



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

March 16, 2022 at 5:30 P.M.
Via Telephone and Video Conference Call

In attendance were Directors:

Allan Brown (Arrived late)
Edith Coffman
Elizabeth Douglass
Lanny Hoel
Stan Claassen

Also in attendance were:

Kevin Walker, WSDM
Rebecca Hardekopf, WSDM
Lynn Willow, ORC

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: Director Douglass requested the Board add Agenda item 3.d., Discussion on Cistern for Fire Management. Director Douglass moved to approve the Agenda as amended; seconded by Director Claassen. Motion passed unanimously.
- d) Consider Approval of Meeting Minutes from February 16, 2022, and Special Meeting Minutes from February 24, 2022: President Coffman requested the minutes reflect that Mr. Downie presumed there was no conflicts of interest instead of advised because he did not investigate or ask what the conflict was. Ms. Hardekopf explained there was discussion on the conflict of interest and Mr. Downie determined there was none. Director Claassen asked what President Coffman's reason for objecting was. President Coffman stated that she does not think that the County has put in writing exactly what they are going to do with changing their rules. Mr. Walker noted that the Board is discussing the Minutes and if they accurately reflect the discussion, and not the merits or discussion of whether there was a conflict. Mr. Walker explained the Minutes must be approved by the Board in order to be provided to the County. Director Claassen moved to approve the February 24, 2022 Special Meeting Minutes with the modification of 1.b. that reflects Mr. Downie advised from his perspective there is no conflict of interest; seconded by Director Douglass. Motion passed 3 to 1 with President Coffman voting against. Director Douglass moved to approve the February 16, 2022 Meeting Minutes as presented; seconded by Director Claassen. Motion passed unanimously.

2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status: Ms. Hardekopf presented the Billing and Collection status. There were no shutoffs for the month, and 9 reminder and collection letters were sent on Monday.
- b) Review and accept the February 28, 2022 Unaudited Financial Status: Ms. Hardekopf presented the February 28, 2022 Unaudited Financial status. She noted there will be a review of the budget next month once the invoices are received from the costs to locate the leak. Ms. Hardekopf noted the District saved money on Election costs due to the Cancellation of Election. Director Claassen moved to accept the February 28, 2022 Unaudited Financial Status as presented; seconded by Director Douglass. Motion passed unanimously.
- c) Review and Approve the Payment of Claims: Ms. Hardekopf presented the Payment of Claims. Ms. Hardekopf noted she will remove Director Brown's payment if he is unable to join the meeting. Director Claassen moved to approve the Payment of Claims; seconded by Director Douglass. Motion passed unanimously.

3) MANAGEMENT MATTERS

- a) Update on Exclusion Process with Teller County: Mr. Walker has not heard back from Teller County since the last meeting. Mr. Walker is preparing to send out letters to follow all State statutes and is waiting to review the language from Teller County, but it has not been received yet. The meeting with the Planning Commission is scheduled for the evening of April 12, 2022 in Woodland Park.
- b) Review and consider approval for Leak Adjustment Policy: Ms. Hardekopf presented the new Leak Adjustment Policy that was discussed by the Board at the last meeting. After review, Director Claassen moved to approve the Leak Adjustment Policy as presented; seconded by Director Douglass. President Coffman discussed adding language that addresses construction work and repairs and responsibility. Mr. Walker noted that is addressed in the Rules and Regulations but could be strengthened if needed. Ms. Hardekopf suggested adding a reference to the Rules and Regulations in the Leak Adjustment Policy and explained the Leak Adjustment decision is up to the Board's discretion based on the Rules and Regulations being followed. The Board agreed to table the approval of this item to allow further review. Director Brown joined the meeting.
- c) Capital Improvements Discussion: Mr. Walker noted there are no updates on Capital Improvements, and they have been focusing on the leaks. Director Douglass asked if the tank coating was required. Mr. Walker explained a State required tank report was done and it identified a problem with the coating. The tank coating was recommended by the third-party that does the report. Director Douglass asked about using funds for leak detection equipment. The Board discussed a meter system that reads meters every minute and notifies of leaks, but due to the high cost they were not approved. Mr. Willow noted he reads all meters first thing when working to identify a leak. Unfortunately, the last few leaks have not been residential leaks and they have been located in the water mains. Mr. Willow discussed the leak detector loggers they have only work on the valves in the old system and not the new ones.
- d) Cistern for Fire Management Discussion: Director Douglass explained she is losing her homeowner's insurance because they are pulling out of Colorado. The only place that will provide insurance will only cover cash value and will not cover mortgage and she was rejected by other companies due to her location. She discussed the ISO rating and the distance from the fire department. She spoke to the Divide Fire Department, and they said if land was donated that had a water source and there is a 5-year plan to get a new firetruck. Director Douglass asked if the District would entertain a land donation for fire management. The Board discussed the cost to install fire hydrants is very high and the

District does not have the water volume without putting in a new water tower, mains, and booster pumps. Director Douglass said she will be reaching out to the County Commissioners regarding this issue. Mr. Willow noted the District does not own the land that Control Building B is on, but there is a 200-foot easement around the building.

4) LEGAL MATTERS

- a) 2022 Election Update: Mr. Walker reported the Election was cancelled and there will be two new Board members in May.

5) OPERATIONS

- a) Review and update on February leak: Mr. Willow reported that a leak was discovered on February 22nd. KA Excavation was called out to assist in leak detection and provide equipment to expose the valves. 27 total loads of water were trucked in to keep the storage tank full. Sections of the District were isolated and eliminated from having leaks. During this time, the meter for well #7 froze and broke, so Mr. Willow replaced the meter and added insulation and it is back in operation. Well #1 also failed during this time, and Black Mountain Pump was called out to investigate and determined the pump needed to be replaced which was done and is back in operation. The Board discussed planning ahead moving forward to replace the pumps every 10 years. The leak has been isolated to a small section of the District and estimated to be 4.1 gallons/minute. The leak area has been valved down to reduce loss and the tank is holding with no water deliveries. Next step is to put high pressure on the line to see if the leak can be heard with a listening device, but this has been delayed due to weather and pressure is only going up to 110 psi for 20 minutes which complicates things as well. Thawing can be heard on the road which makes it difficult to hear the exact area. Mr. Willow discussed the options to identify the leak. They could wait for the ground to thaw, and the leak will rise to the surface and the listening device will work more accurately. Second option is to rent leak detecting equipment from CSU to help look for the leak, but they will most likely have the same issues with the frozen ground and not being able to keep the psi high enough. The cost would be an estimated \$300 to \$500. Third option is to hire American Leak Detection which costs \$3,500 per day whether they find the leak or not. They could also have the same issues with frozen ground, thawing sounds, and not being able to keep the psi high enough. Mr. Willow noted with the waiting option, he will continue to look for the leak while the ground thaws. The Board discussed closing the valves in the area and speaking to the customers that are affected by reducing their water charge for the inconvenience. Mr. Willow discussed a frozen line at the meter on Gerka. He thawed the line and added extra insulation as a precaution.
- b) 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 7:13 PM; seconded by Director Hoel. Motion passed unanimously.

THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, APRIL 20, 2022 AT 5:30 PM.

Respectfully Submitted,
Walker Schooler District Managers

DocuSigned by:

Rebecca Hardekopf

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By: Recording Secretary

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

DocuSigned by:

Allan Brown

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Allan Brown

Stan Claassen

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Edith Coffman

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Edith Coffman

DocuSigned by:

Elizabeth Douglass

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Elizabeth Douglass

Lanny Hoel