



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

November 16, 2022 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:

Kevin Walker, WSDM
Rebecca Hardekopf, 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 all Directors 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 Hoel moved to approve the Agenda as presented; seconded by Director Douglass. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from October 19, 2022: After review, Director Lempecki moved to approve the October 19, 2022 Meeting Minutes as presented; seconded by Director Douglass. Motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review of Billing and Collection Status: Ms. Hardekopf presented the Billing and Collection status. The Board discussed the situation that occurred where the wrong address had services shut off in error. The Board discussed an outstanding account that has their property for sale. Ms. Hardekopf explained the title company is required to get a final bill that must be paid at closing.
- b. Review and accept the October 31, 2022, Unaudited Financial Status: Ms. Hardekopf presented the October 31, 2022 Unaudited Financial Status. After review, Director Lempecki moved to accept the October 31, 2022 Unaudited Financial Status; seconded by Director Douglass. Motion passed unanimously.
- c. Review and Approve the Payment of Claims: Ms. Hardekopf presented the Payment of Claims. After review, Director Douglass moved to approve the Payment of Claims as presented; seconded by Director Lempecki. Motion passed unanimously.
- d. Public Hearing on 2022 Amended and 2023 Budget: Ms. Hardekopf confirmed the 2022 Budget Amendment is not needed. Director Douglass moved to open the Public Hearing on the 2023 Budget; seconded by Director Lempecki. Motion passed unanimously. Mr. Thurstonsen asked how much is budgeted for water purchase. The

2023 Budget includes \$10,000 for Water Distribution Purchase. After no further public comment, President Coffman closed the Public Hearing. Ms. Hardekopf presented the 2023 Budget and noted a change to Water Usage Revenue from \$95,000 to \$90,000. The Board discussed the option of receiving additional proposals for services including district management and auditors. The Board agreed to table the approval of the 2023 Budget until next month to allow time to review 2023 service contracts.

- i. Consider Adoption of Resolution to Amend 2022 and Appropriate 2023 Budget: After review, Director Douglass moved to adopt the 24 mills for the debt service mill levy to be certified with the State; seconded by Director Lempecki. Motion passed unanimously.

3. MANAGEMENT MATTERS

- a. Discuss 2021 Exclusions Payment Collection Status: Ms. Hardekopf reported that \$2,816.49 has been collected out of \$3,966.27. The Board requested an additional reminder letter be sent to those who have not paid with a due date of November 30th, and request Mr. Downie waive the difference in fees.
- b. Discuss New Petitions for Exclusion: Ms. Hardekopf has informed the two interested petitioners of the costs and fees for exclusion and confirmed the petition will not be filed with the County until all fees are paid. The Petition Hearing with the Board will be held in December. The total estimated fees per petition is \$1,655.50 which includes a \$500 contingency. Director Douglass moved to approve the \$1,655.50 fees per petitioner; seconded by Director Lempecki. Motion passed unanimously.
 - i. 146 Uintah Vale Drive
 - ii. 163 Uintah Vale Drive

4. LEGAL MATTERS

- a. Review and Consider Approval for BiggsKofford 2022 Audit Engagement Letter: The Board requested an additional proposal for Auditor.
- b. Review and Consider Approval for WSDM – Annual Engagement Letter: Ms. Hardekopf presented the WSDM Annual Engagement letter. The Board discussed the proposed monthly increase of \$688. Ms. Hardekopf confirmed the contract includes a 30-day termination option. After discussion, Director Douglass moved to approve the WSDM Annual Engagement letter; seconded by Director Lempecki. Motion passed unanimously.
- c. Consider Adoption of Resolution Calling the May 2, 2023 Election: Ms. Hardekopf presented the Resolution Calling the May 2, 2023 Election. Director Douglass moved to approve the Resolution Calling the May 2, 2023 Election with the amendment to designate WSDM as the DEO; seconded by Director Lempecki. Motion passed unanimously.
- d. Consider Adoption of Annual Administrative Resolution: Ms. Hardekopf presented the Annual Administrative Resolution. After review, Director Douglass moved to adopt the Annual Administrative Resolution as amended to designate WSDM as the DEO; seconded by Director Lempecki. Motion passed unanimously.
- e. Consider Adoption of Waiving Family and Medical Leave Resolution: Ms. Hardekopf presented the Waiving Family and Medical Leave Resolution. Director Douglass moved to adopt the Waiving Family and Medical Leave Resolution; seconded by Director Shepard. Motion passed unanimously.

5. OPERATIONS

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

b. Leak Data Report: There was no discussion.

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

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

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, DECEMBER 21, 2022 AT 5:30 PM.

Respectfully Submitted,
WSDM District Managers

Rebecca Hardskopf

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 16, 2022 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Edith Coffman

[Edith Coffman \(Dec 28, 2022 18:43 MST\)](#)

Edith Coffman

Elizabeth Douglass

[Elizabeth Douglass \(Dec 28, 2022 17:51 MST\)](#)

Elizabeth Douglass

Lanny Hoel

Martin Lempecki

Jennifer Shepard

[Jennifer Shepard \(Dec 28, 2022 08:35 MST\)](#)

Jennifer Shepard












AAMD Minutes 2022 11 16


Final Audit Report

2022-12-29


Created:	2022-12-22
By:	Rebecca Harris (rebecca.h@wsdistricts.co)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAK58sfXz6aHHHEnPirQOfobj_bf8ZOX

"AAMD Minutes 2022 11 16" History

-  Document created by Rebecca Harris (rebecca.h@wsdistricts.co)
2022-12-22 - 5:14:07 PM GMT- IP address: 96.79.235.13
-  Document e-signed by Rebecca Harris (rebecca.h@wsdistricts.co)
Signature Date: 2022-12-22 - 5:15:02 PM GMT - Time Source: server- IP address: 96.79.235.13
-  Document emailed to jenniferashepard@live.com for signature
2022-12-22 - 5:15:03 PM GMT
-  Email viewed by jenniferashepard@live.com
2022-12-28 - 3:34:22 PM GMT- IP address: 172.58.61.135
-  Signer jenniferashepard@live.com entered name at signing as Jennifer Shepard
2022-12-28 - 3:35:31 PM GMT- IP address: 172.58.58.225
-  Document e-signed by Jennifer Shepard (jenniferashepard@live.com)
Signature Date: 2022-12-28 - 3:35:33 PM GMT - Time Source: server- IP address: 172.58.58.225
-  Document emailed to a2boxergirl@gmail.com for signature
2022-12-28 - 3:35:35 PM GMT
-  Email viewed by a2boxergirl@gmail.com
2022-12-29 - 0:50:39 AM GMT- IP address: 75.163.187.63
-  Signer a2boxergirl@gmail.com entered name at signing as Elizabeth Douglass
2022-12-29 - 0:51:19 AM GMT- IP address: 75.163.187.63
-  Document e-signed by Elizabeth Douglass (a2boxergirl@gmail.com)
Signature Date: 2022-12-29 - 0:51:21 AM GMT - Time Source: server- IP address: 75.163.187.63
-  Document emailed to rascl1945@gmail.com for signature
2022-12-29 - 0:51:22 AM GMT

 Email viewed by rascl1945@gmail.com

2022-12-29 - 1:24:50 AM GMT- IP address: 216.147.123.113

 Signer rascl1945@gmail.com entered name at signing as Edith Coffman

2022-12-29 - 1:43:34 AM GMT- IP address: 216.147.123.113

 Document e-signed by Edith Coffman (rascl1945@gmail.com)

Signature Date: 2022-12-29 - 1:43:36 AM GMT - Time Source: server- IP address: 216.147.123.113

 Agreement completed.

2022-12-29 - 1:43:36 AM GMT