



REGULAR BOARD MEETING AGENDA AND NOTICE

WEDNESDAY, September 20, 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
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, September 20, 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 August 16, 2023 (enclosed)

2) UTE PASS AMBULANCE TAX INCREASE PRESENTATION

3) FINANCIAL MATTERS

- a) Review of Billing and Collection Status
- b) Review and accept the August 31, 2023, Unaudited Financial Status (enclosed)
- c) Re-Address Payment of Claims process
- d) Review and Approve the Payment of Claims (enclosed)
- e) Review of Financial Debt Obligation Memo (enclosed)
- f) Review of Assessed Valuation increase (enclosed)

4) MANAGEMENT MATTERS

5) LEGAL MATTERS

- a) Review and consider adoption to ORC Contract with Payment Terms Amendment (enclosed)

6) OPERATIONS

- a) ORC Report
- b) Water Loss Data Report (enclosed)

- 7) **PUBLIC COMMENT** - Comments will be limited to 3 minutes. Please remain respectful of the Board of Directors as well as of your fellow residents.
- 8) **ADJOURNMENT**
 - a) THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, SEPTEMBER 20, 2023, AT 5:30 PM





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

August 16, 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
Rylee DeLong, WSDM District Managers
Lynn Willow, ORC
Elric Winterer, Resident
Andrea, Resident
Renee, Resident

1. ADMINISTRATIVE MATTERS

- a. Call to Order & Declaration of Quorum: President Douglass called the meeting to order at 5:31 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: President Douglass added item 3.c. for discussion on the District's FAQ. Director Lempecki moved to approve the Agenda as amended; seconded by Director Shepard. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from July 19, 2023: Director Coffman moved to approve the July 19, 2023 Minutes; seconded by Director Shepard. Motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review of Billing and Collection Status: Ms. Harris presented a review of the current billing and collection status.
- b. Review and accept the July 31, 2023 Unaudited Financial Status: Ms. Harris presented the July 31, 2023 Unaudited Financial Statements. The Board discussed upcoming repair projects that could cause an overage in the repairs and maintenance budget. After review, Director Lempecki moved to accept the July 31, 2023 Unaudited Financial Statements; seconded by Director Coffman. Motion passed unanimously.
- c. Discuss and Review Refund for 105 Denwood Dr: Ms. Harris explained the error with a payment received from 105 Denwood Drive. A zero was accidentally added and caused an overpayment of \$1,142.54. Director Coffman moved to approve the refund in the amount of \$1,142.54; seconded by Director Shepard. Motion passed unanimously.

- d. Review and Approve the Payment of Claims: Ms. Harris presented the Payment of Claims and added the approved refund of \$1,142.54. The Board and Mr. Willow discussed the Mountain Mutual Reservoir assessment and invoice for the management of augmented water. Mr. Willow explained the annual chemical testing that was done this past month. Ms. Harris noted a complete schedule of required testing can be found on the CDPHE's website and is also directly linked on the District's website on the FAQ page. Ms. Harris presented a memo on the 2013 loan with the National Rural Water Association that is set to mature in 2025. After review, Director Lempecki moved to approve the payment of claims; seconded by Director Shepard. Motion passed unanimously.

3. MANAGEMENT MATTERS

- a. Discuss Water Leak: Ms. Harris discussed a report from a resident two weeks ago regarding a possible water leak at well #2. Mr. Willow investigated and noted there was no leak. Residents were posting on social media so Mr. Willow went back to investigate last weekend and further explained there is a spring that is appearing as a leak. He explained that well #2 is an artesian well, and by nature they are pressurized which explains the reports of water flowing out of the well. This can happen when there is a lot of rain and moisture. The Board and Ms. Harris confirmed that no resident will ever be billed for water that is not going through their meter. Water must pass through their meter in order to be billed for that usage, so any leak on a main line will not be passed to the residents.
- b. Discuss Ute Pass Regional Ambulance Tax Increase: Ms. Harris reported that Ute Pass Regional Ambulance would like to provide a presentation to the Board on the 1% tax increase. The Board agreed to a presentation at a future Board meeting.
- c. Discussion on the District's FAQ: Ms. Harris discussed frequently asked questions by residents and concerns posted on social media, and presented a FAQ page that was drafted to help provide detailed information and answer questions on the District's website. The Board reviewed and provided additional information on the FAQs.

4. LEGAL MATTERS: There were no legal matters.

5. OPERATIONS

- a. ORC Report: Mr. Willow presented the Operator's Report.
- b. Water Loss Data Report: Ms. Harris presented the Water Loss Data Report. Mr. Willow provided a review of the water system to help inform the Board.

6. PUBLIC COMMENT: Mr. Winterer commented on the reports of a leak at well #2 and the descriptions were maybe exaggerated. He also noted that he only uses 879 gallons which is pretty low usage. He commented that this meeting was very informative and thanked the Board.

Andrea asked if there is a way to compare how much water is being pumped into the tanks and into each individual property owner to see if it equates or if there is a difference. Ms. Harris explained the water loss report includes this data and information.

7. **ADJOURNMENT:** Director Coffman moved to adjourn the meeting at 6:45 p.m.; seconded by Director Shepard. Motion passed unanimously.

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 16, 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 August 31, 2023

09/13/23

Accrual Basis

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
ECB Checking	519,370.92
2-1000 · COLOTRUST 4001	204,799.61
2-1020 · COLOTRUST Reserve 8002	33,653.88
3-1000 · COLOTRUST-Capital Reserve 8003	249,931.34
Total Checking/Savings	<u>1,007,755.75</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	8,871.38
Total Other Current Assets	<u>8,871.38</u>
Total Current Assets	<u>1,027,940.28</u>
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	-613,015.00
Total Other Assets	<u>1,626,956.45</u>
TOTAL ASSETS	<u><u>5,170,448.96</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1-2000 · Accounts Payable	9,890.28
Total Accounts Payable	<u>9,890.28</u>
Other Current Liabilities	
1-2020 · Accrued Interest	7,427.30
2-2200 · Deferred Revenue-Property Taxes	8,871.38
Total Other Current Liabilities	<u>16,298.68</u>
Total Current Liabilities	<u>26,188.96</u>
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	20,587.35
3-4090 · CWCB Meter Loan 400K	154,568.42
Total Long Term Liabilities	<u>2,115,345.80</u>
Total Liabilities	<u>2,141,534.76</u>

12:21 PM

Arabian Acres Metropolitan District

09/13/23

Balance Sheet

Accrual Basis

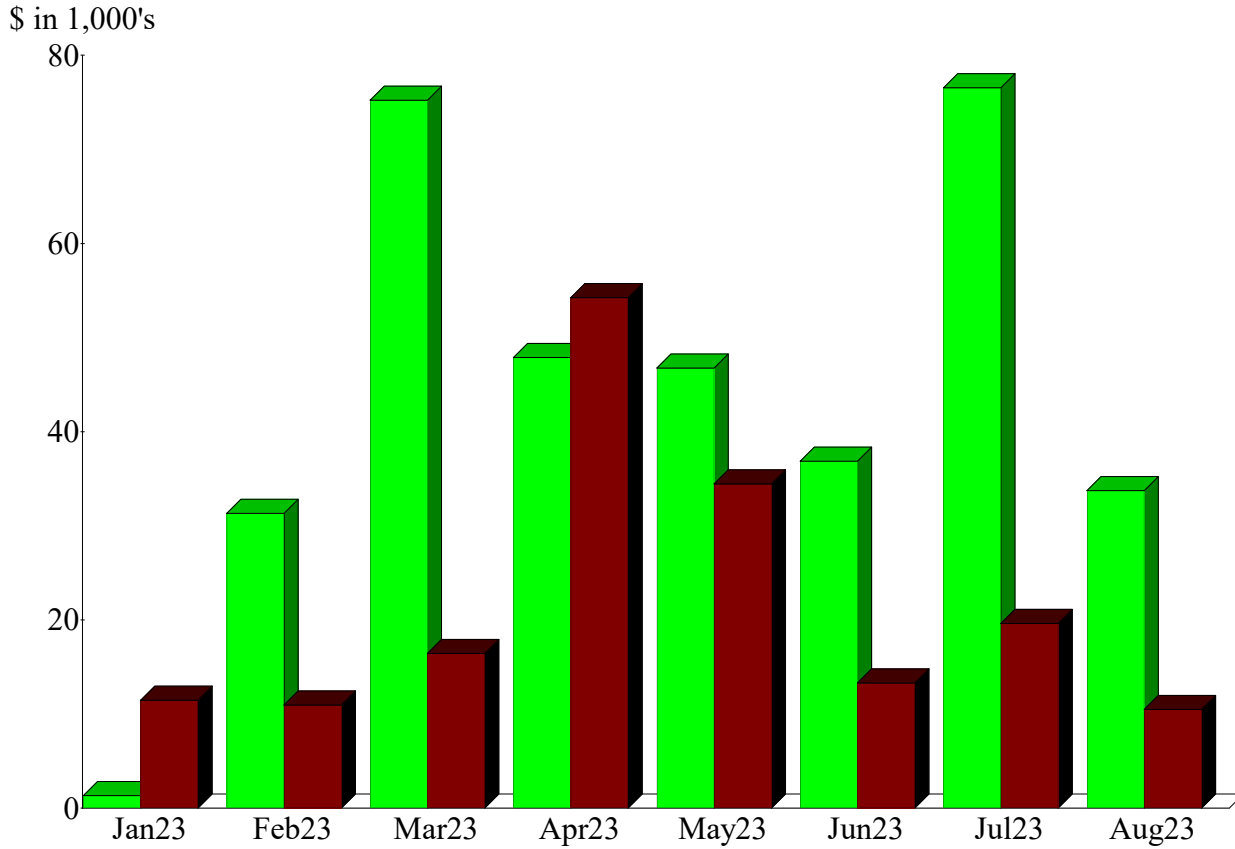
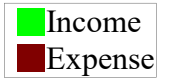
As of August 31, 2023

	<u>Aug 31, 23</u>
Equity	
30000 · Opening Balance Equity	215,933.51
32000 · Retained Earnings	2,634,329.28
Net Income	178,651.41
	<hr/>
Total Equity	3,028,914.20
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>5,170,448.96</u></u>

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

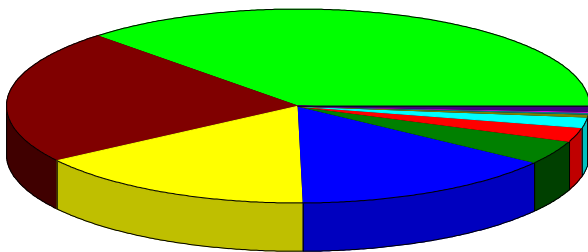
	TOTAL					
	Jul 23	Aug 23	Jan - Aug 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
2-4455 · Delinquent Taxes	0.00	0.00	890.76			
1-4000 · Capital Improvement Fees	11,984.79	10,100.19	78,587.10	106,000.00	-27,412.90	74.14%
1-4030 · Late Fee Revenue	656.94	360.85	2,183.94			
1-4050 · Water Service Fee	11,077.66	10,308.55	51,763.71	100,000.00	-48,236.29	51.76%
1-4080 · Water Usage	9,544.75	8,102.10	55,210.07	90,000.00	-34,789.93	61.35%
1-4090 · Trout Haven Exclusion Deposits	0.00	0.00	1,655.50			
2-4400 · Property Tax Revenue	39,858.95	1,291.33	129,773.50	138,644.88	-8,871.38	93.6%
2-4450 · Specific Ownership Tax	1,315.14	1,341.97	8,868.10	9,705.14	-837.04	91.38%
2-4460 · Restitution	16.77	16.77	134.16			
2-4470 · State Senior/ Veteran Funds	0.00	0.00	6,408.60			
Total Income	74,455.00	31,521.76	335,475.44	444,350.02	-108,874.58	75.5%
Gross Profit	74,455.00	31,521.76	335,475.44	444,350.02	-108,874.58	75.5%
Expense						
1-6110 · Audit	8,225.00	0.00	8,225.00	8,225.00	0.00	100.0%
1-6020 · Bank Service Charges	0.00	0.00	48.00	100.00	-52.00	48.0%
1-6120 · Directors Fees	400.00	500.00	3,100.00	7,500.00	-4,400.00	41.33%
1-6050 · District Management-Operating	4,575.00	4,668.75	37,148.59	54,000.00	-16,851.41	68.79%
1-6060 · Dues Fees and Subscriptions	566.22	24.51	2,485.33	2,500.00	-14.67	99.41%
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	0.00	1,243.16			
1-6130 · Legal - Other	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-6130 · Legal	0.00	0.00	1,243.16	10,000.00	-8,756.84	12.43%
1-6090 · Office Supplies	100.17	71.67	298.84			
1-6180 · ORC Fees-Operating	3,472.87	3,522.87	27,471.48	48,000.00	-20,528.52	57.23%
1-6100 · Postage and Copies-Operating	129.95	156.51	1,352.42	4,000.00	-2,647.58	33.81%
1-6170 · Chemicals and Supplies	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
1-6190 · Repairs and Maintenance	263.93	711.96	31,325.66	35,000.00	-3,674.34	89.5%
1-6210 · Utilities	543.24	493.10	6,101.01	12,500.00	-6,398.99	48.81%
1-6150 · Water Billing	3.00	0.00	3.00	10,000.00	-9,997.00	0.03%
1-6220 · Water Distribution Purchases	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6230 · Water Testing	121.00	235.00	817.00	4,000.00	-3,183.00	20.43%
2-6240 · Treasurer Collection Fee	1,196.32	39.54	3,920.59	4,159.35	-238.76	94.26%
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%
Total Expense	19,596.70	10,423.91	144,402.15	305,984.35	-161,582.20	47.19%
Net Ordinary Income	54,858.30	21,097.85	191,073.29	138,365.67	52,707.62	138.09%
Other Income/Expense						
Other Income						
1-7020 · Interest Income - Operating	0.00	10.00	10.00			
2-7000 · Interest Income	2,080.41	2,227.36	14,044.98			
2-7040 · Miscellaneous Income	0.00	0.00	153.00			
Total Other Income	2,080.41	2,237.36	14,207.98			
Other Expense						
2-8000 · Bond Interest	0.00	0.00	22,375.00	48,500.00	-26,125.00	46.13%
2-8050 · National Rural Water Interest	53.75	51.57	402.18	990.81	-588.63	40.59%
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%
Total Other Expense	53.75	51.57	26,629.86	55,346.91	-28,717.05	48.11%
Net Other Income	2,026.66	2,185.79	-12,421.88	-55,346.91	42,925.03	22.44%
Net Income	56,884.96	23,283.64	178,651.41	83,018.76	95,632.65	215.19%

Income and Expense by Month
January through August 2023



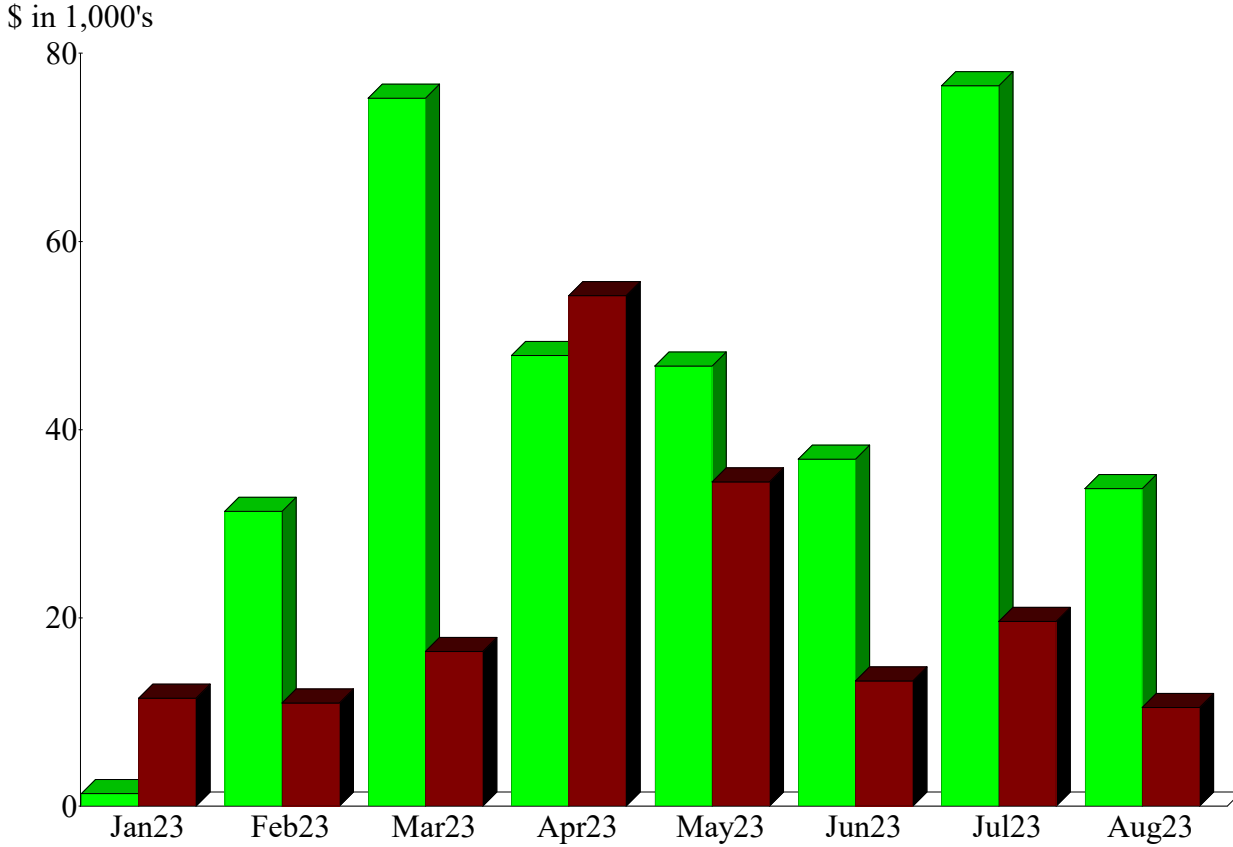
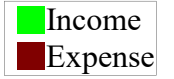
Income Summary
January through August 2023

2-4400 · Property Tax Revenue	37.11%
1-4000 · Capital Improvement Fees	22.47
1-4080 · Water Usage	15.79
1-4050 · Water Service Fee	14.80
2-7000 · Interest Income	4.02
2-4450 · Specific Ownership Tax	2.54
2-4470 · State Senior/ Veteran Funds	1.83
1-4030 · Late Fee Revenue	0.62
1-4090 · Trout Haven Exclusion Deposits	0.47
2-4455 · Delinquent Taxes	0.25
Other	0.08
Total	\$349,683.42



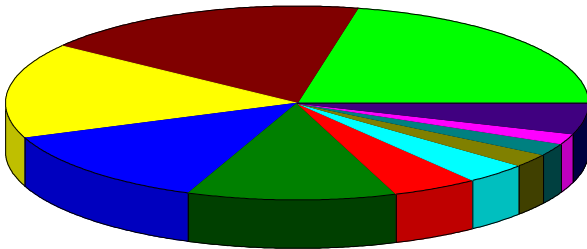
By Account

Income and Expense by Month
January through August 2023



Expense Summary
January through August 2023

1-6050 · District Management-Operating	21.72%
1-6190 · Repairs and Maintenance	18.32
1-6180 · ORC Fees-Operating	16.06
2-8000 · Bond Interest	13.08
63400 · Interest Expense	11.71
1-6110 · Audit	4.81
1-6210 · Utilities	3.57
2-6240 · Treasurer Collection Fee	2.29
2-8055 · Interest Expense - CWCD	2.11
1-6120 · Directors Fees	1.81
Other	4.52
Total	\$171,032.01



By Account



Arabian Acres Metropolitan District

PAYMENT REQUEST

9/20/2023

GENERAL FUND

Company	Invoice	Date	Amount	Comments
Edith Coffman	091323EC	9/13/2023	\$ 100.00	
Lanny Hoel	091323LH	9/13/2023	\$ 100.00	
Elizabeth Douglas	091323ED	9/13/2023	\$ 100.00	
Jennifer Shepard	091323JS	9/13/2023	\$ 100.00	
Martin Lempecki	091323ML	9/13/2023	\$ 100.00	
Capital One	90823	9/8/2023	\$ 25.87	
Colorado Analytical Laboratories	230829016	9/5/2023	\$ 335.00	
Core Electric Coop	40032202	8/22/2023	\$ 102.17	ACH
Core Electric Coop	43183502	8/22/2023	\$ 152.71	ACH
Core Electric Coop	40299901	8/22/2023	\$ 113.04	ACH
Core Electric Coop	40045402	8/22/2023	\$ 111.68	ACH
Core Electric Coop	43071702	8/22/2023	\$ 13.50	ACH
Front Range Winwater Works	80552	8/15/2023	\$ 330.00	
Front Range Winwater Works	80554	8/15/2023	\$ 363.90	
Front Range Winwater Works	80553	9/5/2023	\$ 151.35	
Front Range Winwater Works	8085501	9/11/2023	\$ 215.95	
J.A. Excavation & Septic's LLC	83123	8/31/2023	\$ 3,000.00	
J.A. Excavation & Septic's LLC	83123-1	8/31/2023	\$ 522.87	
Mailing Services Inc	18334	8/8/2023	\$ 130.64	
National Rural Water Association	100123	9/16/2023	\$ 924.10	
UNCC	223080060	8/31/2023	\$ 24.51	
WSDM District Manager	7637	8/31/2023	\$ 4,740.42	
TOTAL			\$ 11,757.71	





MEMORANDUM

TO: ARABIAN ACRES METROPOLITAN DISTRICT BOARD
FROM: REBECCA HARRIS, DISTRICT MANAGER
SUBJECT: REVIEW OF FINANCIAL AND DEBT
DATE: SEPTEMBER 1, 2023
CC: JASON DOWNIE, P.C.

1. What is the Status of paying the costs associated with the Terry Malcolm Embezzlement?
 - a. The District incurred costs related to the Terry Malcolm Embezzlement that exceeded the revenue the District was going to be able to afford at the time. This caused the District to issue 2 additional mills to help generate revenue to pay those associated costs.
 - b. As of 2019, those mills (additional tax) were removed as all costs were paid.
2. What are all our current Debts?
 - a. National Rural Water Association 2013 Loan - Original Amount: \$102,143.56
Current left owing: \$30,062.18
 - b. Zion's Bank 2007 Bond - Original Amount: \$1,425,000 Current left owing: \$970,000
 - c. DWRF Loan - Original Amount: \$1,500,000 Current left owing: \$1,062,557.99
 - d. CWCB Meter Loan - Original Amount: \$400,000 Current left owing: \$174,653.81
3. Is there a call date on the bonds to pay off early?
 - a. National Rural Water Association - No
 - b. Zion's Bank - Yes 12/1/2016
 - c. DWRF Loan - No
 - d. CWCB Meter Loan - No
4. Review mill rates and tax revenue
 - a. Included in the attached Financial Analysis
5. Financial analysis (attached)
6. Is there a prepayment penalty?
 - a. National Rural Water Association - No
 - b. Zion's Bank - No
 - c. DWRF Loan - Not with written notice. Applied to accrued interest and then to the principle of the Loan.
 - d. CWCB Meter Loan - Matures in 2028
7. Which point can they be refinanced?
 - a. Bonds can be refinanced by their call date

Nation Rural Water Association

NRWA – Revolving Loan was to build new wells, went into default in 2014.
Maturity Date: July 1, 2025

Relation to Terry Malcom: This Loan was originally started under the Management of Terry Malcom for building new wells. The Forensic Audit from BiggsKofford in 2013 helped to determine this loan was never used for its original intended purpose (build new wells) and rather pocketed to Terry through a variety of means (direct payment to Terry, Payment to AFY (family-owned company), and depositing back and forth between Cascade Metropolitan District No. 1)

Costs associated with Attorneys, accountants, auditors, etc., were paid through the Teller County Treasurer per the Judgement by a 2 mill levy that went away after 2019.

***Attached Forensic Audit Report*

Zion's Bank – Bond

Water Revenue Refunding Bond
Maturity Date: Dec. 31, 2030

This Bond was a refinance in 2007 for the 2003 Limited Tax General Obligation Bonds. Current Milly Levy is obligated to pay this debt. Including Trout Haven properties are obligated to this debt until maturity.

DWRF Loan

Drinking Water Revolving Fund Loan
Maturity Date: Nov. 1, 2050

Disadvantaged Communities Loan Program. We must maintain 3 months of Operations and Maintenance in reserves for budget year.

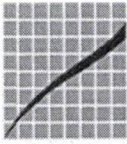
This Loan is strictly for rehabilitating the existing distribution system, constructing a new storage tank, existing storage facility improvements, installing a new well, improvements to existing wells, new water treatment facilities, treatment upgrades and additional contact time piping.

CWCB Meter Loan

Colorado Water Conservation Board Loan
Maturity Date: Mar 2030

Design & Engineering Loan. This is strictly for the project associated with a new water storage tank, additional, tank level control, hydrofracture existing wells, drilling and connecting new wells, redrilling well #3, well treatment building improvements, install additional disinfection pipe at Building B, and replace existing water lines throughout the District.

*Forensic
Accounting
Report*



BiggsKofford
CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS SPECIALISTS

February 18, 2014

Board of Directors
Arabian Acres Metropolitan District
141 Union Boulevard, Suite 150
Lakewood, CO 80228

Dear Board Members,

We were engaged to perform an investigation concerning alleged misappropriation of assets from the Arabian Acres Metropolitan District (the "District") which is located in unincorporated Teller County. This investigation was based upon the discovery of unauthorized disbursements and transfers of the District's cash in its Park State Bank & Trust bank account.

Objectives

The objectives of the investigation were to:

1. Determine if District funds were misappropriated.
2. Determine the amount, if any, and time frame of misappropriated funds.

Scope of the Investigation

The scope of the investigation included activity in the Park State Bank and Trust account for the years 2006 through June of 2013.

Background Information

On January 1, 2006, Terry Malcom was hired to manage the District. He was responsible for depositing and disbursing District funds and maintaining the books and records of the District. While he was not an authorized signer on the District's Park State Bank & Trust account, he was responsible for preparing checks for District expenses and presenting them for the Board members to sign. The checks to be signed and financial statements of the District were presented by Terry Malcom monthly at board meetings.

The District was notified on June 10, 2013 by Cascade Metropolitan District #1 ("Cascade"), another metropolitan district which was also managed by Terry Malcom, that unauthorized transactions from Cascade had gone into and out of the District's bank accounts. Cascade further explained that the checks which transferred cash to the District's accounts were an apparent forgery (the checks were signed with the name of a Cascade board member; however the signature was not the same as the board member's and that board member did not have any knowledge of those checks). Terry Malcom was terminated as manager of the District and of Cascade thereafter.

Approach

In connection with the investigation of this matter, we took the following actions:

1. We met with a member of the Cascade board on May 21, 2013 to investigate why cash was not available in its bank accounts to pay for district expenses. The meeting was at the offices where Terry Malcom kept the computer that was used to perform the accounting for Cascade and the District. At the meeting on May 21st, we obtained electronic copies of Cascade's QuickBooks accounting file ("Accounting Files"). Our initial investigation of Cascade's Accounting Files reflected multiple checks being written from Cascade to the District. The District was subsequently notified by Cascade of these transfers.
2. We were engaged by the District to investigate the allegation, and on June 14th, we visited the office of Terry Malcom and obtained as many of the records, bank statements and files as were available in the office used by Terry Malcom, including a complete copy of the hard drive of the computer Terry Malcom used. We identified several QuickBooks files using the District's name, and by referring to bank statements and bank reconciliations in the QuickBooks files, we identified which Accounting Files appeared to be the file used by Terry Malcom for the actual cash transactions of the District.¹
3. We reviewed the activity included in the District's Accounting Files and determined that substantially all of the bank account activity was included in the Accounting Files. We further determined that there were no large or suspicious balances included in either the Accounting Files or in the bank statements that were not included in our investigation.
4. We prepared from the Accounting Files lists of checks and deposits by vendor/customer.

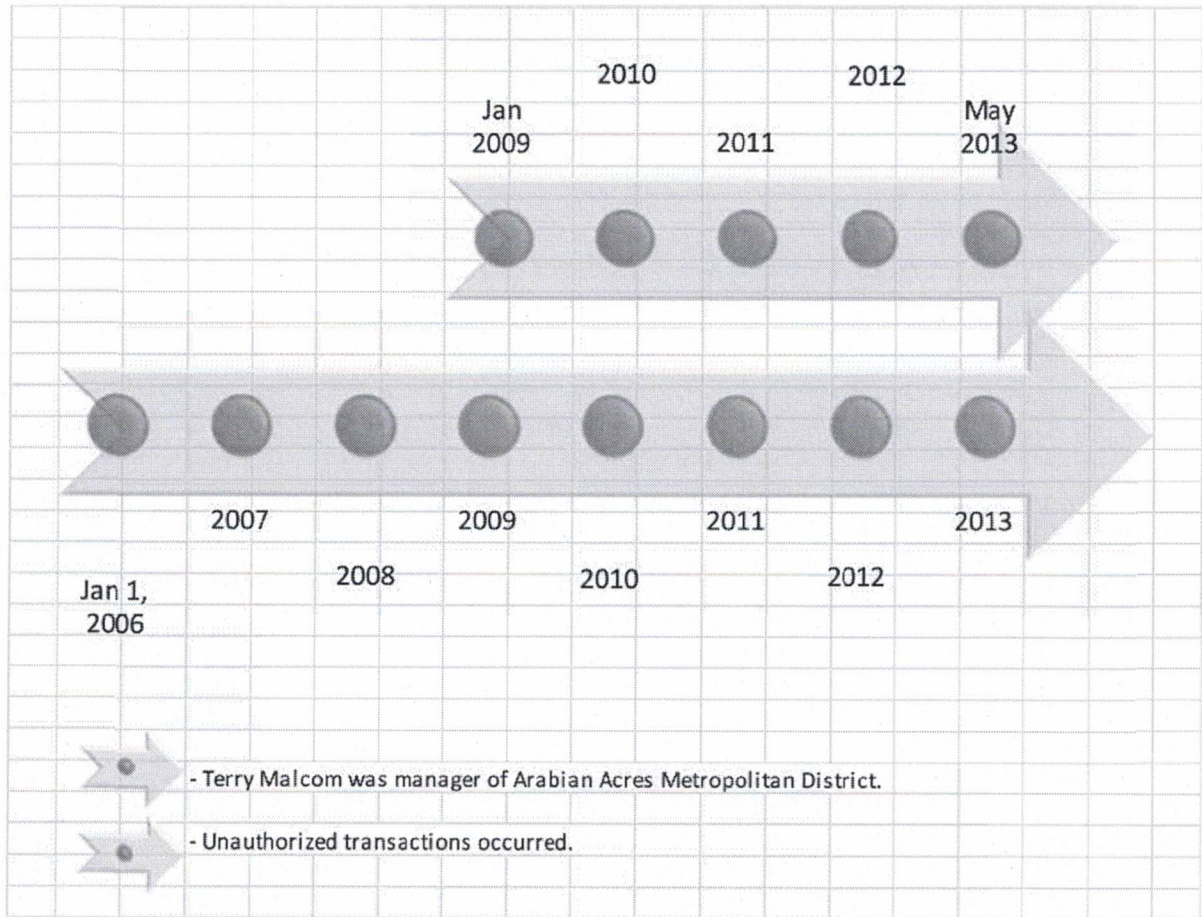
¹ We discovered documents in the Cascade files that appeared to be bank statements from ANB Bank, but upon closer inspection contained amounts and transactions that did not agree with bank statements for the same month which were obtained directly from ANB Bank. Thus it appears that falsified bank statements, which were meticulously identical in appearance to the actual bank statements, had been prepared with higher cash balances. The new manager of the District reported finding bank statements from Park State Bank that didn't match with the original bank statements.

5. We then summarized the lists of checks and deposits by name and identified the transactions that were suspicious in nature. These included transactions to Terry Malcom, Cascade and AFY (Accessories For You, LLC – an entity which appeared to be owned by a family member of Terry Malcom).
6. We then tested samples of checks and deposits on these lists to determine that the transactions included on these lists from the Accounting File was reflected on the District's bank statements.
7. Through his attorney, we requested an interview with Terry Malcom, but were never given the opportunity to meet with him.

Findings

Based upon the documents reviewed, information collected and procedures performed, we found that:

1. Unauthorized transactions did occur, both to and from the District's bank accounts. The unauthorized transfers first appeared in 2009 and continued through May of 2013. Based on the schedules prepared from the Accounting Files for all of the affected entities, cash was transferred back and forth between the entities in over 600 transactions over the years included. The checks written from the District were generally in even dollar amounts, and ranged in size from \$664.00 to \$4,820.00. For example, just in 2013, there were 120 checks written to AFY and 18 checks written to Terry Malcom, all recorded to the Loan Repayment account, all of which were for even dollar amounts in the range noted above. The time frame over which these events occurred is illustrated below:



2. Unauthorized transactions, including both deposits into the District's bank and checks written were recorded under the following names and occurred during the years as summarized below:

Vendor Name	Year					Total
	2009	2010	2011	2012	2013	
Terry Malcom						
Checks	-	(14,496.00)	(32,103.00)	(38,821.63)	(39,360.00)	(124,780.63)
Deposits	-	3,550.00	51,240.60	59,520.91	15,950.00	130,261.51
Net activity		(10,946.00)	19,137.60	20,699.28	(23,410.00)	5,480.88
Cascade Metropolitan District #1						
Checks	(7,401.02)	-	(4,170.00)	(13,883.00)	(34,090.00)	(59,544.02)
Deposits	-	-	-	303,567.08	303,065.00	606,632.08
Net activity	(7,401.02)	-	(4,170.00)	289,684.08	268,975.00	547,088.06
AFY						
Checks	-	-	(17,565.00)	(330,859.00)	(385,821.00)	(734,245.00)
Deposits	-	-	-	-	-	-
Cascade Resort Community, Inc.						
Checks	-	-	-	-	-	-
Deposits	-	-	-	815.00	-	815.00
Net	(7,401.02)	(10,946.00)	(2,597.40)	(19,660.64)	(140,256.00)	(180,861.06)

3. The amounts included above do not include additional checks that were written to Terry Malcom for his management services (\$1,800 per month) and for apparent expense reimbursements totaling \$30,667. The reimbursement checks payable to Terry Malcom were for widely varying amounts, that were not in even dollars, and were recorded as expenses in a variety of different accounts, such as postage, office supplies, etc. Due to a lack of records, we were unable to find supporting documentation for these checks, so it is inconclusive as to whether or not these checks were authorized or for legitimate District expenses. However, since the amounts involved and the accounts used were distinctly different from the other unauthorized transactions summarized above, these checks were not included in the total of unauthorized transactions.

4. Due to the scope of our engagement and the lack of records, we did not verify all of the disbursements made from the District during these years. There is a possibility that checks written to other vendors, besides the ones we identified, could be unauthorized. However, from our review, we did not note any of the remaining expenses as being unreasonable or following the pattern of the other unauthorized expenses.

Summary

As a result of the procedures performed, we believe the District incurred a loss of at least \$180,861 in unauthorized transactions from 2009 – 2013. The loss occurred from transactions of cash coming into the District primarily from Cascade, and then cash (in excess of deposits received) being taken from the District by checks made payable primarily to AFY and Terry Malcom. The unauthorized disbursements were made with over 600 checks which appear to have been forged and were nearly all for even dollar amounts between \$1,000 and \$5,000.

Recommendations

We recommend that the District:

1. Fully cooperate with law enforcement officials and assist in the criminal prosecution of Terry Malcom regarding the alleged unauthorized transactions.
2. Institute procedures to improve internal controls and segregation of duties over cash transactions, including a review of all bank statements and activity (obtained *directly from the bank*) by a member of the board of directors.

It is our understanding that the District has already implemented these recommendations.

Please contact us if there are follow up questions regarding this report.

Sincerely,

/s/Kurt Kofford

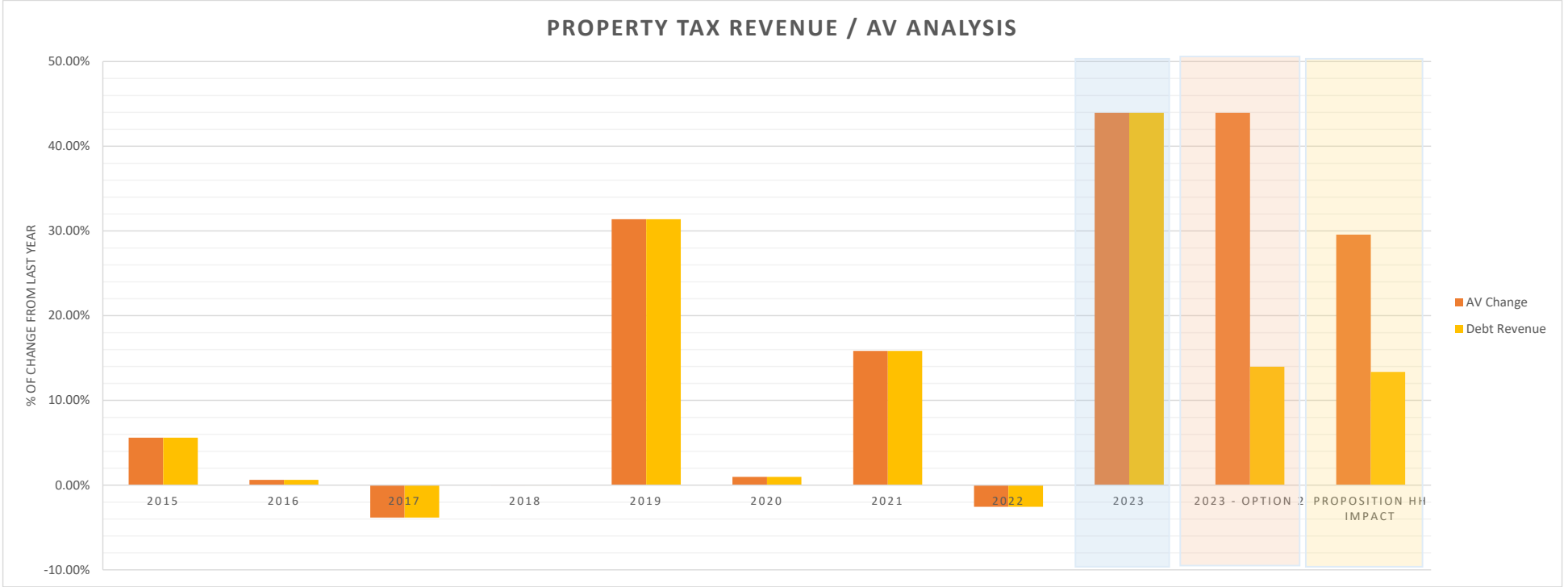
BiggsKofford, PC
Kurt L. Kofford, CPA
Director



ARABIAN ACRES METROPOLITAN DISTRICT
PROPERTY TAX REVENUE BASED ON ASSESSED VALUATION ANALYSIS

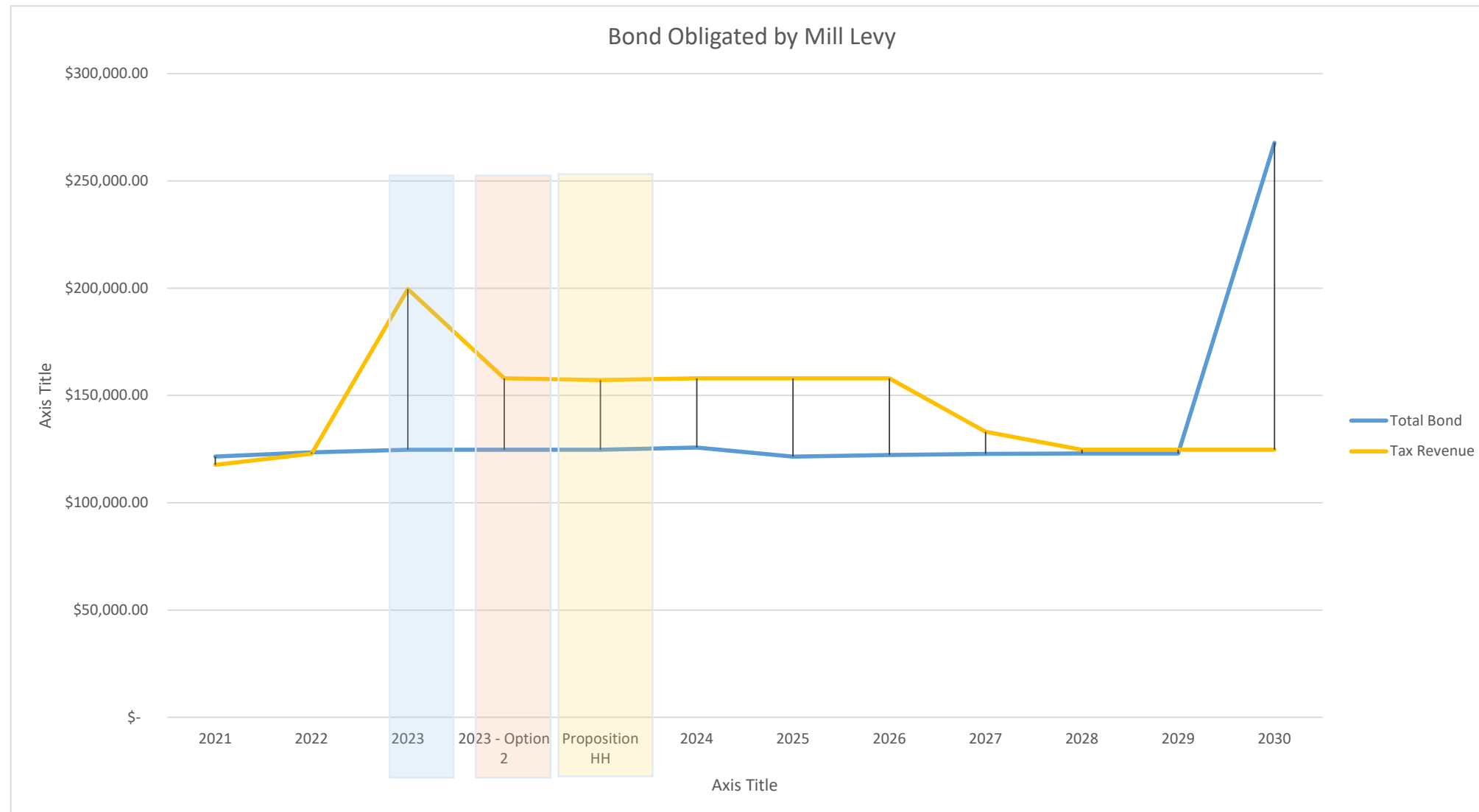
RAR		8.24%	8.24%	7.20%	7.20%	7.15%	7.15%	6.95%	6.95%	6.77%	6.77%	6.77%
Year		2015	2016	2017	2018	2019	2020	2021	2022	2023	2023 - Option 2	Proposition HH Impact
Arabian Acres Metro	AV	3,988,090	4,013,070	3,859,110	3,857,810	5,068,620	5,118,470	5,928,830	5,776,870	8,316,630	8,316,630	7,484,967
	Debt Mill	24.000	24.000	24.000	24.000	24.000	24.000	24.000	24.000	24.000	19.000	21.000
Property Tax Revenue	Debt	\$ 95,714.16	\$ 96,313.68	\$ 92,618.64	\$ 92,587.44	\$ 121,646.88	\$ 122,843.28	\$ 142,291.92	\$ 138,644.88	\$ 199,599.12	\$ 158,015.97	\$ 157,184.31

Year	2015	2016	2017	2018	2019	2020	2021	2022	2023	2023 - Option 2	Proposition HH Impact
AV Change	5.60%	0.63%	-3.84%	-0.03%	31.39%	0.98%	15.83%	-2.56%	43.96%	43.96%	29.57%
% Calc Debt Revenue	5.60%	0.63%	-3.84%	-0.03%	31.39%	0.98%	15.83%	-2.56%	43.96%	13.97%	13.37%



(funded by Mill)
2007 Bond

Year	Principal	Interest	Total Bond	Mill Levy	AV	Tax Revenue	Total Revenue to Use	Reserve Fund
2021	\$ 70,000.00	\$ 51,580.00	\$ 121,580.00	24.000	\$ 5,068,620.00	\$ 117,682.32	\$ (3,897.68)	
2022	\$ 75,000.00	\$ 48,500.00	\$ 123,500.00	24.000	\$ 5,118,470.00	\$ 122,843.28	\$ (656.72)	
2023	\$ 80,000.00	\$ 44,750.00	\$ 124,750.00	24.000	\$ 8,316,630.00	\$ 199,599.12	\$ 74,849.12	
2023 - Option 2	\$ 80,000.00	\$ 44,750.00	\$ 124,750.00	19.000	\$ 8,316,630.00	\$ 158,015.97	\$ 33,265.97	\$ 33,265.97
Proposition HH	\$ 80,000.00	\$ 44,750.00	\$ 124,750.00	21.000	\$ 7,484,967.00	\$ 157,184.31	\$ 32,434.31	
2024	\$ 85,000.00	\$ 40,750.00	\$ 125,750.00	19.000	\$ 8,316,630.00	\$ 158,015.97	\$ 32,265.97	\$ 32,265.97
2025	\$ 85,000.00	\$ 36,500.00	\$ 121,500.00	19.000	\$ 8,316,630.00	\$ 158,015.97	\$ 36,515.97	\$ 36,515.97
2026	\$ 90,000.00	\$ 32,250.00	\$ 122,250.00	19.000	\$ 8,316,630.00	\$ 158,015.97	\$ 35,765.97	\$ 35,765.97
2027	\$ 95,000.00	\$ 27,750.00	\$ 122,750.00	16.000	\$ 8,316,630.00	\$ 133,066.08	\$ 10,316.08	\$ 10,316.08
2028	\$ 100,000.00	\$ 23,000.00	\$ 123,000.00	15.000	\$ 8,316,630.00	\$ 124,749.45	\$ 1,749.45	\$ 1,749.45
2029	\$ 105,000.00	\$ 18,000.00	\$ 123,000.00	15.000	\$ 8,316,630.00	\$ 124,749.45	\$ 1,749.45	\$ 1,749.45
2030	\$ 255,000.00	\$ 12,750.00	\$ 267,750.00	15.000	\$ 8,316,630.00	\$ 124,749.45	\$ (143,000.55)	
TOTAL	\$ 1,040,000.00	\$ 335,830.00	\$ 1,625,330.00	\$ 335,830.00	\$ 335,830.00	\$ 335,830.00	\$ 4,073.91	\$ 151,628.86





AGREEMENT FOR ORC AND WATER OPERATIONS SERVICES

THIS AGREEMENT is made this ___ day of September 2023 between Arabian Acres Metropolitan District, a quasi-municipal corporation and political subdivision of the State of Colorado ("District"), and J.A. EXCAVATION & SEPTIC, LLC, a Colorado limited liability company ("Contractor"); collectively referred to as "Parties, or singularly as "Party". The Parties agree that J.A. EXCAVATION & SEPTIC, LLC will provide Operator Responsible in Charge and Operations (ORC) Services to the District in accordance with the following terms and conditions.

1. Term and Termination: This Agreement shall commence on April 1, 2023 and terminate on March 31, 2024. At any time during the term of this Agreement, District has the right to unilaterally terminate this Agreement at its sole discretion due to Contractor's non-performance or inadequate performance by providing Contractor with thirty (30) days written notice. In the case where the District is in violation of its drinking water permit, due to the actions or non-actions of the Contractor, the District shall have the right to immediately terminate the contract. Further, District has the right to unilaterally terminate this Agreement, at its sole discretion, without cause by providing Contractor with sixty (60) days written notice. Contractor has the right to unilaterally terminate the Agreement, at its sole discretion, without cause by providing District with sixty (60) days written notice.

2. Scope of Services: See: *Exhibit A*, which is attached and incorporated by this reference.

3. Compensation: In exchange for Contractor's performance of its obligations under the terms of this Agreement, District agrees to pay Contractor pursuant to the terms of this Agreement as follows:
 - a. ORC monthly rate of \$3,472.18 for an average of 54 hours per month, during the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday.
 - b. The District agrees to pay the base contract of \$3,472.18 to be processed on the 15th of each month. Any reimbursement cost or cost associated with out of scope of the contract will be processed with the Districts regular monthly payables and invoices separately.
 - c. See Exhibit B, which is attached and incorporated by this reference for the list of fees for services provided outside of the scope of this contract. The total fee during the Contract term for basic services, as described in *Exhibit A* will not exceed \$37,056.00, without prior approval by the District Board of Directors.

4. Independent Contractor: In performing its services, Contractor shall be an independent contractor to District, and not an employee or agent of District.

5. Insurance: Contractor agrees upon completion of this contract to promptly provide District with Certificates of Insurance acceptable in form to District, confirming that liability insurance in the amount of \$1,000,000 is in full force and effect, and that such coverage Shall not be canceled or materially changed without ten days' prior notice to District. Contractor further agrees to provide District with proof of Worker's Compensation insurance for all persons employed by Contractor in conjunction with Contractor's performance of its obligations under the terms of this Agreement. Contractor shall not allow any such insurance to lapse during the Term of this Agreement. District shall be a named additional insured on all subject policies of

6. No Employment or Subcontract with Illegal Aliens: Contractor certifies that it shall comply with the provisions of C.R.S. § 8-17.5-101, et seq., or as it may be amended from time to time during the term of this Agreement.
 - a) Contractor shall not knowingly employ or contract with an illegal alien to perform any work related to Contractor's performance under this Agreement.
 - b) Contractor represents, warrants and agrees that Contractor has verified the employment eligibility of its newly Hired Employees through participation in either of the Employment Verification programs.
 - c) Contractor agrees that all screening of job applicants is to be completed through the Employment Verification Programs prior to the commencement of performance under this Agreement.
 - d) If Contractor obtains actual knowledge regarding employment of or contracts with an illegal alien, Contractor shall notify the District within three (3) days that Contractor has actual knowledge of employing or contracting with an illegal alien.
 - e) Contractor shall comply with any reasonable request by the Colorado Department of Labor made in the course of an investigation that the Department is undertaking pursuant to Colorado law.
 - f) If Contractor violates any provision of this Part 6 required pursuant to C.R.S. § 8-17.5-101, et seq., District may terminate this Agreement immediately. The District shall also report such violation by Contractor to the Colorado Secretary of State as required by law if a court makes such a determination.

7. Indemnification: Contractor shall indemnify and hold District harmless from all claims, losses, injuries, expenses and costs related to Contractor's negligent, reckless, willful or wanton acts while providing District services under this Agreement.

8. Notice: All notices required under the terms of this Agreement shall be sent, via first class mail, Federal Express, United Parcel Service or via email to:

District:

Arabian Acres Metropolitan District
614 N Tejon St.
Colorado springs, Co. 80903

Contractor:

J.A. Excavation & Septic, LLC
 7340 McFarren Rd,
 Colorado Springs, Co. 80908
 Phone: 719-482-5125
 Email: Lywll9@aol.com


Either party may from time to time change its address, phone number or email address for notice under this Agreement by giving the other party written notice of such change in accordance with this paragraph.

10. Relationship of Parties: Nothing in this Agreement will be construed to create a partnership, joint venture, franchise, fiduciary, employment or agency relationship between the parties. Neither party has any express or implied authority to assume or create any obligations on behalf of the other or to bind the other to any contract, agreement or undertaking with a third party.
11. Severability: If any provision this Agreement is found to be invalid or unenforceable then the remainder of this Agreement will have full force and effect, and the invalid provision will be modified or partially enforced, to the maximum extent permitted to effectuate the original objective.
12. Waiver: Failure by either party to enforce any term of this Agreement will not be deemed a waiver of future enforcement of that or any other term in this Agreement or any other agreement that may be in place between the parties.
13. Miscellaneous: This Agreement, including its exhibits and attachments constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions. Neither party will be bound by any conditions, definitions, understandings or representations with respect to the subject matter hereof other than as expressly provided herein. The section headings contained in this Agreement are for reference purposes only and will not affect in any way the meaning or interpretation of this Agreement. No oral explanation or oral information by either party hereto will alter the meaning or interpretation of this Agreement. The terms and conditions of this Agreement will prevail notwithstanding any different, conflicting or additional terms and conditions that may appear on any letter, email or other communication or other writing not expressly incorporated into this Agreement. Parties agree that this Agreement shall not be assigned by either Party without the prior written consent of the other Party. Contractor shall not enter into any subcontracts for the performance under this Agreement without the prior written consent of the District. This Agreement sets forth all of the agreements of District and Contractor regarding the subject matter of this Agreement. There is no other agreement. This Agreement may only be amended or modified by a written, signed and fully executed document by and between the Parties. This Agreement shall be interpreted according to the laws of the State of Colorado.

IN WITNESS WHEREOF, Parties have executed this Agreement the day and year first written above.

ARABIAN ACRES METROPOLITAN DISTRICT

Elizabeth Douglass, BOARD PRESIDENT

J.A. EXCAVATION & SEPTIC, LLC 

Lynn Willow
O.R.C.

Lynn Willow, Contractor

Exhibit A
Arabian Acres Metropolitan District Water Operator and ORC
Scope of Services

A. Defined Terms

1. Board — The Board of Directors of Arabian Acres Metropolitan District
2. Contract — The Agreement between the District and the Contractor
3. Scope — The scope of services to be provided under the Contract
4. ORC - The Operator Responsible in Charge Manager providing services as described in the Scope. Operation Responsible in Charge is a legal term under Colorado laws and regulations.
5. Operations Assistant - Contractor's operations staff providing services as describe in the scope.
6. Operations Staff — The ORC and Operations Assistant. This term includes both the individual designated in Article B-2 below, who will normally be assigned to this role, and any additional staff that Contractor may from time to time deploy to provide services to the District.
7. District Manager - The firm or person assigned by the District's Board of Directors to oversee and manage the District's affairs.
8. Territory — the geographic area described in the District's Service Plan as filed with Teller County, Colorado.
9. CDPHE - Colorado Department of Public Health and Environment, a Department of Colorado's State Government.
10. District Water Engineer — the individual or firm assigned by the District to compile water reports for the state and to advise the District's Board of Directors on water rights matters.
11. UNCC — Utility Notification Center of Colorado
12. PRV — Pressure Reducing Valve

B. Overview of Scope of Work

1. Contractor will perform all the tasks included in *Exhibit A* and will be responsible for the quality and timely performance of all work. Contractor will also be responsible for providing back up and support staff for assigned Contractor personnel in order to assure that all tasks are performed with quality in a timely manner. To complete the scope of services described in Exhibit A contractor will assign an ORC Manager (the "ORC") to perform the work specified in the Scope of Services. In addition, Contractor may supply staff to assist or supplement the ORC in the completion of the specified tasks.
2. Lynn Willow will perform as the Operator in Responsible Charge and as the Water Operator. Contractor will promptly notify the Board of Directors President and District Manager of any change in the assigned personnel.
3. Contractor will, on a monthly basis, provide an invoice to the AAMD BOD and District Manager for services provided.
4. Contractor will provide services under the direction of the District BOD President and the District Manager. Keeping them fully informed on all matters relating to the provision of services to the District.

C. Description of District

1. The District operates and currently provides water services for approximately 151 homes located within the District's legally defined boundaries (hereafter the "Territory"). The District also owns and operates the water system within the Territory. The water systems include, but are not limited to, the following components:
 - a. Nine (9) wells that provide potable water.
 - b. A potable water collection system that gathers water from said nine wells and delivers the water to the potable water storage tank.
 - c. A potable water storage tank that receives and stores water from the wells.
 - d. Two potable water treatment plants that disinfects the water in accordance with County, State and Federal requirements.
 - e. A potable water distribution system that delivers potable water to the District's residences within the territory.
 - f. Fire hydrants and blow-off hydrants located throughout the territory.
 - g. Associated pumps, measurement and data collection systems.

- h. Thirty-two (32) isolation valves
 - i. Eight (8) Air reliefvalves
- D. ORC Manager and Operations Assistant Scope of Services

1. General Description of Scope of Services of the ORC Manager:

Operate and maintain all components of the District's Water system at the direction of the District Manager. Provide Certified Water services as required by and in accordance with the regulations of the Colorado Department of Public Health and Environment (hereafter "CDPHE"), the Colorado Division of Water Resources and any other County, State or Federal regulatory body that may now or in the future regulate the operation, quality and standards of water system operating within Teller County Colorado. Perform such reasonable duties as may be requested by the District. Contractor will handle all District activities related to the improvement, maintenance, repair and replacement of any and all components of the District's Water System (including but not limited to wells, well collection piping, water storage tank, chlorination system, pump station, main line distribution piping).

Contractor will strive to optimize the District's water system to:

- a. Insure reliable operations of all systems at all times.
- b. Minimize the District's costs.
- c. Comply with all Federal, State and County regulations, instructions and requirements.
- d. Perform cross training with Water Operator's designated support staff in order to insure continuation of service if ORC/Water Operator is unavailable.
- e. Maintain systems to avoid unexpected failures and through monitoring and timely preventive maintenance to maximize the life of the District's water system.
- f. Insure all building and sites are clean, free of debris and District equipment is stored, repaired and maintained.
- g. Read customer water meters every other month and provide data to the billing authority.

Contractor in the performance of its duties will communicate fully and coordinate with the BOD President and the District Manager.

Contractor will obtain the BOD President and the District Manager's approval for all charges to be billed above the amount of this contract except in emergencies as may be required to meet permit requirements or re-establish service to customers. In emergency cases, costs not authorized by the BOD and the District Manager shall be limited to those reasonably necessary to address the emergency. In the event of an emergency, Contractor shall promptly and, within a reasonable period of time after the event being managed, notify the District Manager of the event. The District will at all times during the Contract period provide the Contractor with an up to date list of emergency phone numbers.

Contractor will perform as necessary and with the approval of the BOD President and the District Manager all normal repairs and maintenance to the District's water system. Normal repairs shall include, but shall not be limited to, those that can be made using hand tools and performed during the normal hours that Contractor is in the territory. Specialized repairs shall include, but not be limited to, any repairs requiring specialized equipment or tools or equipment or tools or equipment which must be rented by the Contractor, for example pneumatic jackhammer, backhoe, tapping machines, welders, etc. Except in an emergency, contractor will perform specialized repairs after receiving approval from the BOD President or the District Manager. Specialized repairs may entail additional charges to the District.

Contractor will purchase all chemicals, supplies and plant equipment necessary for laboratory analysis and treatment processes of the District's Water System. The District's line of credit with vendors shall be used for all purchases necessary for the District's Water System.

Contractor will use its best efforts to assure that service is available in the event of equipment failure or other plant or system emergency, and to promptly notify the District's designated representative of the circumstances as soon as is practically possible. In the event the BOD President or the District Manager or other designated representative cannot be reached when an emergency arises, the Contractor's primary responsibility shall be to protect the interests of the District and its customers, and the Contractor shall use its best professional judgment to that end.

The District shall be responsible for the cost of all supplies, chemicals, and replacement equipment for the systems components and system parts. The District or its designated representative shall be informed of, all such purchases exceeding **five hundred dollars (\$500.00) either as a single item, or as the costs for a single task, prior to their** being paid.

2. Daily Responsibilities:

- a. Provide 24-hour Emergency Response for all District water problems. Contractor will at all times during the Contract period provide District with up to date emergency telephone numbers.
- b. Act as "eyes and ears" for the BOD President and the District Manager whenever Contractor is in the Territory by promptly reporting problems observed with District property.
- c. If any unusual or unexpected problems or circumstances are encountered, the operator will promptly notify the BOD President and the District Manager.

3. Bi-Weekly Responsibilities

- a. Operate the District's Water System including but not limited to the water treatment plants, the water storage tank, water collection and distribution systems, and all Supervisory Control and Data Acquisition (hereafter "SCADA"), monitoring systems and any measurement and control systems.
- b. Monitor, adjust and maintain all wells.

- c. Monitor the water storage tank on a regular basis.
- d. Adjust the water system's control systems as needed to maximize water levels in the storage tank to the extent practical.
- e. Recommend improvements to the Water System where appropriate to the AAMD BOD and the District Manager.
- f. Coordinate the resolution of problems with the BOD President District Manager.
- g. Inspect all water system mechanical and electrical equipment. Said equipment includes but is not limited to all pumps (well pumps, booster pumps, lift station pumps, recirculation pumps), processing systems, monitoring systems, alarm systems, controls systems, chart recorders, chlorine equipment, Report on status and any problems to the District Manager. Recommend improvements as appropriate.
- h. Provide cistern inspections and report to the BOD President and District Manager.

4. Monthly Responsibilities:

Provide recordkeeping and test sampling as required by the CDPHE, and other governmental regulatory bodies. The ORC shall submit in a timely fashion, with all required reports and monthly certified laboratory test results, including but not limited to coliform bacteria and fecal coliform in the District's potable water; and any other testing required with regard to the District's Drinking Water Permit, PWSID #CO0160075, as well as for any other water permits that the District may now or in the future have or obtain.

Coordinate and submit, with copies to the BOD President and the District Manager, all required reports of the CDPHE in compliance with CDPHE regulations.

Coordinate and submit, with copies to the AAMD BOB, District Manager, all required reports of any other County, State or Federal regulatory body that now or in the future may regulate or monitor the operation of the water system in Teller County, Colorado.

Monitor all aspects of the District's water and water storage system for developing problems and recommend to the AAMD BOD and the District Manager appropriate counter measures.

Attend monthly Board Meetings.

Read and report individual homeowner water meter readings bi-monthly. Meter readings results are to be provided to the District Manager and billing authority.

Investigate any unusual meter readings by scheduling an appointment with the resident to read inside meters and comparing that with external meter readings. Repair or replace components or water meters as required.

Maintain, repair or replace water meter components as required.

Order new water meters and maintain inventory of meters with serial numbers and date installed.

Exhibit B
Arabian Acres Metropolitan District
Services Out of Scope

As-Requested or As-Needed Services:

Contractor will provide as needed services at a rate of \$3,472.18 per month during business hours of 7:00 am-5:00 pm Monday-Friday. After business hours at a rate of \$ 64.00 per hour.

- Emergency locate water service lines in response to the Utility Notification Center of Colorado (UNCC) requests.
- Provide Inspection Services for water services - upon request by builders or subcontractors, inspect all water connections made to District or existing facilities.
- Operate all main line valves yearly.
- As needed flush out alternating sections of water main to allow verification that main line valves are working, fire hydrants are operating and deposits and sediment that can collect in the water mains are removed. Provide cost estimates for repairs and complete repairs authorized by the BOD President and the District Manager.
- Assist engineer and District Manager with scheduling capital projects and repairs.
- Inform the BOD President and the District Manager of any emergency issues as soon as possible in order to inform the customers.
- Emergency repairs outside of necessary maintenance utilizing hand tools.
- Supervise contractors working on the Districts water system.



Control Building Usage

Month	A	B	Sold to Residents	Percentage (Loss)
January	251,050	74,750	363,590	-11.60%
February	273,850	25,200	299,017	0.01%
March	229,150	61,700	297,627	-2.33%
April	312,350	54,650	298,684	18.61%
May	342,800	149,149	382,762	22.19%
June	321,056	95,581	315,881	24.18%
July	413,363	112,281	373,163	25.64%
August	382,918	83,339	426,526	4.43%
September				#DIV/0!
October				#DIV/0!
November				#DIV/0!
December				#DIV/0!

