



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

March 15, 2023, at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

Edith Coffman
Elizabeth Douglass
Lanny Hoel
Martin Lempecki
Jennifer Shepard

Also in attendance were:

Rebecca Harris, WSDM
Lynn Willow, ORC
Elric Thurstonsen, Resident

1. ADMINISTRATIVE MATTERS

- a. Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:30 PM and confirmed a quorum with Director Hoel absent.
- b. Confirm any Potential Conflicts of Interest: The Directors each confirmed there were no potential conflicts of interest.
- c. Discussion and Approval of the Agenda: Director Douglass moved to approve the Agenda as presented; seconded by Director Lempecki. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from January 18, 2023: After review, President Coffman moved to approve the Meeting Minutes from January 18, 2023; seconded by Director Douglass. Motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review of Billing and Collection Status: Ms. Harris presented the billing and collection status.
- b. Review and Accept the February 28, 2023 Unaudited Financial Status: Ms. Harris presented the February 28, 2023 unaudited financial status. Director Douglass moved to accept the February 28, 2023 unaudited financial status; seconded by Director Lempecki. Motion passed unanimously.
- c. Review and Approve the Payment of Claims: Ms. Harris presented the payables to be ratified for February and approved for March. After review, Director Lempecki moved to approve the payables as presented; seconded by Director Douglass. Motion passed unanimously.
- d. Discuss Credit Card for Lynn: The Board discussed needing to reissue a credit card for Mr. Willow since the bank canceled the previous credit card. The Board directed Ms. Harris to research a new credit card for Mr. Willow.

3. MANAGEMENT MATTERS

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

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

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

4. LEGAL MATTERS

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

5. OPERATIONS

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

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

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

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

Respectfully Submitted,
WSDM District Managers

Rebecca Harris

By: Recording Secretary

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

Edith Coffman

[Edith Coffman \(Apr 20, 2023 17:30 MDT\)](#)

Edith Coffman

Elizabeth Douglass

[Elizabeth Douglass \(Apr 20, 2023 14:36 MDT\)](#)

Elizabeth Douglass

Lanny Hoel

Martin Lempecki

[martin lempecki \(Apr 20, 2023 09:34 MDT\)](#)

Martin Lempecki

Jennifer Shepard

[Jennifer Shepard \(Apr 20, 2023 10:03 MDT\)](#)

Jennifer Shepard