



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

April 19, 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
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 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: Ms. Harris requested two items be added under Financial Matters, Bill.com Process and Account 67 Gerka Lane Fee Waiver Request. Director Douglass moved to approve the Agenda as amended; seconded by Director Lempecki. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from March 15, 2023: After review, Director Shepard moved to approve the Meeting Minutes from March 15, 2023; 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 March 31, 2023 Unaudited Financial Status: Ms. Harris presented the March 31, 2023 Unaudited Financial Status. Director Douglass moved to approve the March 31, 2023 Unaudited Financial Statements; seconded by Director Lempecki. Motion passed unanimously.
- c. Review and Approve the Payment of Claims: Ms. Harris presented the payment of claims. She noted invoices for Kelly Brock's work on the frozen lines and debt service wire payments. After review, Director Douglass moved to approve the payment requests; seconded by Director Lempecki. Motion passed unanimously.
- d. Discuss Credit Card Status for Lynn: Ms. Harris explained that Mr. Willow would be an authorized user and name on the credit card and the District is responsible for paying the credit card bill.

- e. **Bill.com Process:** Ms. Harris discussed the option of utilizing Bill.com to approve and pay bills online. She explained that the Board could review, approve, and pay all the District's bills online in a fast and efficient manner. WSDM already utilizes Bill.com for most of their other districts and it is at no extra cost. President Coffman commented on the past district manager that robbed the District and said she would prefer to have her hand on the checks. Ms. Harris explained the Board would still have sole control to view all the bills and make any changes or edits before approving for payment. She noted the district auditors highly recommend using Bill.com and that is why WSDM implemented the process in 2020. After discussion, Director Douglass moved to change to Bill.com; seconded by Director Lempecki. Motion passed 3-1 with President Coffman opposed. Ms. Harris offered a tutorial on how to use Bill.com for all the Board members.
- f. **Account 67 Gerka Lane Fee Waiver Request:** Ms. Harris discussed the Fee Waiver Request from the account of 67 Gerka Lane. The account owner is requesting the waiver because they did not receive any of the billing statements or notices and they claim it wasn't disclosed during the sale of property. No contact information was provided to WSDM, and the bills were sent to the property address. The requested amount to be waived is \$115.00. Ms. Harris noted they did waive a \$15 late fee as a one-time courtesy. Mr. Willow noted there is not a house at this property, and it is just a foundation. The only water connection goes to the meter, and they have not connected any plumbing into the foundation yet. The Board discussed that the property owner did not provide any contact information and the Title company only provided a name. The Title company should have provided the information to the buyer. President Coffman moved to waive the \$115.00 in fees; seconded by Director Shepard. Motion passed unanimously.

3. MANAGEMENT MATTERS

- a. **Discuss Frozen Lines:** Ms. Harris presented a flyer that can be posted to the website and advertised to the community informing them on how to properly winterize water lines. The Board and Mr. Willow discussed insulating the meter pits to prevent frozen lines in the future. Mr. Willow estimates the cost would be \$1,500 per meter pit. The Board discussed insulating one meter pit to get a better idea on cost. Director Shepard moved to approve one meter pit; seconded by Director Lempecki. Motion passed unanimously.
- b. **Discuss Air BnB and District Process:** Ms. Harris noted she was unable to speak with Mr. Downie about this item due to him being out for health reasons, but she was able to speak to his colleague. Ms. Harris noted they are discussing all short-term rentals in general. Legal counsel confirmed that the District can implement a fee or fine for a violation if a short-term rental property does not do their proper due diligence and causes damage to meter pit or main line due to negligence then the District can impose a violation fee. The Board discussed short-term rentals and adding a violation for excessive water usage when filling a pool. The Board and Mr. Willow discussed that service lines and the main line could freeze if water is not moving, and the water lines are not winterized. The Board discussed an amendment to the Rules and Regulations that incorporates if damage is caused including but not limited to frozen meter, frozen main line, and cost associated due to negligence of a property owner, the District may

charge those costs to the property owner. Director Douglass moved to amend the Rules and Regulations to incorporate the language about negligence and frozen meter lines as discussed; seconded by Director Shepard. Motion passed unanimously.

4. LEGAL MATTERS: There was no discussion.

5. OPERATIONS

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

6. PUBLIC COMMENT: There was no public comment.

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

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY
MAY 17, 2023 AT 5:30 PM.

Respectfully Submitted,
WSDM District Managers

Rebecca Harris

By: Recording Secretary

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

Edith Coffman

Elizabeth Douglass

[Elizabeth Douglass \(May 22, 2023 10:06 MDT\)](#)

Elizabeth Douglass

Lanny Hoel

Martin Lempecki
[martin lempecki \(May 24, 2023 10:24 MDT\)](#)

Martin Lempecki

Jennifer Shepard

[Jennifer Shepard \(May 22, 2023 18:11 MDT\)](#)

Jennifer Shepard