



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

July 19, 2023, at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

Edith Coffman

Elizabeth Douglass

Lanny Hoel (Excused)

Martin Lempecki

Jennifer Shepard

Also in attendance were:

Rebecca Harris, WSDM District Managers

Braden Hammond, BiggsKofford

Lynn Willow, ORC

1. ADMINISTRATIVE MATTERS

- a. Call to Order & Declaration of Quorum: President Douglass called the meeting to order at 5:31 PM and confirmed a quorum was present with Director Hoel excused.
- 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 a discussion item regarding treating the pond for mosquito larvae under Management Matters. Director Lempecki moved to approve the Agenda as amended; seconded by Director Shepard. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from June 21, 2023: After review, Director Coffman moved to approve the June 21, 2023 Meeting Minutes; seconded by Director Lempecki. Motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review and Consider approval of the 2022 Audit and Presentation: Mr. Hammond with BiggsKofford presented the District's 2022 Audit. Mr. Hammond noted they expect to issue an unmodified opinion which is the highest level of assurance they can provide in a financial statement audit. After review, Director Lempecki moved to approve the 2022 Audit as presented; seconded by Director Shepard. Motion passed unanimously.
- b. Review of Billing and Collection Status: Ms. Harris presented a review of the current billing and collection status.
- c. Review and accept the June 30, 2023 Unaudited Financial Status: Ms. Harris presented the June 30, 2023 Unaudited Financial Status. Mr. Willow clarified the Other Expenses and Ms. Harris will move them into Repairs and Maintenance. The Board discussed the drop in water usage. After review, Director Lempecki moved to accept the June 30,

2023 Unaudited Financial Status as amended; seconded by Director Shepard. Motion passed unanimously.

- d. **Discuss Payment of Claim Process:** Ms. Harris discussed the payment of claim process. Ms. Harris proposed a process where she will meet with the Board President and Treasurer after Board meetings to review and process all payables together with Bill.com to avoid human error. Director Coffman expressed concerns with Bill.com and Kelly Brock's delayed payment. President Douglass proposed the Board proceed with Bill.com and if there are issues after 2 months the Board can revisit. Directors Lempecki and Shepard agreed. Director Coffman commented that she would rather get a physical check. The Board will proceed with Bill.com and can revisit in two months if needed.
- e. **Review and Approve the Payment of Claims:** Ms. Harris presented the Payment of Claims. She noted that Director Hoel's check will be removed if he is unable to join the meeting. After review, Director Lempecki moved to approve the Payment of Claims as presented; seconded by Director Shepard. Motion passed unanimously.

3. MANAGEMENT MATTERS

- a. **Discussion regarding treating the ponds for mosquito larvae:** President Douglass discussed treating ponds for mosquito larvae. Mr. Willow confirmed that the ponds have not been treated since at least 2007. The Board discussed that the District owns the pond itself, and Teller County can treat the pond for free. Mr. Willow recommended the Board have the pond treated as well as the standing water near control building A and noted recent West Nile Virus cases in other counties. Director Shepard moved to reach out to Teller County Health Department Environmental Services and request treatment for mosquito larvae in the two ponds and standing water; seconded by Director Lempecki. Motion passed unanimously.

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 and noted that she feels confident in the data for April, May, and June. The average water loss is 20%.

6. PUBLIC COMMENT: There was no public comment.

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

Rebecca Harris

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL JULY 19, 2023 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Edith Coffman

Edith Coffman (Oct 19, 2023 09:56 MDT)

Edith Coffman

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Elizabeth Douglass (Oct 19, 2023 09:32 MDT)

Elizabeth Douglass

Lanny Hoel

Martin Lempecki

Jennifer Shepard

Jennifer Shepard (Oct 19, 2023 08:50 MDT)

Jennifer Shepard