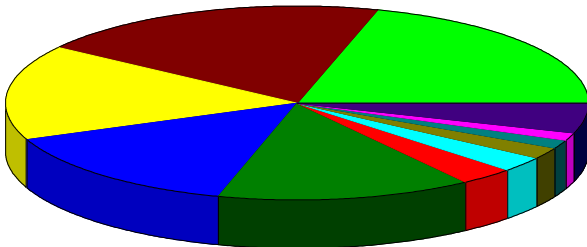
By Account

Income and Expense by Month  
January through June 2023



Expense Summary  
January through June 2023

1-6190 · Repairs and Maintenance	20.61%
1-6050 · District Management-Operating	19.87
2-8000 · Bond Interest	15.93
1-6180 · ORC Fees-Operating	14.58
63400 · Interest Expense	14.26
1-6210 · Utilities	3.07
2-8055 · Interest Expense - CWCD	2.56
2-6240 · Treasurer Collection Fee	1.91
1-6120 · Directors Fees	1.57
1-6060 · Dues Fees and Subscriptions	1.35
Other	4.30
<b>Total</b>	<b>\$140,459.03</b>



By Account



# Arabian Acres Metropolitan District

## PAYMENT REQUEST

7/12/2023

### GENERAL FUND

Company	Invoice	Date	Amount	Comments
Edith Coffman	071923EC	7/19/2023	\$ 100.00	
Lanny Hoel	071923LH	7/19/2023	\$ 100.00	
Elizabeth Douglas	07923ED	7/19/2023	\$ 100.00	
Jennifer Shepard	071923JS	7/19/2023	\$ 100.00	
Martin Lempecki	71923ML	7/19/2023	\$ 100.00	
Core Electric Coop	40032202	6/22/2023	\$ 202.67	ACH
Core Electric Coop	43183502	6/22/2023	\$ 255.88	ACH
Core Electric Coop	40299901	6/22/2023	\$ 135.08	ACH
Core Electric Coop	40045402	6/22/2023	\$ 129.71	ACH
Core Electric Coop	43071702	6/22/2023	\$ 13.50	ACH
Dana Kepner Company	1580644-00	6/30/2003	\$ 1,706.62	
Dana Kepner Company	1580895-00	6/26/2023	\$ 1,549.55	
El Paso County Public Health	EHS202111188	6/30/2023	\$ 21.00	
J.A. Excavation & Septic's LLC	63023	6/30/2023	\$ 3,000.00	
J.A. Excavation & Septic's LLC	63023	6/30/2023	\$ 472.87	
Mailing Services Inc	18148	6/13/2023	\$ 128.00	
National Rural Water Association	80123	7/15/2023	\$ 924.10	
UNCC	223060064	6/30/2023	\$ 34.83	
WSDM District Manager	7467	6/30/2023	\$ 4,278.16	
<b>TOTAL</b>			<b>\$ 13,351.97</b>	

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